## NDS LogoTop ten tips for creating accessible information

Printed information that is easy to see, read, process and understand means all people can use it including people with disability.

* Use a plain font like Arial, Helvetica and Verdana. These fonts are sans serif typefaces. They don’t not have extra lines or small strokes on the letters and it makes the text is easier to read.
* Text should be a minimum of 12 point.
* Left align the text. When text starts on the left-hand side it provides consistent spacing between words and provides a natural starting point for English readers. Centring text or stretching it to fit a full line (justified text) changes where text starts or can vary size of the spaces between words.
* Avoiditalics.Italics can make it harder to see each individual letter and it can look like letters run into each other.
* Avoid underlining. It can cut the ‘tails’ off letters and make it hard to see individual letters.
* Avoid using all UPPERCASE for words. We recognise words partly because of the shape of letters and words. When lowercase is used, each letter has a different shape and it is easier to process and recognise.
* Ensure that there is strong colour contrast between the text and background. Strong contrast helps people distinguish the text from the background. Some people are also colour blind. Vision Australia has a free ‘Colour Contrast Analyser’ at [www.visionaustralia.org.au](http://www.visionaustralia.org.au)
* Avoid watermarks. Putting pictures and watermarks behind words add another layer of information for our brains to process. This can make it harder to distinguish.
* Print on matt or satin non-reflective paper. Gloss or shiny paper makes reading more difficult in different lighting.
* Use plain English, short sentences and avoid jargon.

This resource was adapted from the Access and Inclusion Resource Kit, Disability Services Commission 2014. Accessed 11 May 2017.