Accessibility printing checklist

Empowered and confident: disabling the barriers

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Font / formatting |  |  |
| Have you used a plain sans serif font – Arial? |  |  |
| Have you avoided the use of upper case, underlining and italics? |  |  |
| Is there significant colour contrast between the text and background? Note the contrast between colour and text should be at least 25%. |  |  |
| Is the text a minimum of 12 point size – 20 point for large text print? |  |  |
| Is the text uncluttered with no background graphics, patterns and watermarks? |  |  |
| Has all text been left aligned? |  |  |
| If appropriate, is only important information in bold or larger print? |  |  |
|  |  |  |
| Printing |  |  |
| Is the information being printed in matte or satin non-reflective paper? |  |  |
|  |  |  |
| Language |  |  |
| Have you used plain language? |  |  |
| Can the headings be clearly understood and succinct? |  |  |
|  |  |  |
| Writing style |  |  |
| Are the sentences short? |  |  |
| Have no jargon or acronyms been used? |  |  |

Consideration – is the written / printed material available on request in alternative formats and does it have a statement informing the reader of this? For example – “this publication is available in alternative formats such as electronic, audio tape or Braille, upon request”.