

# Accessibility printing checklist

Empowered and confident:  
disabling the barriers

	Yes	No
<b>Font / formatting</b>		
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?		
<b>Printing</b>		
Is the information being printed in matte or satin non-reflective paper?		
<b>Language</b>		
Have you used plain language?		
Can the headings be clearly understood and succinct?		
<b>Writing style</b>		
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”.

