

Making Documents Accessible to All

Use simple and clear language



- Avoid jargon and difficult concepts.
- If necessary, explain these difficult concepts clearly.
- Make sentences short and simple.
- Use plain english.

Effectively format your document



- Use headings, subheadings, and bullet points.
- For longer texts, clearly indicate sections and provide a table of contents.
- Important details or steps should be labelled for easy reference.
- For those with reading difficulties, having visuals and diagrams is crucial.
- Having images to support text can help people grasp it better.

Transcribe and Captions:



- Captions or transcripts for video and audio content should be provided.
- Provide explanations of visual components in the content.

Ensure readability



- Use colour contrasts between text and backdrop.
- Use a basic font like Arial and an easily read font size.
- Italics and underlining should be avoided.
- Use bold to make a word stand out.
- Don't rely just on colours to express meaning as it is inaccessible for those with colour-blindness
- Avoid using huge blocks of text.
- Make sure text is selectable for text-to-speech software (screen readers).

Provide Image Alternative Text:



- Include informative alt text for photos, charts, and graphs.
- Alt text is a tool which enables you to write what's in the image.
- It should represent the visual element's content and function.
- Screen readers can only interpret images if alt text is included.
- Don't only display information in an image.

Use Meaningful Hyperlinks:



- Use detailed link text rather than basic terms such as "click here."
- Make sure the link addresses are correct and appropriate.