



Communication with Visually Impaired Volunteers

By following these guidelines, you will develop the knowledge to make your document more accessible to your volunteers with low visibility.

Quick Guide to Accessible Document

Formatting

It is best to format your document for accessibility as you write it. To help remind you, the tips in this quick guide are grouped into an anagram—FILTH; Fonts, Images, Layout, Tables and Headings.

Fonts

- Minimum size 12 point
- Consider font contrast
- All text should be left aligned
- Avoid large amounts of italics, BLOCK CAPITALS and underlining
- Use bold for emphasis
- Avoid ornate typefaces

Images

- Add alternative text (a narrative description) to images
- Avoid images that are text (e.g. scanned PDF files)
- Use text equivalents for charts, maps and diagrams

Layout

- Ensure there is strong contrast between text and background.
- If elements are not the same, make them very different.
- Every element should have some visual connection with another element.
- Repeat visual elements, this develops organisation and strengthens unity of the content.
- Items relating to each other should be grouped close together.

Tables

- Tables should be used for tabular data.
- Do not use tables for layout.
- Avoid merging table cells.
- One piece of information per table cell.
- Text Boxes in Microsoft Word are not accessible.

Headings

- Use Styles to apply and format document headings.
- Use the bullets and numbering function.