



Accessibility for Visually Impaired Volunteers

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

Quick Guide to Accessible Document Formatting

Accessible documents are easier for everyone to read and understand, not just those with disabilities. The best approach is to format your document for accessibility as you create it. This resource outlines the key steps you can take to make your document more inclusive and user-friendly.

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, instead use a legible sans-serif font.

Images

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

Layout

- Ensure there is sufficient colour 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.

General

- Write in simple, straightforward language and avoid jargon.
- increase white space between sentences and paragraphs.
- Use clear and descriptive text for links, not just "click here".
- Ensure all elements within your document can be accessed using only a keyboard.
- Utilise built-in accessibility checkers to identify and fix potential issues.