
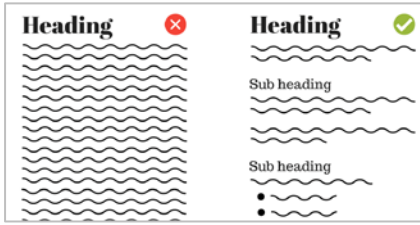

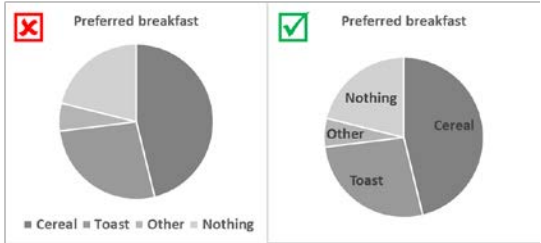


## Top tips to increase the accessibility of your work

<p><b>Font</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use <b>Sans serif font</b> size 12 or above / size 24 or above for presentations.</li> <li><input type="checkbox"/> Use <b>sentence case</b> – not uppercase.</li> <li><input type="checkbox"/> Use <b>bold for headings and emphasis</b> – italics and underlining are harder to read.</li> <li><input type="checkbox"/> Use a <b>light pastel-coloured background or paper colour</b> to reduce glare and haloes.</li> <li><input type="checkbox"/> Use <b>Microsoft Styles for headings and subheadings</b> for recognition by screen readers.</li> </ul>	<p><b>Things to consider:</b></p> <ul style="list-style-type: none"> <li>• Sans serif fonts are easier to read – suggested fonts: Arial, Calibri, Tahoma, Verdana.</li> </ul>  <ul style="list-style-type: none"> <li>• Font size <b>14</b> is best – anything smaller is harder to read.</li> <li>• Writing in sentence case means the... <u>different shapes give clues</u></li> </ul>
<p><b>Structure</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Left-align text</b> – it's easier to find the start and finish of each line.</li> <li><input type="checkbox"/> Display <b>information/text in small chunks</b> to improve processing.</li> <li><input type="checkbox"/> Use <b>numbered lists, bullet points and flow charts</b> to illustrate information and help explain steps/processes.</li> <li><input type="checkbox"/> Use <b>relevant icons</b> to facilitate quick reference.</li> <li><input type="checkbox"/> Add <b>full stops at the end of bullet points</b> for recognition by screen readers.</li> <li><input type="checkbox"/> Use <b>wider line spacing</b> – 1.5 spacing if possible.</li> </ul>	<p><b>Things to consider:</b></p> <ul style="list-style-type: none"> <li>• Sub-headings and bullet points can help structure information – blocks of text or cluttered information can be overwhelming:</li> </ul>  <ul style="list-style-type: none"> <li>• An icon can help to identify information – such as a book icon  for reading lists.</li> <li>• Tables/borders which are not completely black in colour are easier on the eye.</li> </ul>
<p><b>Language</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use <b>straight forward language</b> to increase understanding and <b>explain abbreviations</b>.</li> <li><input type="checkbox"/> <b>Pause your delivery if your audience needs to read</b> – it is difficult to read and listen at the same time.</li> <li><input type="checkbox"/> Add <b>alternative text for images and diagrams</b> for recognition by screen readers.</li> <li><input type="checkbox"/> Use <b>words or symbols to convey information</b>, rather than relying on colour alone.</li> </ul>	<p><b>Things to consider:</b></p> <ul style="list-style-type: none"> <li>• Information should still make sense without colour – print in black and white to check.</li> </ul> 

## Check the accessibility of your document:

- Print your document in black and white – does it still makes sense when colour is not available?
- Use the Microsoft accessibility checker and follow the guidance to increase the accessibility of your work.  
<https://support.office.com/en-us/article/Use-the-Accessibility-Checker-on-your-Windows-desktop-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

## View further guidance:

- Making meetings and lectures more accessible for people with dyslexia:  
<https://wiki.bath.ac.uk/x/DOUiBg> (click on the Dyslexia sub-heading to access the guidance).
- Teaching students with learning difficulties and disabilities:  
<http://www.bath.ac.uk/guides/teaching-students-with-specific-learning-difficulties-and-disabilities/>
- Using styles for headings:  
<https://support.office.com/en-us/article/Video-Improve-accessibility-with-heading-styles-68f1eeff-6113-410f-8313-b5d382cc3be1>
- Adding alternative text to a picture in Word:  
<https://support.microsoft.com/en-us/help/923919/how-to-add-alternative-text-to-a-picture-in-word-2007-word-2010-outloo>
- Microsoft guidance for making your content accessible in Outlook, Word, Excel and PowerPoint:  
<https://support.office.com/en-us/article/Accessibility-video-training-71572a1d-5656-4e01-8fce-53e35c3caaf4?ui=en-US&rs=en-US&ad=US>

Collaboratively created by:

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