### Top tips to increase the accessibility of your work

#### Font
- Use **sans serif font** size 12 or above / size 24 or above for presentations.
- Use **sentence case** – not uppercase.
- Use **bold for headings and emphasis** – italics and underlining are harder to read.
- Use a **light pastel-coloured background or paper colour** to reduce glare and haloes.
- Use **Microsoft Styles for headings and subheadings** for recognition by screen readers.

#### Things to consider:
- Sans serif fonts are easier to read – suggested fonts: Arial, Calibri, Tahoma, Verdana.
- Font size 14 is best – anything smaller is harder to read.
- Writing in sentence case means the...

#### Structure
- **Left-align text** – it’s easier to find the start and finish of each line.
- Display **information/text in small chunks** to improve processing.
- Use **numbered lists, bullet points and flow charts** to illustrate information and help explain steps/processes.
- Use **relevant icons** to facilitate quick reference.
- **Add full stops at the end of bullet points** for recognition by screen readers.
- Use **wider line spacing** – 1.5 spacing if possible.

#### Things to consider:
- Sub-headings and bullet points can help structure information – blocks of text or cluttered information can be overwhelming:
- An icon can help to identify information – such as a book icon for reading lists.
- Tables/borders which are not completely black in colour are easier on the eye.

#### Language
- Use **straight forward language** to increase understanding and explain abbreviations.
- **Pause your delivery if your audience needs to read** – it is difficult to read and listen at the same time.
- Add **alternative text for images and diagrams** for recognition by screen readers.
- Use **words or symbols to convey information**, rather than relying on colour alone.

#### Things to consider:
- Information should still make sense without colour – print in black and white to check.
Check the accessibility of your document:

- Print your document in black and white – does it still make sense when colour is not available?
- Use the Microsoft accessibility checker and follow the guidance to increase the accessibility of your work. 

View further guidance:

- Making meetings and lectures more accessible for people with dyslexia: 
  https://wiki.bath.ac.uk/x/D0UiBg (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-68f1eef-6113-410f-8313-b5d382cc3be1
- Adding alternative text to a picture in Word: 
- Microsoft guidance for making your content accessible in Outlook, Word, Excel and PowerPoint: 