

QUICK GUIDE FOR MAKING INFORMATION ACCESSIBLE

Before starting to produce your accessible information; check the accessible information database and useful website section to see if this has already been produced which you could use.

- Use Arial font
 - Use 14 font at least
 - Align symbols/photos to the left – writing to the right or writing can be under the photo.
 - Ensure symbols/photos are meaningful to target audience.
 - Layout should be clear, simple and consistent
 - Do not clutter the page
 - Do not overlay writing onto image – always keep separate.
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- First simplify your language and vocabulary
 - Talk about 1 idea per sentence
 - Keep sentences short and simple
 - Each sentence or new idea should be on a new line
 - Use simple punctuation
 - Order your information in a logical step-by-step way
 - Avoid idioms and questions.
 - Avoid negatives
 - Be consistent with language you use and your symbols/photos.
 - Use familiar images and style of image.
 - Make sure the image reflects what you mean.
 - Put a clear picture next to accompanying text
 - Make sure images are as big and as clear as possible
 - Use an image for each point or chunk of information. Use only 1-2 short sentences per image.
 - Images in colour are preferable
 - Photographs of real people or places are preferred.
 - Check for understanding and image recognition.
 - The meaning of the image should be easily remembered if not recognised immediately.