Appendix 2 - Accessibility guidance for printed documents to Annex F – Accessibility

1. Additional Information: Accessibility guidance for printed documents

These guidelines are based on the "Clear Print accessibility guidelines" developed by the [Canadian National Institute for the Blind (CNIB)](#).

a) Contrast

Use high-contrast colours for text and background. Good examples are black or dark blue text on a white or yellow background, or white or yellow text on a black or dark blue background.

b) Type colour

Printed material is most readable in black and white. Restrict coloured text to things such as titles, headlines or highlighted material.

c) Point size

Bigger is better. Keep your text large, preferably between 12 and 18 points, depending on the font. (Point size varies among fonts.) People who are visually impaired might be able to read large print, but not very small text.

d) Leading

Leading is the space between lines of text and should be at least 25 to 30 per cent greater than the point size. This space lets readers move more easily to the next line of text. Too much leading, however, makes type harder to read. Heavier typefaces will require slightly more leading.

e) Font family and font style

Avoid complicated or decorative fonts. Choose standard sans serif fonts with easily recognizable upper and lower-case characters. Arial and Verdana are good choices.

f) Font heaviness

Use fonts with medium heaviness and avoid light type with thin strokes. When emphasizing a word or passage, use a bold or heavy font. Italics or upper-case letters are not recommended.

g) Letter spacing

Don't crowd your text: keep a wide space between letters. The spacing default in your Microsoft Word software program should be an appropriate distance.

h) Paper finish

Use a matte or non-glossy finish to cut down on glare.

To reduce distractions, avoid using watermarks or complicated background designs.

i) Clean design and simplicity

Use distinctive colours, sizes and shapes on the covers of materials to make them easier to distinguish.