

One ACE Document

Accessible – Considerate - Equal

The document gives hints and guidelines in order to produce an accessible document for the sight impaired.

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One ACE document

Accessible, Considerate and Equal

There is a need for change in the world of literature design since the onset of the Disability Discrimination Act. Issues of access in written materials are now in the spotlight and Kingston Voluntary Action (KVA) needs to become more aware of the need to provide better services to people with a visual impairment.

Accessibility is about more than physical spaces and obstacles; visually impaired people rarely ride in wheelchairs or carry blue badges and they don't all have guide dogs or white canes. They often go unnoticed. They could be the person standing right next to you! There are not necessarily any outward signs.

The RNIB tell us there are 3 million people in the UK with sight loss or dyslexia who cannot read 96% of our 'standard' literature.

That's 3 million people who simply stick our literature in the bin without reading it. This doesn't make sense, not ethically, not financially and sometimes not even legally.

Accessibility is not an add on or an afterthought, it needs to be at the heart of what we do.

Font - Style

Use a font commonly available on computers. No highly stylistic fonts (such as ornamental, decorative, handwriting styles).

Use sans serif fonts:

- Arial - Helvetica - Tahoma - Trebuchet

Serif Font	A serif font has a small line attached to the end of a stroke in a letter or symbol.
Sans Serif Font	A font without serifs - from the French word 'sans' meaning 'without'.



Sans Serif
Serif

Font – Pitch, Weight and Colour

Use font size 16pt. The smallest size should be 14pt. This font is 16pt Tahoma.

The larger the font the more people can be reached. The more effort made towards accessibility, the less effort the reader has to make. Smaller print equals a smaller audience, larger print equals a larger audience.

Avoid light typefaces at all times and use a black font colour.

Always state the typeface and font size on the front cover of all documents.

Page numbers and text should also be in 16pt font.

Enlarging

Do not enlarge a document to A3 on a photocopier. This degrades the quality of images and graphics.

Columns

Avoid placing text in columns as this is difficult to read.

Typographical Styles

No underlining and *italicised* texts, and no BLOCKS OF CAPITAL LETTERS.

Titles and short phrases in block capitals can be acceptable, but avoid them in longer phrases.

Line Spacing – known as Leading

The larger the 'lead', the easier it is to read.

Use 1.5 to 2 spaces between lines.

Avoid indenting text.

Ensure a wide enough margin on the left of the page, for binding purposes. The pages must be able to lie flat when the document is opened.

Ensure that the cover of the document is not printed on glossy paper or has a shiny film cover (as with this one)!

Text Spacing

It is best to maintain the same amount of space between each word.

Do not justify the right margin in a document. Aligning text to the left margin makes it easier to find the start of the following line and maintains the correct spacing between words.

Clear Spacing

Clear space aids reading. Avoid all wrap-around texts as with photographs. Use space around photographs and charts, etc.

Eg: Wrap-around text.

The computer mouse got its name because of the wire that connects the **mouse** to the **computer**. The people **computer mice** thought that a **mouse**. Today, wireless technology and different computer mice name but two.



who designed the first it looked like the tail on many **computer mice** use have no wire. There are many designs – cordless, trackball to

Line Length

Ideal line length has between 50 – 56 characters.

Splitting Words

At the end of a line, avoid splitting words with a hyphen.

Eg: I have a booking for a flight leaving from the international terminal. I am going with my mother-in-law.

Numbering

Numbers can be miss-read, especially 0, 3, 5, 6 and 8. It is best to spell them out.

Avoid placing numbers in columns.

Increase the spacing around the numbers if not spelled out.

1 2 1 1 1 3 2 is easier to read than 121132, for instance.

Where practical, confirm numbers in writing.

Reversed Out Type

Ensure strong and bold colour contrasts with backgrounds.

Avoid colour tints.

Ensure the highest contrast between font and background – dark background, white font, or white background with black font.

Superscripts and Subscripts

	Incorrect	Correct
Superscript	18 th December	18th December
Subscript	CO ₂	CO2

Horizontal Text

Do not set text vertically. Always keep to horizontal format.

Word Use

Think about the choice of words. Some words are more difficult to read, such as those with double letters – for instance difficult, collect, accommodate, bigger, etc.

Forms

People with poor sight often have larger than average handwriting, so when setting up forms, make any text boxes that have to be filled in, larger than normal.

Navigational Aids

Keep all documents uniform – titles, headers, footers and page numbers.

Differentiate between main headings and text. Arrange headings to the left margin, rather than centralising.

Paper

Use cream paper rather than white, when possible.

For coloured paper, use pastel blue or yellow paper - never red, pink or green.

Use matte paper – never glossy paper, in order to avoid glare.

Use thick rather than thin paper – minimum 80gsm - this avoids bleeding.

Print on one side of a sheet of paper only.

Ensure that the cover of the document is not printed on glossy paper.

Laminating

Do not laminate papers as this causes a glare. If absolutely necessary, use a matte lamination pouch.

Binding

Avoid heavy bindings as this will mean the document cannot lay flat when open.

Marker Pens

Do not use marker pens that have a thick nib. This can cause lines to meet and letters such as 'e' and 's' become difficult to read.

Web Links – URLs (Universal Resource Indicator)

When using URLs, remove the underlining from the link. For instance:

www.animalsandenglish.com and not

[www.animalsandenglish.com.](http://www.animalsandenglish.com)

Websites

The site should be created to reflect all of the above.

Website accessibility refers to the inclusive practice of making websites usable by people of all abilities and disabilities.

There are many reasons why the font displayed on any given web page would need to be changed. Regardless of the reasons why, there are ways to alter the web page font size.

When websites are correctly designed, developed and edited, all users can have equal access to information and functionality.

Add an Accessibility page to the site. Visitors can visit this page to learn how to increase the font size of any page on the site.

An Accessibility Page – possible content ...

Kingston Voluntary Action (KVA) is committed to ensuring its website is as easy to use and to navigate for as many people as possible.

It has made efforts to ensure that all content can be accessed and reviewed both with and without the use of assistive technologies.


KVA will continue to develop the site in accordance with the guidelines promoted by the World Wide Web Consortium (W3C).

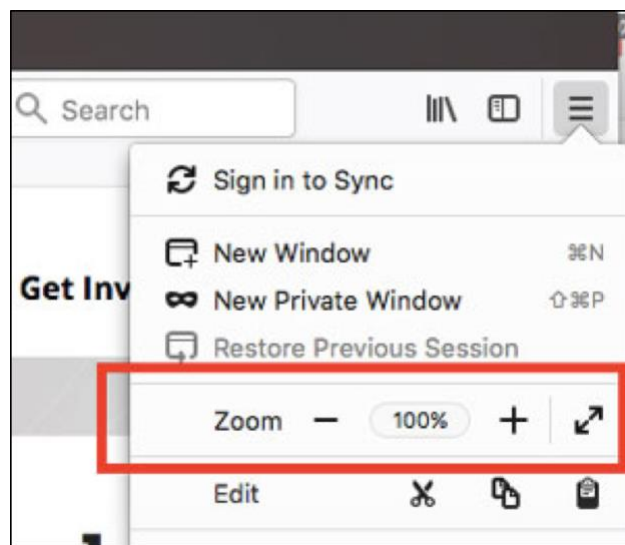
Font size and zoom - increase the size of web pages







The zoom controls allow you to increase or decrease either the size of a whole web page or just the size of all the text in order to improve readability. We'll explain how it works.

Zoom in and out of a website

Here's how you can zoom in and out of individual websites.

1. Click the menu button  on the right. The customisation menu will open and you will see the zoom controls at the top.



2. Use the  button to zoom in, and the  button to zoom out. The number in the middle is the current zoom level - click it to reset the zoom to 100%.
3. **Keyboard shortcuts:** You can also use the zoom controls without a mouse. Press and hold  while pressing  to zoom in,  to zoom out, or  to reset.

PowerPoint Presentations

Use good colour contrasts.

Avoid transitions that use flash effects or rapid movements.

Keep font size as big as possible.

Use sans serif fonts.

Avoid moving images.

Be careful where the screen is placed. Avoid direct sunlight or shadow.

Reserve seating nearest the screen for those who don't see too well.

Plan for technical support

Provide presentations and any other documentation to visually impaired participants early and at no extra charge. If possible, find out the preferred format of the participant who is visually impaired. Since it takes longer to review material in alternate formats, provide the materials in advance to allow the participant to be informed, prepared, and better able to participate fully in the online meeting, event, or session.