Guidelines for accessible printed information checklist

GOVERNMENT OF WESTERN AUSTRALIA

Disability Services Commission

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your printed material is accessible to everyone in our community.

Text	Yes ✔	No ✔
• Have you used:		
– plain English?		
– clear headings?		
– short sentences?		
– no jargon?		
– pictures and diagrams where appropriate?		
• Have you used a plain, sans serif font (such as Arial, Helvetica or Univers)?		
• Is there significant colour contrast between the text and the background?		
• Have you avoided using UPPER CASE, underlining and italics?		
• Is all text at least a minimum of 12 point type size?		
• Has the information been printed on matt or satin non-reflective paper?		
• Is the text uncluttered with no background graphics, patterns and watermarks?		
• Is the text left aligned?		
• Is important information in bold or larger print?		
• Is written material available on request in alternative formats and does it have a statement informing readers of this? For example "this publication is available in alternative formats such as electronic, audio tape or Braille, on request from a person with a disability."		

For further information about providing written material that is accessible by people with disability, contact the Disability Services Commission's Community Access and Information Branch on 9426 9325 or email access@dsc.wa.gov.au

This document is available in alternative formats on request.

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