

Accessible Information Design

Ensuring your printed materials are accessible for all students

Why is accessibility important?

It is important to design teaching materials so that they are equally available to all students. Ensuring the information you present in your printed teaching materials is easy to see, read, process, and understand will increase the likelihood of key messages reaching all of your students. Follow the tips presented on this tip sheet to help you create accessible printed materials for your lectures and tutorials.

Text in print

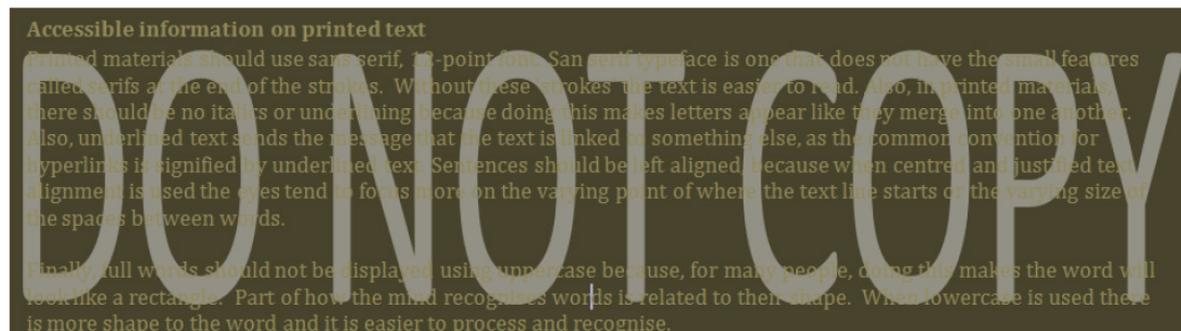
- Use a plain sans serif font, such as Arial
- Ensure text is a minimum of 12 pt
- Avoid italics
- Avoid underlining
- Avoid using uppercase in whole words
- Align text from the left instead of centred or justified

Example of accessible printed text

Accessible information of printed text

Printed text should use sans serif, 12 point font. San (meaning without) serif typeface is one that does not have small features called serifs (like little ticks) at the end of strokes. Without these “ticks” the text is usually easier to read. Also, in printed materials, there should be no italics or underlining, because doing this makes letters appear like they merge into one another. Also, underlined text sends the message that the text is linked to something else, as the common convention for hyperlinks is signified by underlined text. A better method for emphasising is to use **bold**.

Example of non-accessible text



Organisation, colour, and images

- Ensure that there is strong colour contrast between the text and background (e.g. black text with white background)
- Avoid watermarks
- Print on matt or satin non reflective paper
- Use plain English, short sentences and avoid jargon
- Use clear headings that indicate to the reader what they are about to read in the body of the text
- Make sure pictures and diagrams match what is being said in the text and are not overused

Further Information

For more information, please contact Equity, Diversity, and Disability (EDD): studentequity@ecu.edu.au or 9370 6960. You can also view the Equity, Diversity and Disability Service Blackboard Community site.

For more information about different teaching technologies that can help you create an alternative format or medium, please contact the Centre for Learning and Development <http://www.ecu.edu.au/centres/centre-for-learning-and-teaching/overview>