##### Presenting clear Information for Visually Impaired People **12** 15 **15**

# These guidelines aim to describe a few inexpensive, common sense steps that can be easily used to make information accessible. We acknowledge that all VI people are individuals: they have different eye conditions, they may need to use different low vision aids and may prefer different font sizes.

# To make any activity or session inclusive for visually impaired people we need to present things in an accessible format. This includes:

* Thinking about the appropriate size of the print, image or object
* Eliminating confusing background images that make it hard to read
* Presenting a clutter-free layout using good colour contrast to make text and objects stand out.

## **Typestyle**

Use font Arial. Clear and simple typefaces are easier to read. Avoid highly stylised typefaces such as decorative or handwriting styles.

*Don’t use italics* or BLOCKS OF CAPITAL LETTERS and do not underline words. Only use bold to **emphasise** key text.

## **Type Size**

For most VI people we recommend 14-point fonts as the minimum size for reading material.

A (size 8) B(size 10) C(size 12) D(size 14) E(size 16)

**Design and layout**

This should be simple and clear.

DD01352_Provide good navigational aids for the reader. For example, a contents list and clearly differentiated headings.

Try to avoid text curling around illustrations.

## **Always keep to left justified margins and remember to** stick **to even spacing. Avoid** **splitting** **words at the end of lines.** **No information should be conveyed solely through the use of images, design or colour.**

**Contrast**

Good contrast is essential. Black type on white paper gives a very good contrast. Light type on light coloured paper is harder to see. White type on black or another dark colour is acceptable, provided that the typeface, size and weight are easy to read. Avoid poorly photocopied material. Use good quality matt paper for printing. Printing ink, if not black, should be as dark as possible.

For More information: The See it Right Guidelines, Royal National Institute for the Blind (RNIB).