

# Written Information – Accessibility Checklist

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.

Read the statement and put a tick ✓ in the right column if your answer is yes. For information to be accessible, you should be able to tick yes for all items that are relevant.

I have:	Tick for yes ✓
Used Plain English (easy to understand language).	
Used clear headings.	
Used short sentences.	
Used pictures and diagrams where appropriate.	
Put 'Alt text' and descriptions on all images.	



I have:	Tick for yes ✓
Used a sans serif font (such as Arial, Helvetica).	
Used at least a 12 point font size.	
Significant colour contrast between the text and the background.	
Avoided using UPPER CASE, underlining and <i>italics</i> .	
Made sure the text is uncluttered with no background graphics, patterns or watermarks.	
Made the text left aligned.	
Put important information in bold or larger print.	
Used the Microsoft Word Accessibility checker to review documents (if relevant).	
Made sure printed information is available in an electronic format.	
Made sure printed information is on matte non-glossy paper.	
Used a variety of ways to convey important information. For example, provide information in the form of a captioned video, as well as text.	



I have:	Tick for yes ✓
Made sure website information meets the <b>W3C Web accessibility standards</b> (external link).	
Provided options for contacting staff in multiple ways - for example, in person, over the phone or by email	

