Universal Design for documents

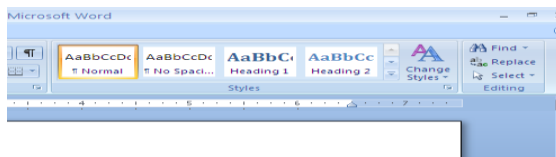## Definition:

The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design

Headings

- Use style function to format the document.

- Use Headings to convey key concepts

- Headings will reduce your time

- Make a single change and get consistent results throughout the document

- Automatically create a clickable table of contents

- Retain headings when pasting elsewhere

Dodge 2010

Use simple words and phrases

Excess Words	Plain Alternative
Accordingly	So
At a later date	Later
At the present time	Now, currently
In order to	To
Eliminate	Cut, drop, end
On a monthly basis	Monthly
With regard to	about

Use an active voice

Passive	The bread was kneaded by the class.
Active	The class kneaded the bread.
Passive	The papers were corrected by the students.
Active	The students corrected the papers.

- Subject before verb

- Subject does action

- Eliminate helping verb "to be" (am, is, are, was, were, being, or been)

Reduce prepositional phrases and that/who/which clauses

With Prepositional phrases	Simplified
The name of the page	The page name
The person with the most experience	The most-experienced person
The tool that is most efficient	The most efficient tool
There are three things that should be done before submitting…	Three things should be done before submitting….

Avoid all capitals

Voice reader can translate better if mixed case letters.

Color Contrast

- 8% of men and 0.5% of women have color deficiencies
- Affects people with other vision impairments and those in low light

Dodge 2010

- Never rely on color alone to convey information
- Avoid red/green combinations
- Use high contrast (black lettering on white background)

Use lists
- For items
- For concepts
- For steps
- Any time you would use a series using comma's

Fonts
- Use large, simple fonts-Sans-serf, consistent thickness
- Minimum size of font should be "12"

Miscellaneous
- Always use Word formatting (style function, bullets and numbered lists..)
- Always review the document to see if it can be more scan-able
- Documents should always be saved as "rtf" or "pdf" files.