Accessible Documents

Basic Check List	
Writing	Minimum 12 font point size Use Sans serif font such as Arial, Veranda, Franklin Gothic. Left-justified margin Short sentences and straight forward messages
Highlighting text	Bold the text. Avoid the use of italic, underline and capital letters
Layout	Balance text and the use of white space on each page Use bullet points to avoid long uninterrupted paragraphs
Diagrams and pictures	Insert using "in line with text" function Ensure diagrams and pictures are large enough to easily see the detail Provide written descriptions using the "alt text" function. Avoid using text over or watermarks
Video and audio clips	Provide captioning for video clips and text transcripts of audio
Contrast	Dark print on white background (black on white) or Light on dark (white on black or dark blue)
Paper	Avoid glossy and colored paper