

Making Documents, Printed and Digital Resources Accessible for the Visually Impaired Person

Every visually impaired person's (VIP) needs are unique. The following guide is a great starting point, but remember that a one-size-fits-all approach does not work. Build relationships with your VIP attendees, audience, and customers by asking about their preferred formats.

Word Documents: Word documents are universally screen reader-friendly and are the best choice for visual accessibility.

PDFs: Use Word documents instead as PDFs are not universally screen reader-friendly.

PowerPoint: Convert slides into Word documents for better accessibility. PowerPoint slides can be clunky for screen readers and time-consuming for a VIP to navigate.

Text

Font Size: Minimum size 14

Font style: Arial

Font spacing: 1.5

Colours: Black text on white or yellow paper/background.
White text on black background.

Alignment: Left align



Paragraph spacing: 1.5 to double space between paragraphs

Columns:

On A4 use a maximum of 2 columns. Leave a distinguishable gap between the columns and/or use a vertical line to distinguish between columns.

Setting Text: Set text underneath or above photos.

Page Layout: Be consistent. Titles, headings, and numbers should be located in the same place, in the same style on each page.

Paper: Good quality, uncoated paper that weighs at least 90gsm and only print on one side.

AVOID:

The following text choices may appear as an indistinct blur to individuals with visual impairments:

- Stylised/ornate typefaces or font with feet.
- Continuous blocks of capital text.
- Underlined or italicised text.
- Light fonts.
- Text over images
- Text wrapping around images
- Glossy paper
- Thin paper that bleeds images and text from the reverse.

For more information about Social Media Accessibility, please visit the RNIB link:

<https://www.rnib.org.uk/living-with-sight-loss/assistive-aids-and-technology/tv-audio-and-gaming/guide-to-accessible-social-media/>

For more information about alt text, please visit the RNIB link:

<https://www.rnib.org.uk/campaign-with-us/alt-text-campaign/how-can-i-write-alt-text/>



For more information about Accessible maps, images and signage, please visit the RNIB link:

<https://www.rnib.org.uk/professionals/business-professionals/accessible-maps-images-and-signage/>

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