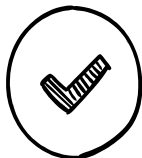


SAILS staff guide on accessible and inclusive materials

Make your printed and online resources **accessible** and **inclusive** for the benefit of all students but in particular those with specific learning difficulties and/or disabilities.

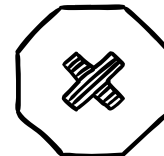
Fonts

- Use Sans Serif fonts such as Arial, Tahoma, Verdana, Helvetica, Calibri, Candara, Corbel, Segoe, and Gill Sans. Avoid Serif fonts such as Times New Roman, Courier and Palatino.
- Use a minimum of 12 point type face. If using subscript or superscript consider enlarging to size 14 (e.g. CO₂).
- Use font colours that provide good contrast to the background colour (e.g. black on white, white on navy).
- Minimise the use of underlining, bold, italics, different coloured text and the block use of capitals.



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This is written in Times New Roman.

This is written in Palatino.

Format and design

- Make the layout simple, linear, logical and consistent.
- Use clear margins and align text to the left rather than justifying it.
- Limit the amount of text on each page / slide and use appropriate spacing between texts to make it easy to read. Avoid hyphenation.
- Break blocks of text up using sub headings, bullet points and images/diagrams which support the text.
- Make sure any photocopied resources are of sufficient print quality.
- Use meaningful descriptions for hyperlinks such as the name of the document or subject of the page the hyperlink is linked to, rather than “click here”.
- Don't use figures of speech and idioms, for example “it's raining cats and dogs”.



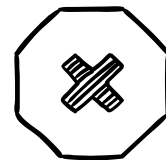
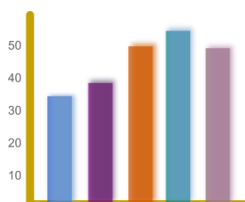
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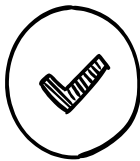


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Images

- Pictures should be to the left of text or at the end of paragraphs with space between the text and the image.
- Avoid putting text over images, for example, where an image has been set as a background, as this can make the text hard to read.
- Consider adding alternative text to your images. This will help provide a description of the image for screen reader users.



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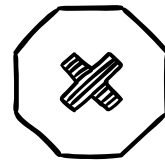
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Colours

- Use simple colours rather than bright contrasting colours. Avoid combining red and green, yellow and blue, green and blue and combining colours of similar tone such as dark blue and black.
- It is particularly difficult for people who are colour-blind to distinguish between red and green
- Toned background behind the text reduces the glare of the paper and makes the text easier to read. The background should be solid colour and not textured.
- Consider printing onto different coloured paper. Black text on a yellow background can often be beneficial.
- Colour shouldn't be the only thing to distinguish important information; use a combination of colour, shapes and text style.



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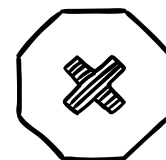
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For further information:

1. Find out more about [making resources accessible](#) for students with
 - Autism
 - Dyslexia
 - Anxiety
 - Visual impairments including those who use screen readers
 - D/deafness and hearing impairments
 - Physical disabilities
2. Develop a more [inclusive approach to your role](#) with the SALT inclusivity module. Make sure you are logged on to Blackboard to access the course.

Useful Links:

- AbilityNet – [Producing accessible materials for print and online](#)
- UK Association for Accessible Formats (UKAAF) – [Creating clear print and large print documents](#)



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