

Accessible formatting



Real
Inclusion





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Typefaces and styling

To make your text as easy to read as possible make your formatting consistent and follow these tips:

- **Font size:** You can change the size of the font. Font size should be at least 14 point. For printing programmes and workshop questions use 18 point. Go no lower than 24 point for presentations and large print.

14 point sample

18 point sample

24 point sample



Typefaces and styling

- **Font style:** Text should always be in a sans serif font. You can use certain specialist fonts, as used in this document, but it requires a deeper understanding of fonts usage and many of these fonts do not come as standard on most computers. For the purpose of this guide we will be directing you towards using system fonts that are available to everyone.

Sans font style is those typefaces that are plain and simple. Serif font style refers to typefaces that have flicks at the end off the stroke of a letter. Fonts with a 'serif' may be seen as more attractive. But if you are dyslexic or have a visual impairment or learning difficulty it may make it harder for you to read as letters appear crowded.

Sans font style ✓

Serif font style ✗



Typefaces and styling

Here are some examples of sans serif fonts. Arial, Verdana and Calibri are all computer system fonts. This means that they are widely available to everyone across all print and digital platforms.

Note how all the typefaces below, which are all set at the same point size, appear visually to be very different from one another. This is because each “letter” has been designed for a different reasons and you will find this inconsistency across all typefaces. So this another reason to not mix different font types together.

Arial regular 24 point

Verdana regular 24 point

Calibri regular 24 point



Typefaces and styling

- **Contrast:** Colour contrast is the difference between two colours side by side. You must consider white or paper as a colour. As a rule, the higher the contrast the easier it is to read.

Good contrast	Bad contrast
✓ Font	× Font
✓ Font	× Font
✓ Font	× Font

Paragraph styling

When you are setting content please use the following rules:

- **Text justification** is the spacing of text across a page or column. Left justified text is most accessible. The uneven edge on the right-hand side can help people with visual impairment or dyslexia to follow. It makes it less time consuming for people using screen magnification.

Example of left justified typesetting.



Apparently we had reached a great height in the atmosphere, for the sky was a dead black, and the stars had ceased to twinkle.



Straight
left
margin

By the same illusion which lifts the horizon of the sea to the level of the spectator on a hillside, the sable cloud beneath was dished out, and the car seemed to float in the middle of an immense dark sphere, whose upper half was strewn with silver.





Ragged
right
margin



Paragraph styling

- **Italics:** Avoid the use of italics. Many people find text in italics difficult to read, especially a large block of italic text.
- **Underlining text:** Avoid underlining, people can find underlined text difficult to read because the line overlaps a letter's descender, the part of the letters that goes below the line on letters such as “y” “p” and “g”. This is not a problem if the underlining for your font style breaks for these letters. Example of underlining that breaks for descenders.

Example of italics and underlining

 *Apparently we had reached a great height.*  Italics

Bad  By the same illusion which lifts the horizon of the sea to the level of the spectator on a hillside and the car seemed to float in the middle of an immense dark sphere, whose 

Good  upper half was strewn with silver. 



Paragraph styling

- **Capitals:** Use capitals at the beginning of sentences and for proper names but avoid writing whole words in capitals. Text in continuous capitals reduces the shape contrast of a word, which helps us identify individual letters. Instead, all words can appear as rectangles, which makes the text harder to read.
- **Bold:** Use bold for headings and for words you want to emphasise.

Example of capitals		
Good capitals	→	Apparently John had reached Edinburgh in good time. ✓
Bad capitals	→	APPARENTLY JOHN HAD REACHED EDINBURGH IN GOOD TIME. ✗
✓		Example of bold in the heading
		Apparently John had reached Edinburgh in good time. ✓
		↑ Bold in the body copy

Paragraph styling

■ **Line spacing:** Text is easier to read when line spacing, or leading as it is sometimes called, is about 150% of your font size. Line spacing is really important to include in your layout, because as you add more copy it makes readability more difficult, but by adding line spacing you can correct this. You can change line spacing in all word processing programmes

Example of line spacing.

150%



This a sample piece of text that is set in 14 point. The line spacing is 21 point, or 150% of this font size.



100%



This a sample piece of text that is set in 14 point. The line spacing is 14 point, or 100% of this font size.



250%



This a sample piece of text that is set in 14 point. The line spacing is 35 point, or 250% of this font size.



Paragraph styling

- **Columns:** Avoid using columns if possible. If you need to use columns please use no more than 2 columns. One single column of text is easier to read than multiple columns. Make sure the gutter, the space between each columns is wide enough so you do not read across 2 columns.

Gutter

Example of 2 columns

Apparently we had reached a great height in the atmosphere, for the sky was a dead black, and the stars had ceased to twinkle. By the same illusion which lifts the horizon of the sea to the level of the spectator on a hillside, the sable cloud beneath was dished out, and the car seemed to float in the middle of

an immense dark sphere, whose upper half was strewn with silver. Apparently we had reached a great height in the atmosphere, for the sky was a dead black, and the stars had ceased to twinkle. By the same illusion which lifts the horizon of the sea to the level of the spectator on a hillside, the sable cloud beneath

↑ Columns should not be less than 5 words per line.



Good practices to watch out for

- **Abbreviations:** You should avoid using abbreviations, acronyms and jargon. If you do use an abbreviation, acronym or jargon always explain them when they first appear in your writing or add them to a glossary.
- **Hyphenations:** Avoid hyphenating words, especially across different lines: E-bulletin. You can turn off hyphenation across lines in all word processing programmes.
- **Dates:** The date should be written as follows without the superscript ordinals “st”, “th” or “rd”.
Monday 1 January 2021 rather than Monday 1st January 2021 or 1/1/21.
- **Links:** When linking to a web page or another document make sure the link describes what is being linked to. Avoid hyper linking single words that do not tell you where the link will take you such as “download”, “here” or “Sign up”.



Accessible formatting checklist

- Sans Serif font such as Arial.
- Font size 14
- High colour contrast.
- Minimum 1.5 line spacing
- Left justified text.
- No italics
- No underlining
- No hyphenations
- No continuous capitals
- No unexplained acronyms
- Maximum 2 columns
- Dates written as Monday 1 January 2021 without ordinals “st”, “th” or “rd”
- All hyper links describe what is being linked to. None say “here” or “this Link” or similar.



Employerability

(noun)

The ability of employers to welcome disabled people as equal and valued employees, and support their growth development and inclusion in the workplace.

Compare to 'employability' the perceived ability of a disabled person to be employed by an employer.





Real Inclusion

Find out more **from...**

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British Sign Language (BSL) users can contact me direct by using contactSCOTLAND-BSL



Inclusion Scotland is proud to be an accredited Living Wage Employer – find out more at <http://www.livingwage.org.uk> Registered Scottish charity number SC 031619 and Company limited by guarantee, registered in Scotland as 243492.

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