

Appendix 2

Corporate Accessible Communications Checklist

Typeface

1. Type size at is least 12 point or above
2. The typeface is plain rather than ornamental (e.g. Arial)
3. Capital letters are avoided for whole sentences
4. Bold text is only used for titles and short passages of text
5. Underlining of text and italics is avoided

Paper and ink

6. Text contrasts clearly with the background
7. White, off white or yellow paper been used for hard copy documents
8. The paper uncoated (Avoid glossy paper)
9. The paper thick enough (e.g. 90gms)

Page layout

10. The text contrasts clearly with the background
11. There is enough space between each line of type
12. Central text has been avoided (except for titles)
13. Words are not split between two lines
14. Text is unjustified, aligned to the left margin
15. There are no uneven gaps between words or letters
16. There are no 50 – 65 characters per line (Unless you are using columns).

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17. Page numbers and headings are consistent and in the same place on each page
18. There is a space between paragraphs
19. Text is set horizontally
20. Line spacing of 1.5 lines has been used
21. Headings and bullets have been used to assist navigation

Pictures and images

22. Text has not been set around illustrations
23. Images are clearly separated from the text
24. Illustrations are clearly labelled
25. Images and pictures are used reflect people from different communities

Design

26. There is a contents list
27. The page is a size which is easy to handle
28. Folds in the page do not obscure text
29. Forms contain blank boxes as opposed to ruled lines
30. Tick boxes are enlarged

PowerPoint presentations

31. Slides have a good contrast E.g. black text on a white background.
32. Headings are relevant to the slides
33. Headings are not underlined

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- 34. Headings are not in upper case
- 35. Headings are in font size 36 point bold
- 36. Sub headings are in font size 28 point in bold
- 37. The typeface is plain rather than ornamental (e.g. Arial)
- 38. A minimum font size of 24 point is used
- 39. There are no more than 5 bullet points used per slide
- 40. The slide transition wipes left to right at medium speed

Websites

- 41. Web based documents are available in Word format as well as PDF
- 42. The website AAA standard
- 43. A minimum font size of 12 point is used
- 44. The typeface is plain rather than ornamental (e.g. Arial)
- 45. Images and pictures are toggled