



HABINTEG
Disability Equality Centre

Accessible literature design checklist.

- a minimum 12 point type size although 14 point is preferred
- avoid light fonts; use medium or bold
- use bold rather than upper case for emphasis
- avoid use of all upper case in both text and headings
- avoid underlining
- avoid use of italics or any mix of fonts
- word spacing should be even and left justified
- avoid hyphenation
- words should not be divided or split across a line break
- the space between lines should be generous
- an ideal average line length should be between 60 and 70 characters per line
- aim for a good colour contrast, preferably light against dark
- if using white type, make sure the background colour is dark enough to provide sufficient contrast
- avoid printing text over design



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- keep layouts clear and clean
- keep text and design separate
- group information logically
- guide the user with a contents page and index
- do not range text around images
- text should be set horizontally
- allow a good margin around columns and use a vertical rule if space is tight
- page numbers and headings should be consistent
- use matt rather than glossy paper
- provide sufficient space for completion of boxes on forms, including 'tick' boxes
- make sure that numerals are clear
- use Plain English to make reading and understanding the information easier
- use of pictures and symbols can assist readers with learning of literacy difficulties, but avoid fitting text around or across images



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If you require this information in an alternative format, please contact Habinteg at hdec@habinteg.org.uk.



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