

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.

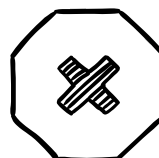
Fonts

- 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.



Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo.



Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. [Aenean commodo ligula eget dolor](#). Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. [Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu.](#) In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt, eleifend ac, enim. This is written in Courier.

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”.



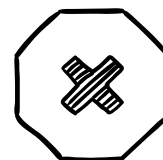
Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam imperdiet magna eget magna facilisis suscipit.

- Mauris sit amet ligula in tellus faucibus cursus vel a arcu.
- Etiam ut blandit nisl.
- Nullam et pulvinar nunc.

Vestibulum quam velit.

Sodales luctus tempus id, tincidunt nec risus. Nunc non ligula vel diam egestas aliquam.

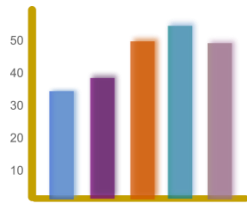


Lorem ipsum – [click here](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam imperdiet magna eget magna facilisis suscipit. Mauris sit amet ligula in tellus faucibus cursus vel a arcu. Etiam ut blandit nisl. Nullam et pulvinar nunc. Vestibulum quam velit, sodales luctus tempus id, tincidunt nec risus. Nunc non ligula vel diam egestas aliquam. Maecenas pulvinar felis sit amet odio viverra iaculis. Donec ut arcu libero. Quisque maximus odio metus, non vestibulum orci dictum in. Phasellus non neque nibh. Donec porta enim sed elit pulvinar, et malesuada risus porttitor. Suspendisse porta purus sed auctor posuere. Pellentesque neque est, suscipit at nibh ac, iaculis tempus massa.

Aliquam erat volutpat. Praesent aliquet turpis magna, at ullamcorper arcu posuere nec. Donec quis risus vel risus sodales sollicitudin. Aenean rhoncus ultricies dolor id tempor. Pellentesque neque est, suscipit at nibh ac, iaculis tempus massa.

Aliquam erat volutpat. Praesent aliquet turpis magna, at ullamcorper arcu posuere nec. Donec quis risus vel risus sodales sollicitudin. Aenean rhoncus ultricies dolor id tempor.



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.



Lorem ipsum

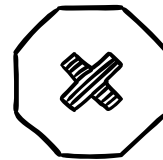
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam imperdiet magna eget magna facilisis suscipit.

- Mauris sit amet ligula in tellus faucibus cursus vel a arcu.
- Etiam ut blandit nisl.
- Nullam et pulvinar nunc.



Vestibulum quam velit.

Sodales luctus tempus id, tincidunt nec risus. Nunc non ligula vel diam egestas aliquam. Maecenas pulvinar felis sit amet odio viverra iaculis.



Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Nam imperdiet magna eget magna facilisis suscipit.

- Mauris sit amet ligula in tellus faucibus cursus vel a arcu.
- Etiam ut blandit nisl.
- Nullam et pulvinar nunc.



Vestibulum quam velit.

Sodales luctus tempus id,
tincidunt nec risus. Nunc non
ligula vel diam egestas
aliquam. Maecenas pulvinar
felis sit amet odio viverra
iaculis. Donec ut arcu libero.

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.

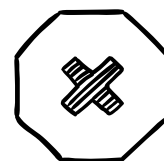


Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam imperdiet magna eget magna facilisis suscipit.

- Mauris sit amet ligula in tellus faucibus cursus vel a arcu.
- Etiam ut blandit nisl.
- Nullam et pulvinar nunc.

Vestibulum quam velit.



Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam imperdiet magna eget magna facilisis suscipit.

- Mauris sit amet ligula in tellus faucibus cursus vel a arcu.
- Etiam ut blandit nisl.
- Nullam et pulvinar nunc.

4

Vestibulum quam velit



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](#)



work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/)