

# Inclusive design good practice guidelines

Learning Design and Development



# Fonts

- Consider using sans serif fonts such as Arial, Verdana, Tahoma, Calibri or Open Sans.
- Use a font size of at least 10pt for MS Word documents.
- Use a font size of at least 18pt for MS PowerPoint slides.
- Use a good amount of line spacing.
- Use italics sparingly.

This font is Arial and is sized at 22pt.



# Contrast

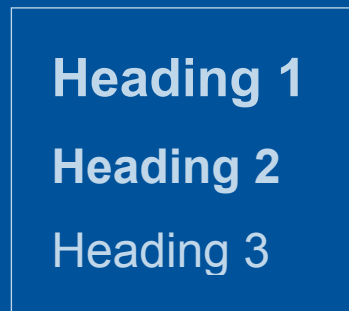
Ensure that there is sufficient contrast between text and the background.

- The [Paciello Group Contrast Analyser](#) is a useful tool.
- Use light text on dark backgrounds and dark text on light backgrounds.
- Avoid text over images.
- Avoid these colour combinations:  
Green / red - Green / brown - Blue / purple - Light green / yellow  
Blue / grey - Green / grey - Green / black

# Document headings

Use headings in your MS Word document styles.

- Highlight the text you want to change into a heading.
- In the 'styles' toolbar at the top of the document, select the appropriate heading type. You can adjust the font and colour of the heading if needed.
- Use a logical heading order:



# Data table headings

Step	Use headings in your data tables
1	Highlight the first row in your table that explains what data is in each column.
2	From the 'design' menu at the top of the document, check the box for 'header row'.
3	Next, right select your highlighted header row and select 'table properties, and check 'repeat as header row'.

# Alternative text

Add alternative text to all images embedded in your MS Word document.



Image above:  
Smiley face with  
Alt Text.

- Insert the image into the MS Word document. Right select the image, select 'format picture', then 'layout and properties', then 'Alt Text'. Add an image title and sufficient description to describe the image.
- Captions are also good.
- **Note:** for SmartArt graphics you will need to add Alt Text for each component. Alternatively, you can save the SmartArt as an image file, embed into MS Word or PowerPoint and add Alt Text.

# Language set

Ensure your document has a language set enabled.

- Open your document and select 'file', then 'options', then 'language'.
- On the 'set the office language preferences' select 'add a language'.
- Add your preferred language (e.g. English).

# Document titles

Add a title to your MS Word or PowerPoint file.

- Open the file.
- Click 'file' then select the 'info' tab. On the right-hand side of this page you will notice a 'properties' section.
- In the 'properties' section, add a title for the document. You can also add a tag and summary if needed.



# Tagging PDFs

When exporting MS Word documents as PDFs, make sure you tag them.

- Open your MS Word document. Go to “file”, select “save as” then select PDF from the drop down list. You will notice the dialogue box “tags”. Add a tag description in the text box.

If you already have a PDF document you need tagged:

- Open the PDF, go to the ‘tools’ tab. Scroll down to the ‘protect and standardise’ menu option, then select ‘accessibility’. An ‘accessibility’ menu will open on the right-hand side of the page. Select ‘autotag’ document.

# Scanned PDFs

## Text book or hand written:

- Scanning pages and saving as PDF will result in inaccessible documents. Where possible, replace with a digital text document or add the PDF to your 'Readings' list (note: seek assistance from the library staff).

## Unable to replace the scanned PDF:

- Ally will perform an 'optical character recognition (OCR)' to try to better identify text elements. Students can access the OCRed version of the PDF via the 'alternative formats' option. Unfortunately, this will not fully resolve the accessibility issues associated with the scanned PDF and it may be quite inaccurate. Replace where possible with a digital text document.

# Resources

Further detailed information and resources can be found at:

- [Microsoft® Word Accessibility](#) (web page).
- [Microsoft® PowerPoint Accessibility](#) (web page).
- [Blackboard Ally Accessibility Checklist](#) (web PDF).