Do you want to make your documents available to a wider audience in an easy way?

Digital accessibility is important to give people the opportunity to read and understand. Adopting these practices now creates more future inclusion.

Now you can make your documents accessible with the tools available

Just adopt the ten tips







10 TIPS FOR DIGITAL ACCESSIBILITY

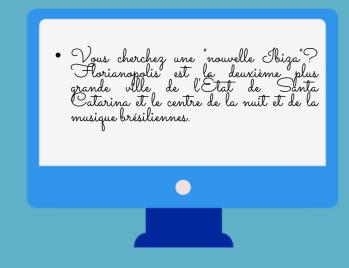
Try to use readable (sans serif) fonts such as Arial or Tahoma



zo0om

Use a font size between 12 and 14

Line spacing should be set to 1,15 or 1,5



WELCOME

Keep the usage of all caps to a minimum

Use headings and sub-headings









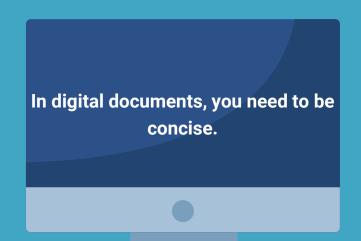
6

Organizing your ideas with headings, subheadings and paragraphs makes documents easier to read and more understandable.

In digital documents, you need to be concise. The ideal is to aim for one idea per sentence. Separate the text into short paragraphs

7

Use short sentences



8

Contrast is important

Have sufficient contrast between the background and the text

9

Instead of using different colours to emphasize, use bold and/or one colour only. Avoid italics and underlining, as these make reading more difficult

When you want to emphasize ideas, try to use bold text and/or colour.

10



Before sharing or editing any document, don't forget to run the Accessibility Checker

To go further, refer to <u>Unite! guidelines on accessible documents</u>



unite! network for inclusion



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