

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





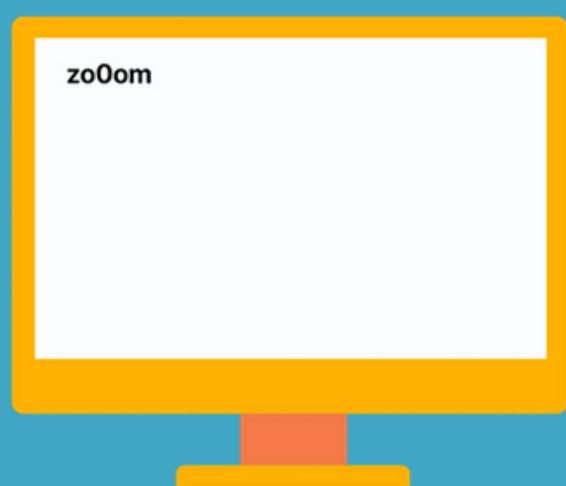
10 TIPS FOR DIGITAL ACCESSIBILITY

1

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



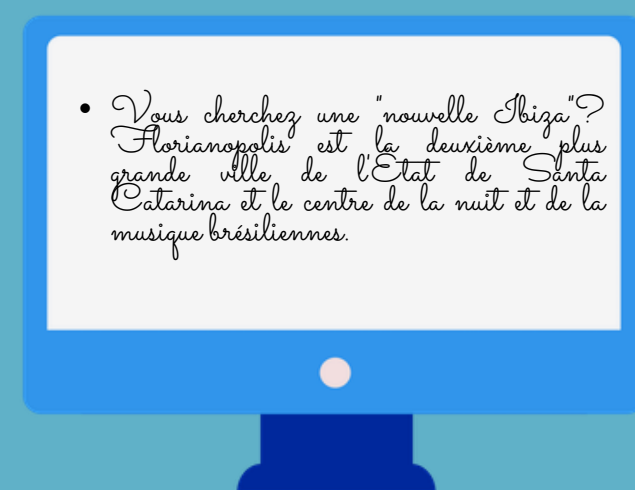
2



Use a font size between 12 and 14

3

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



4



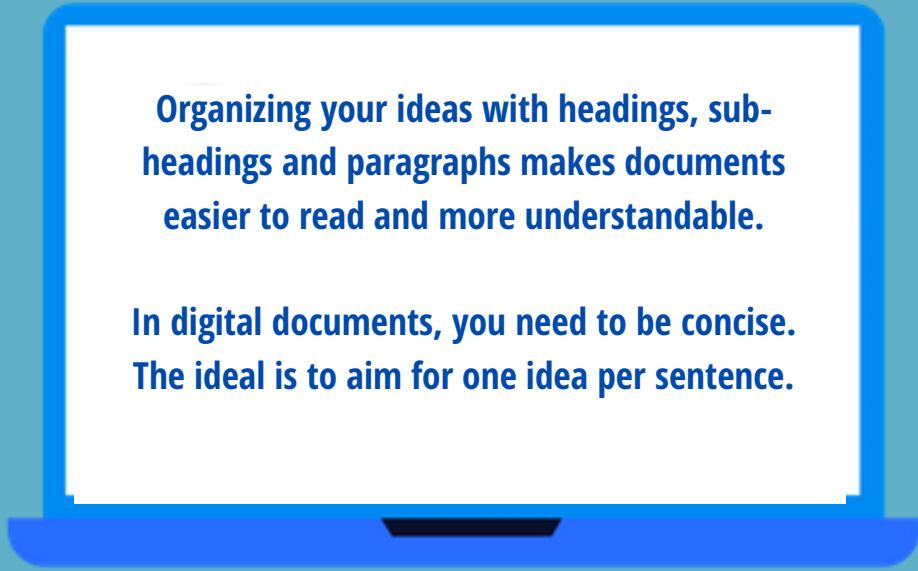
Keep the usage of all caps to a minimum

5

Use headings and sub-headings



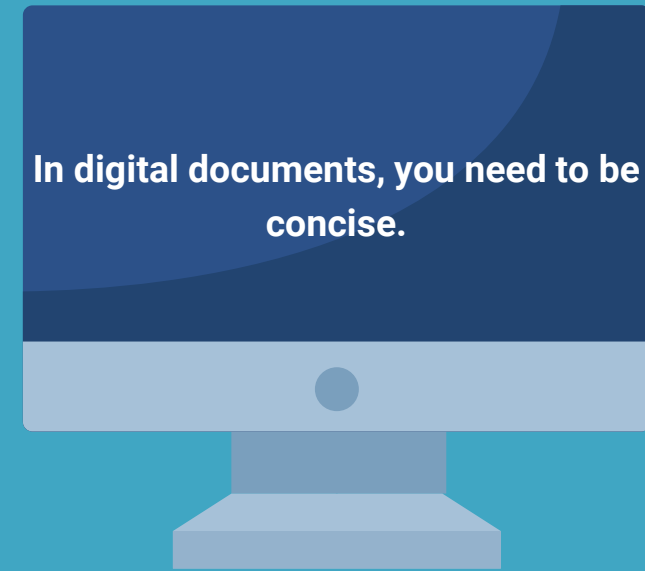
6



Separate the text into short paragraphs

7

Use short sentences



8



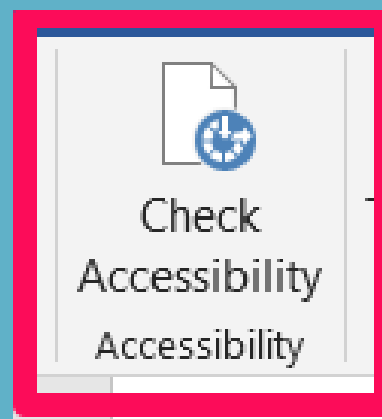
Have sufficient contrast between the background and the text

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



10



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

To go further, refer to [Unite! guidelines on accessible documents](#)

