



Accessibility Checklist



- Use a sans serif font such as Arial or Calibri.
- Use a font size of 12pt or larger for the main text. Use a font size of 16pt or larger for headings.
- Avoid using all capital letters and excessive italics or underlines, as these can make information more difficult to read for some people. Use bold if you want to highlight something important.
- Use short paragraphs and include space between them to break up the text.
- Left-align text (do not justify or centre).
- Number pages and include a contents table for lengthy documents (i.e. 20 pages or more).
- Use plain English - [helpful tips for writing in plain English](#).
- Don't use jargon, acronyms or abbreviations - check to see here: [Understanding NHS jargon](#)
- Don't include any important information in headers or footers, as these are not read by assistive technologies such as screen readers.
- Use captions for any charts, diagrams, graphs and images that convey meaning. Make sure that the captions add value to a reader who may be unable to see them.
- Can the document be provided in different languages or formats upon request? If so, clearly state at the start of the document: "If you would like this information in a different language or format (such as large print) please contact, [enter team/organisation]: [enter email address & telephone number]."

