

Top 10 Tips for Accessibility

There are lots of little changes we can all make to our documents and computers to make them more accessible for people with sight problems. Take a look at our 'Top 10 Tips' and see how many of them you could use!

1. Use Arial 14 point as your standard type face and font size.

Use high colour contrast e.g. black text on a white background or **white text on black background**.

3. Avoid using blocks of CAPITALS.
4. Always left align text and do not fully justify.
5. Do not underline text or use *italics*, if you want to emphasise a word, put text in **bold**.
6. You can make changes to the display settings to make the display easier to see. Go to Control Panel/Display/Appearance and have a look.
7. Describe any pictures or graphs that you use in a document
8. You can enlarge the mouse to make it easier to see. You can do this from the Control Panel. Go to the Control Panel, go to Mouse, go to Pointers page and select your mouse scheme
9. Have a look at the 'Windows accessibility' options on your PC - you can magnify the screen or use a screen reader.
10. Use the 'zoom' feature in Microsoft Office or increase the font size on Internet Explorer to make text larger and easier to read.

If you have any questions or comments feel free to contact RNIB Cymru on 0845 602 0893.