# Making Documents, Printed and Digital Resources Accessible for the Visually Impaired Person

Every visually impaired person's (VIP) needs are unique. The following guide is a great starting point, but remember that a one-size-fits-all approach does not work. Build relationships with your VIP attendees, audience, and customers by asking about their preferred formats.

**Word Documents:** Word documents are universally screen reader-friendly and are the best choice for visual accessibility.

**PDFs:** Use Word documents instead as PDFs are not universally screen reader-friendly.

**PowerPoint:** Convert slides into Word documents for better accessibility. PowerPoint slides can be clunky for screen readers and time-consuming for a VIP to navigate.

## Text

**Font Size**: Minimum size 14

**Font style**: Arial

**Font spacing**: 1.5

**Colours**: Black text on white or yellow paper/background. White text on black background.

**Alignment**: Left align

**Paragraph spacing:** 1.5 to double space between paragraphs

**Columns**:

On A4 use a maximum of 2 columns. Leave a distinguishable gap between the columns and/or use a vertical line to distinguish between columns.

**Setting Text**: Set text underneath or above photos.

**Page Layout**: Be consistent. Titles, headings, and numbers should be located in the same place, in the same style on each page.

**Paper**: Good quality, uncoated paper that weighs at least 90gsm and only print on one side.

## AVOID:

The following text choices may appear as an indistinct blur to individuals with visual impairments:

* Stylised/ornate typefaces or font with feet.
* Continuous blocks of capital text.
* Underlined or italicised text.
* Light fonts.
* Text over images
* Text wrapping around images
* Glossy paper
* Thin paper that bleeds images and text from the reverse.

# For more information about Social Media Accessibility, please visit the RNIB link:

 <https://www.rnib.org.uk/living-with-sight-loss/assistive-aids-and-technology/tv-audio-and-gaming/guide-to-accessible-social-media/>

# For more information about alt text, please visit the RNIB link:

<https://www.rnib.org.uk/campaign-with-us/alt-text-campaign/how-can-i-write-alt-text/>

# For more information about Accessible maps, images and signage, please visit the RNIB link:

<https://www.rnib.org.uk/professionals/business-professionals/accessible-maps-images-and-signage/>