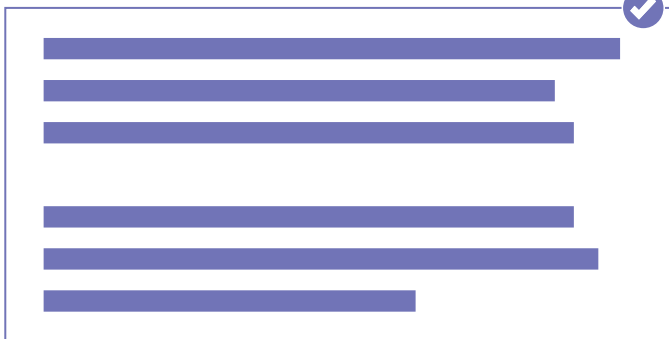


Word

For in-depth guidance, visit: www.sightsavers.org/word-accessibility or scan the QR code here



Align text to the left



Use a clear font of at least 12 point

or larger for body copy

Avoid using italics or underlining

This sentence is not very clear to read because of the italics and underlining.

Highlight, colour and underline hyperlinks

www.sightsavers.org

Bold is best for emphasising key words

Highlight important words **sparingly**.

Use a logical and uniform heading structure

Heading 1

Heading 2

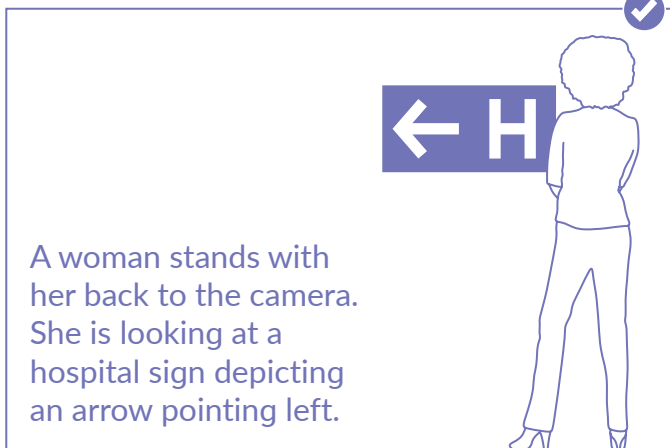
A structured layout with a uniform heading structure enables screen readers to read content aloud in a logical order.

Word

For in-depth guidance, visit: www.sightsavers.org/word-accessibility or scan the QR code here



Add alternative (alt) text to images and graphs



Simplify your language

Easy

Somewhat straightforward

Don't use unusual symbols for bullet points

• Bullet points are a great way to list items in your content

Symbols (for example the tick symbol) aren't ideal as they may be read out by screen readers:
✓ Symbols can be confusing for the user

Don't use the Enter key to create space. Use line and paragraph space settings or page breaks instead.

