

Recommended Good Practice for Presenting Information

This guide is intended to promote general good practice and increase accessibility. However, the needs of dyslexic or visually impaired people will differ. For specific needs refer to the individual concerned. Also refer to www.rnib.org.uk - See It Right or www.bdadyslexia.org.uk – Style Guide.

Notes and other Handout Materials

Recommended practice:	Try to avoid:
<ul style="list-style-type: none"> a) Provide notes/handouts in electronic form, in advance, so they may be converted to a font which the student finds readable (also for Braille, tape, e-mail attachments or for a sign language interpreter to check interpretation). b) Use coloured paper (buff or pastel shades) instead of white to cut down on glare. c) Use short clear paragraphs of text with a blank line between paragraphs. d) Ensure lists have a blank line between items, and use letters or numbers as identifiers and not bullet symbols for long lists. e) Ensure text is left-aligned. f) Use a minimum font size of 12 pt and sans serif fonts (e.g. Arial or Comic Sans). g) Use lower case rather than upper case in continuous text. h) Use “styles” to emphasise headings rather than underlining – to enable brailing or screen readers. i) Write in a ‘crystal clear’ language, avoiding long sentences and excessive use of sub clauses. j) Provide glossaries of terms where appropriate. 	<ul style="list-style-type: none"> a) Requiring people to read serif fonts without opportunity to change to a font which suits their particular needs. b) Dense text without blank lines to break it into readable blocks. c) Centring lists of information/blocks of text. d) Adding random spaces between words by use of right margin justification. e) Lists and information without appropriate punctuation. f) Jargon and acronyms which have not been defined with the full name first. g) Underlining or italics; it can make words run together and difficult to read h) Writing continuous text in upper case (block capitals); it can make words difficult to read. i) Using a variety of fonts and/or italics. j) Using dark coloured or patterned backgrounds.

Alternative Ideas for Presenting Information in Handouts

- a) Flowcharts are ideal for explaining procedures.
- b) Pictograms and graphics help to locate information.
- c) Lists of ‘dos’ and ‘don’ts’ are more useful than continuous text.

For copies of this leaflet in an alternative format please contact: 01225 383528