

Principles for presentation and accessibility of text-based information

Aims:

1. Support the production of information that is well presented and accessible
2. A consistent approach across the University where possible
3. Default settings (Word, Emails) – all margins set to 2.54 cm
4. Align with guidelines for students about how to present written work
5. Initial priorities:
 - a) Emails
 - b) Word documents
 - c) Minutes
 - d) Reports
6. Establish a set of principles to embed within future developments.

Key principles:

- **Font and size**
 - 12 minimum size
 - Arial (with the exception of computing coding/math)
 - Single line spacing
- **Compatibility**
 - Check how it looks when accessed via other devices (smartphones, iPads, android tablets and PCs).
 - Create plain text options
- **Layout**
 - Word document – all margins set at 2.54 cm
 - Emphasise titles/sub-headings using bold, avoid underlining, italics and block capitals
 - Ensure there are page numbers (bottom right, plain numbers) and, where appropriate, content tables for ease of navigation
 - Text should be left aligned and there should be enough space to break up the text; e.g. paragraph spacing.

- **Content**
 - Clear, concise language, plain English – avoid ambiguity and jargon (unless required technical words)
 - Use bullet points and numbering rather than big sections of narrative where appropriate
- **Accessibility**
 - Ensure compatibility with access features in Office and common assistive software (screen reading) such as TextHelp Read & Write, Zoomtext, Jaws and voice input software; e.g. Dragon naturally Speaking

Useful Resources

<https://blogs.tees.ac.uk/lteonline/learning-and-teaching/guides/guidelines-inclusive-learning-resources/>

<https://support.office.com/en-us/article/Make-your-Word-documents-accessible-D9BF3683-87AC-47EA-B91A-78DCACB3C66D>

<https://www.jisc.ac.uk/guides/engage-students-with-mobile-learning>