

Accessible Information Checklist

Making documents accessible means writing information people can easily understand. Use this checklist for **reviewing** your draft documents. These points are based on the principles of accessibility and plain language.

Why am I writing this (purpose)? Who am I writing this for (audience)?

Does the document:

- only have the **necessary** information?
- use words suitable for the **audience**?
- use sentences that are **short and easy** to understand?
- **avoid** jargon or acronyms?
- **explain** new or difficult concepts?
- use **'I' and 'we' and 'you'** where possible?
- use **'active'** verbs?
- use minimal **punctuation**?
- use Sans Serif **Font** (e.g. Arial, Helvetica, Verdana)?
- use font at least **12 point**?
- have headings or **dot points**?
- have extra **spacing**?
- have **no** italics, underlining or all-capitals?
- complete words on **the same line**? (don't split words over lines)
- complete sentences on each **page**? (don't split sentences over pages)
- have **pictures** (for extra meaning)?
- use pictures which are easy to understand **without the text**?
- use pictures **relevant** to the audience?
- **tag** pictures, or diagrams if in an electronic format? (for a screen reader)
- **use an easy to read layout**?

Get someone to review it and ask for feedback from the person who reads it.