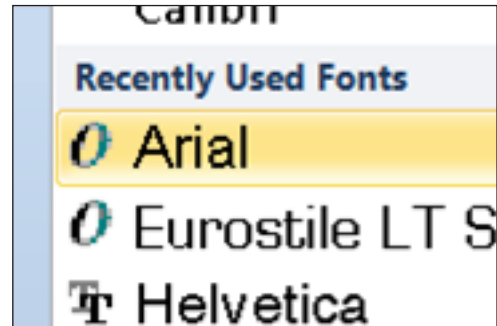


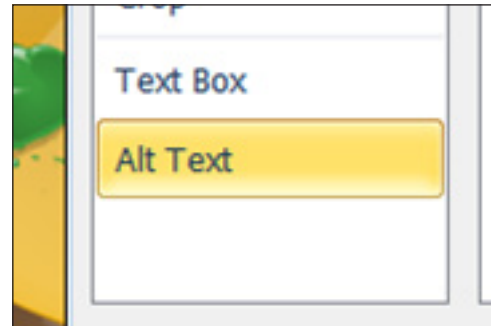
# Accessible Document Formatting Quick Guide

Follow these guidelines to ensure that staff who are blind or have low vision are able to access the document.  
By following these guidelines, you will develop the knowledge to make your document accessible as you write it.



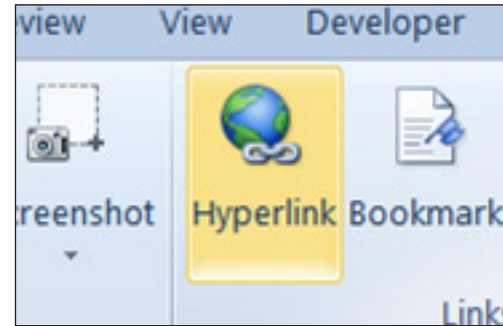
## Fonts

- Minimum font size 12 point
- Consider font contrast
- All text should be left aligned.
- Avoid large amounts of *italics*, BLOCK CAPITALS and underlining. Use **bold** for emphasis.



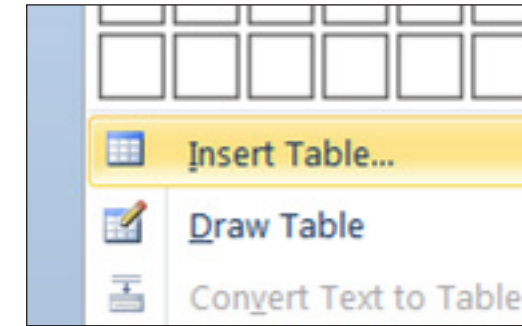
## Images

- Add alternative text (a narrative description) to images.
- Avoid images that are text (e.g. scanned PDF files).
- Use text equivalents for charts, maps and diagrams.



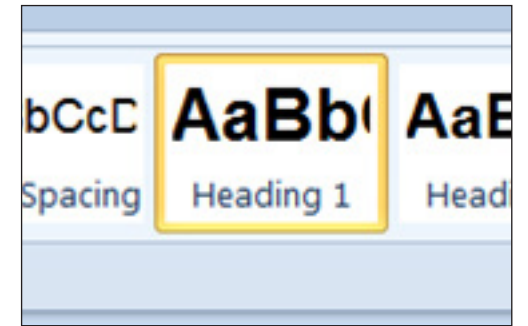
## Links

- Links should be descriptive to explain what is being linked to.
- For example use '[Human Rights Commission Website](#)' not '[click here](#)'



## Tables

- Tables should be used for tabular data,
- Do not use tables for layout
- Avoid merging table cells.
- One piece of information per table cell
- Text Boxes in Microsoft Word are not accessible



## Headings

- Use **Styles** to apply and format document headings.
- Use the bullets and numbering function.

## An Accessible Document is:

Accessible in electronic formats for members using a range of adaptive technology.

As legible as possible for partially sighted readers, either on screen or in print format.

Structured so that it can be converted to braille, large print, synthetic audio or other formats.

## Help and Advice

If you require any help or advice, please email [access@rnzfb.org.nz](mailto:access@rnzfb.org.nz).

