Clear Print Guidelines for Student with Dyslexia

'Clear print' is an approach to designing and producing printed materials which takes into account the requirements of people who have a print disability such as dyslexia. If you use these guidelines it will help make you printed documents more accessible to a wider audience.

General

1. Use Plain English to make reading and understanding of the information easier

2. Make sure that text is not obscured by folds in the page

3. It is better if documents can lie flat, so they can be scanned for use with a screen reader. Or use Microsoft Word to create the document so that students can access the document with a screen reader

4. Use cream, matt (and not glossy) paper. This will reduce glare

5. Give students the option to have documents in A3 if available

Layout and Design

1. Use a background that is solid rather than textured or patterned

2. Use numbered lists rather than bulleted ones

3. Layout text horizontally on the page

4. Do not split words between two lines and avoid using hyphens

5. Keep the layout consistent e.g. page numbers and headings in the same place on each page

6. Use headings and wide margins

7. Have a simple layout, if you use columns ensure there is enough space between columns and ensure text follows easily from column to column

8. Left justified text

Text

1. Use a sans-serif font, like Verdana Calibri, Arial or Helvetica, and a font-size of 12pt or above

2. Highlight using **bold** rather than upper case, italics or underlining

3. Avoid central alignment of text except for titles

4. Do not have any uneven gaps between words or letters

5. Use good colour contrast between the background and the text. The best contrast is said to be black on yellow, or yellow on black.

Images

1. Do not superimpose text over images as it can be confusing

2. Do not set out text around images

Clear print Guidelines for Presentations

Most of the guidelines for any presentations have common elements, and can be applied to presentations given to students with or without disabilities.

The key word for all presentation materials (visuals) is simplicity.

Key points:

1. Use just key words and avoid long sentences

2. Use sans-serif font. Simple bold print is most accessible

3. One use one visual per slide, don't complicate the slides

4. Try to simplify the wording so students can take the information down quickly

5. Try not to use more than 15 words per slide

6. Enlarge the font if necessary

7. Use at least 20 or 24 point type

8. Don't use uppercase

9. Don't put text over images

10.   Try not to use too many animations or transitions

11.   Use at least 1.5 line spacing

12.   Keep the same background colour throughout the presentation.

13.   Do not use red text

14.   Ensure the font colour is in good contrast to the background

15.   Avoid patterned backgrounds

16.   Only use one or two text colours and one or two font styles

17.   Only centre align headings

18.   Avoid splitting a word across 2 lines

19.   Use left align, do not use Justify

20.   Try to give the slides to students in advance of the lecture

21.   If using charts or graphs describe the parts of the chart by name