Guidelines for Preparing Accessible Large Print Materials

(Adapted from: American Printing House for the Blind Guidelines for Accessible Print Documents)

1. Large Print is 18 and larger. Enlarged print is 14 -16.
2. Type of font: Use a sans serif font such as Arial, Verdana, Helvetica, etc.
3. Use White Space
   * indent 1 inch on all margins
   * Do NOT justify text
   * Use 1.25 spacing between lines, and double spacing between paragraphs.
4. Use Heading and Subheadings.
5. Avoid all caps for large amounts of text
6. Avoid italics (bold or underscore is preferable.)
7. Use Lists, use bullets.
8. Use plain paper, preferably of off white, cream, ivory, yellow or pink are best for reading black text. No glare or glossy.
9. If using graphics make sure they are clear, not grey scale or grainy.