

Accessible Literature

Not everyone has perfect vision. In fact many people in our society have difficulty reading some printed material. To ensure that everyone has the opportunity to participate in their community, the [North Shore Advisory Committee on Disability Issues](#) encourages organizations to make their publicly available material available in alternate formats. Brochures, newsletters, annual reports and notices should be provided in user friendly formats.

Requests for materials in alternate formats should be treated as routine.

If a printed document is available to the public at no cost, there should be no cost for providing it in an alternate format.

Ideal Format for Enlargement

- Use a 12 pt. Sans serif font (Arial, Helvetica, Universe)
- Use bold for titles only
- Do not use italics
- Underline sparingly
- Use a columnar format with a maximum column width of 6 1/2 inches
- Do not use glossy paper
- Use high colour contrast (dark ink on light paper)

Alternate Formats

- Enlarged Copies - Enlarged photocopies of material can be easily read by someone needing large print when the original document has been prepared with wide margins and sans serif font.
- Audio Tape - Unless legal accuracy is required, staff should be able to transcribe documents onto cassette tapes in-house.
- Computer Disk - Organizations should consider having a policy in place regarding provision of documents on computer disk. This format allows clients to format documents to meet their individual needs on computers with text reading capability.