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Essential tips for creating accessible documents

to advance the inclusion
of persons with
disabilities.

**Minimum
12 pt
font size**

Clear
**colour
contrast**
between text
and background

Use
short
sentences,
and **plain**
language

Include
the **tag line:**
“Available
in alternate
formats”

Use the
same font
throughout
your
document

Use

- Sans serif font like Arial
- Bold instead of underline, CAPS or *italics*

Contact us for more information

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