Accessible Communications

to advance the inclusion of persons with disabilities

The Government of Newfoundland and Labrador is committed to making sure that people with disabilities are included in all aspects of society.

To advance the inclusion of persons with disabilities, all documents and publications including reports, brochures, public announcements/ sessions prepared by the Government of Newfoundland and Labrador **must** follow these guidelines.

✅ Use

- Minimum 12 point font size
- The same font throughout your document
- Sans serif font (ex: Arial, Calibri)
- Make sure there is a clear colour contrast between text and background
- Bold to emphasize

Always include "Available in alternate format. Please contact XXX."

❌ Don't Use

- Serif fonts like **Times New Roman**
- Underlines
- ALL CAPS
- *Italics*

✅ Accessible Communications Checklist

Public documents must follow the mandatory Government of Newfoundland and Labrador Accessible Communications Policy.

For more information: intranet.gov.nl.ca/accessibility_inclusion.asp

In your Word Documents...

- ○ Minimum 12 point font size
- ○ Sans serif font (ex: Arial, Calibri)
- ○ Same font throughout
- ○ Bold to emphasize; no italics, underline or all caps
- ○ Pictures, graphics and charts described in **Alt Text**
- ○ Pictures, graphics and charts are in line with text
- ○ Clear colour contrast between text and background
- ○ Titles and headings formatted by 'heading styles'
- ○ Short sentences, straight-forward messages, plain language
- ○ Tables are simple in structure and color
- ○ Table cells are not merged or nested (a table inside another table)

Respectful Language and Images

- ○ Person first language (i.e. persons with disabilities)
- ○ Photos include persons with disabilities as active participants of society

Public Documents

- ○ Tag line included: "Available in alternate format." Alternate formats include: audio, braille, and plain text. Departments are responsible to provide alternate formats when requested

Web Sites and Electronic Documents

- ○ Checked for accessible format

Braille

How to use Alt Text

Steps to add alt text to pictures or shapes in Microsoft Word 2014 or 2016:

1. Right click on the picture/shape; select **Format Picture** or **Format Shape.**

2. Select Alt Text in the left hand panel or select Layout and Properties and then Alt Text in the right hand panel.

3. Fill in the Title and Description. After completing, click on the Close or X button.

Title

> Family icon

Description

> white figures of a man, woman and child on blue background

Inclusive Engagement Checklist

For public meetings...

Invitations and Notices

○ Accessible information guidelines for layout and font specifications

○ Tag line: Disability-related supports available [insert contact]

Engagement

○ American Sign Language interpretation and audio for larger events

○ Well lit, front seating for people using interpreters or captioning

○ PowerPoint slides read verbatim

○ Documents follow specifications in Accessible Communications Policy

Major News and Media Events

○ Audio, captioning and sign language interpretation

Venue

○ Level entrance or if ramped, slope no steeper than 1:16 ratio

○ Door width minimum 36 inches

○ Automatic door opener (or volunteer to help)

○ Obstacles removed (i.e. waste containers, loose cords)

○ Elevator is working and not key operated

○ Washroom door minimum 32 inch with 5 foot turning space

○ Designated accessible parking with signage

○ Service providers booked as required (i.e. sign language interpreters, captioning, audio)

○ Sign language interpretation and audio for larger events

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Newfoundland Labrador