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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

**Disability Policy Office**

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