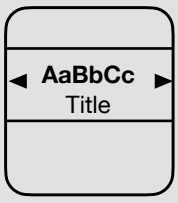
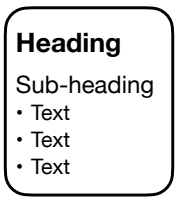
Accessible Content Design for Learner Variability

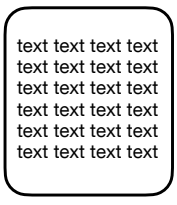
QUEEN'S UNIVERSITY BELFAST
Centre for Educational Development

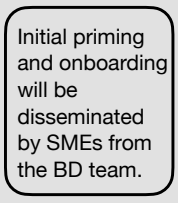
Word Documents

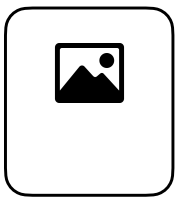
✓ Always…	✗ Avoid…
Use the Heading Styles panel	Emphasising text by enlarging font or making it bold
Use sub-headings and bullet points (or a visual) when displaying complex information	Long blocks of text
Use logical layouts, read from left to right, top to bottom with 1.5 line spacing and left aligned text	A complex layout with cluttered text and single line spacing with right, centred or justified text
Use Sans Serif fonts and use the same font throughout the document	Other decorative or Serif fonts
Use short sentences (3 pieces of information max) and simple terminology	Complex terms, acronyms and long sentences
Add alternative text (ALT text) to all images and visual content	Including an image or any visual content without a text alternative
Use descriptive text when including hyperlinks (e.g. linking the words formative assessment)	Writing uninformative hyperlinks such as "Click here" or "more info"
Use built-in Accessibility Checker tools to highlight potential issues in your document before saving or exporting to pdf	Creating a document with no consideration about Accessibility

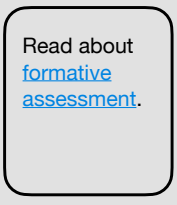












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