



Accessible Communication Practices

Printed Material and Publications

Printed material and publications produced shall contain a note indicating “alternative formats are available upon request” and include relevant contact information. Where possible, publications shall adhere to the CNIB’s Clear Print Standards (link below), being, but not limited to:

- Use high contrast colours for text and background (examples: black or dark blue text on a white or yellow background, or white/yellow text on a black/dark blue background, avoid use of red);
- Printed material is most readable in black and white and reserve coloured text for titles, headlines or highlighted material;
- Keep the text preferably between 12 and 18 points;
- Leading space, which is the space between lines of text, should be at least 25 to 30 percent of the point size;
- Use an Arial or Verdana font;
- Use fonts with medium heaviness and avoid light type with thin strokes (examples: when emphasizing a word or sentence, use a bold or heavy font; avoid italics or upper-case letters);
- Choose a monospaced (non-justified) font rather than one that is proportionally (justified) spaced, keep a wide space between letters;
- Separate text into columns to make it easier to read;
- Use wide binding margins or spiral bindings if possible;
- Use flat pages;
- Use a matte or non-glossy finish to cut down on glare;
- Avoid watermarks or complicated background designs;
- Use distinctive colours, sizes and shapes on the covers of materials to make them easier to tell apart;
- Avoid using the return key to add multiple spaces.