Writing accessible information and communications

Ensuring all our electronic information and communication is available to everyone

We rely heavily on electronic information, so it's essential that we ensure all our documents; emails, reports, minutes, on-line forms, teaching and learning resources, project plans, newsletters, website information and social media, are fully accessible.

Creating accessible documents is particularly important for people who;

- are blind, have low vision or are colour-blind
    - use adaptive technologies to read printed documents
- have problems with mobility
    - eg, difficulties using a mouse or keyboard
- Have difficulty with reading and concentration
    - eg, dyslexia, autism etc
- are Deaf or hearing impaired
    - require captions
- have English as a second language
- use mobile devices or small displays
- have slow internet connections
- Where video or audio are disabled

Good practice in creating all documents as accessible (universal design) makes it better for all users. General rules of accessibility include:

- Clear, predictable, consistent, easily navigated content
- Font size and style, and colour contrast easily readable, particularly for those with low vision or dyslexia
- Use of 'Styles' options for formatting, and 'alt text' for images, particularly assists screen readers
- Use of captions and audio recordings where appropriate
- Make line by line reading of tables sensible and summarise graphs and charts
- Compatibility with keyboard navigation

There are a number of resources that can assist in writing accessible information and communications. Some of these include:

[Creating accessible documents and websites](#) Blind Foundation New Zealand

[Accessibility for Microsoft Word](#) Digital Government NZ

[Colour Contrast Analyser](#) and [How to use the CCA](#)

[Make your word documents accessible](#) Microsoft

[Accessibility Checker](#) use to find any accessibility issues in your Word document

[Make your communications more accessible](#) Ministry of Social Development

[Good fonts for dyslexia](#)

Related links

[Inclusive learning and teaching of students with impairments](#)

[Inclusive design and common sense approaches for Canvas](#)