

Document Accessibility Guidelines for Seniors

Any item that is answered as 'no' suggests an area for improvement in current documentation.

Document Accessibility Guidelines for Seniors	Yes	No
The words are short, simple and clear. Common words with no jargon.		
Technical terms are defined or left out.		
Acronyms are identified, for example, EI = Employment Insurance.		
Sentences are short – 20 words or less.		
Each sentence has just one idea.		
Paragraphs are short. The idea in one paragraph connects to the idea in the next.		
Instructions are presented in the order they should be done.		
Point form or lists are used if appropriate.		
There is white space between paragraphs and sections.		
Margins are at least one inch. The left margin is justified, the right is ragged.		
Text is a size 14 font or larger to account for older readers.		
Text is written in a serif type font to account for older reader eye tracking during the reading process – serif does not tire out the eye. Examples include Times New Roman, Garamond, Century and Courier.		
Headings and subheadings are written in a sans serif type font and stands out when viewed. Examples include Helvetica, MS Sans Serif, Tahoma and Calibri.		
There is good contrast between the colour of the text and the paper, or the paper is white and all text is black.		
Boxes or other design features help people find important information.		
Photos, graphs, or other design features break up the text and make information clearer.		

Based on: Plain Language Audit Tool

<http://www.nald.ca/library/learning/nwt/auditool/audit.pdf>