

Supporting the inclusion of children and young people with visual impairment

Top Access Tips: Print Media

1. Print size

- ◆ Present text at assessed print size
- ◆ Use same print size for all text

Advice Point

The child's print specification needs to be assessed/identified by a Qualified Teacher of VI. The guidance below is offered as general best practice guidelines

2. Typeface

- ◆ Use same Typeface to present all text
- ◆ Present text in assessed typeface (font), e.g. Arial, Comic Sans

3. Type Weight

- ◆ As a general rule: Use plain text for main body of text and **bold** for emphasis

4. Type Style

- ◆ Avoid Italics and prolonged use of capitals
- ◆ Avoid underlining

5. Line Spacing

- ◆ 1.5 to 2 lines between one line and the next

6. Contrast

- ◆ Use black ink on good quality white paper
- ◆ Occasionally a child may prefer a different colour paper, but this will depend on individual need

7. Paper quality

- ◆ Choose **matte** papers ideally weighing over 90gsm (Photocopying paper usually weighs 80gsm)

8. Design and layout

- ◆ Keep layout simple and uncluttered
- ◆ Reduce amount of text/graphics on page
- ◆ Change orientation of page to accommodate larger text
- ◆ Remove additional text/graphical information that are unnecessary
- ◆ Present pictures and diagrams on opposite pages to the text
- ◆ Margins wide enough to be hole punched without running through the text

9. Page numbers

- ◆ Decide on position of page number, keep this consistent for all work
- ◆ Decide on page numbering, e.g. In line with book adapted

Advice Point

Minimise access whilst ensuring maximum opportunity for potential to be achieved

10. Learning objective

Consider the learning objective or task to be completed. Are there any adaptations/reductions that can be made to:

- ◆ Amount of content?
- ◆ Number of questions to be answered?
- ◆ Task to be completed, whilst still ensuring learning outcome is reached?

Avoid Point!

Enlarging materials onto A3 paper using the photocopier

Print, font, layout, contrast does not match the child's required print specification

Doubles the size of the paper to scan from

Accessing text and graphics on A3 exacerbates the existing visual difficulty