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# **UKAAF minimum standards: Clear and large print**

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## **Introduction**

The UK Association for Accessible Formats (UKAAF) sets standards for accessible formats in the UK which meet end-user needs.

The following minimum standards for clear and large print can be used as a checklist by producers, end-users, or those procuring accessible format materials to ensure that materials are of an acceptable level of quality to meet user needs.

Detailed guidance is available from UKAAF to help people produce materials which meet these minimum standards.

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## Minimum standards for clear and large print

As a minimum, UKAAF expects clear and large print materials to comply with the following standards.

### Copyright

- Permission, or the legal right to produce the clear and/or large print version of the document has been confirmed

### User needs and preferences

- Individual end user's requirements ascertained and met where possible, without compromising the integrity of the original information

### Presentation

- Document has not been created by enlarging with a photocopier (other than exceptional cases)
- A4 paper used unless content or purpose dictates otherwise
- Minimum text size of 12 point for clear print, ideally 14 point
- Minimum text size of 16 point for large print, ideally minimum of 18 point
- Text such as page numbers, labels, superscripts is ideally the same size as the body text
- Legible typeface such as Arial
- No italics, underlining or large blocks of capital letters
- Adequate line spacing
- Adequate space between paragraphs
- Text is left aligned except in exceptional circumstances
- Text is horizontal

- Words and single pieces of information are not split onto two lines unless unavoidable
- Columns avoided or reduced in number if appropriate
- If columns are used, there is adequate space between them and possibly a vertical dividing line
- Good contrast between text and background
- No information conveyed solely through colour, images or diagrams
- No text overlapping images (other than exceptional cases)
- Paper is non-glossy
- Paper is of sufficient weight to avoid show-through

### **Identification and navigation of document**

- Title and originator of the document should be at the beginning of the information
- Layout is clear and consistent
- Headings are clearly differentiated from text
- Appropriate use of page numbers
- Appropriate use of print page references (e.g. for educational material)
- Appropriate use of table of contents
- Appropriate use of headers and footers

### **Interpretation and adaptation**

- Images and diagrams are presented in an accessible way
- Tables are presented in an accessible way

### **Accuracy**

- Document is an accurate representation of the original
- Quality control measures in place (e.g. proofing, testing production equipment, regular servicing etc)

### **Finishing and packaging**

- Appropriately bound
- Appropriately packaged
- Clearly labelled
- Cover is non-glossy
- Despatched in good time

### **Further guidance**

Further in-depth guidance on the production of accessible formats is available from UKAAF's website: [www.ukaaf.org](http://www.ukaaf.org)

Notes

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## **UK Association for Accessible Formats (UKAAF)**

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