ACCESSIBILITY CHECKLIST FOR PRINT MATERIALS

Text & Typography

- [ ] Use readable fonts (sans-serif recommended)
- [ ] Font size large enough for easy reading (minimum 12–14 pt)
- [ ] Maintain high contrast between text and background
- [ ] Avoid all-caps for long text blocks
- [ ] Use sufficient line spacing and paragraph spacing

Color & Contrast

- [ ] Ensure color combinations are accessible to color-blind readers
- [ ] Don't rely on color alone to convey information
- [ ] Use high contrast for text, icons, and important elements

Images & Graphics

- [ ] Include descriptive captions or labels for images
- [ ] Avoid overly complex graphics that are hard to interpret
- [ ] Ensure charts and graphs use patterns or labels, not just color
- [ ] Use clear and simple icons

Layout & Structure

- [ ] Organize content with clear headings and subheadings
- [ ] Use consistent alignment and spacing
- [ ] Keep important information above the fold or in prominent positions
- [ ] Avoid clutter; maintain sufficient white space

Language & Readability

- [ ] Use simple, plain language
- [ ] Break up long paragraphs into shorter sections
- [ ] Provide clear instructions for calls-to-action

Physical Considerations

- [ ] Use paper finish that minimizes glare
- [ ] Ensure materials can be handled by people with limited dexterity
- [ ] Avoid folding that obscures critical information

Testing & Feedback

- [ ] Test readability with people of different visual abilities
- [ ] Gather feedback from users with disabilities
- [ ] Revise based on accessibility audit results