



How to Support Using Accessible Language

What is accessible language?

Language that allows people of all ages and ability levels to engage with the content you create.

Here are some tips for making the stuff you write more accessible:

Readability:

- Use plain language and write in shorter sentences
- Write at a 5th or 6th grade reading level
- Write out acronyms
- Use an active voice
- Allow for white space on the page

Fonts

- Use Arial or Verdana
- Only use 1 or 2 fonts on a page
- Use size 14-point font or higher (18 for large print)
- Do not use all caps

Page Layout

- Double space the text.
- Use half-inch margins
- Have text start on the left of the page
- Use short URLs for websites.

Color

- Use black text on a white background
- Limit pastel or neon colors.