

Code of Best Practice

- Use a Sans Serif Font like Arial.
- Use a font size of at least 12 point.
- Avoid large blocks of text in capitals and italics.
- Avoid underlining text.
- Ensure there is adequate contrast to make the text distinguishable.
- Improve the readability of text by ensuring adequate line spacing.
- Use images to support what the text is telling you.
- Place images so not to interrupt the flow of the text.
- Where important images are used ensure they are referenced in the text.
- Ensure that images have a good colour contrast and are clearly defined.
- Do not place text over images
- Ensure that the document is well structured.
- Avoid sentences breaking over two lines.
- Avoid printing onto glossy paper.
- Use paper thick to avoid text showing through from the reverse side.
- If the document is to be made available on the web as a PDF, add alternative text to images and use styled headings in a logical order.

Code of Best Practice on the Web

Headings

Headings properly implemented from h1 down?

Text Resizable

Is text resizable?

Does resizing text have any detrimental effect on the page e.g. overlapping content or unreadable text boxes?

Is text a good default size?

Images (alt) also images of text

Appropriate alt text used throughout site?

Blank text for cosmetic images are detailed where necessary?

Are images of text used? Are these unnecessary?

Keyboard access

Is it easy to follow the keyboard focus around the screen?

Are there any special mouseover effects that are not available for keyboard users?

Is there a sensible tabbing order?

Any fancy dropdown menus that are not keyboard accessible?

CSS turned off

Is site still usable with CSS disabled?

JavaScript

Is site usable with JavaScript disabled?

Additional

Is there a sensible page title in place?

Is a sitemap available?

Is there an accessibility page?