



How to produce Large Print that is accessible to as many people as possible

Can I produce my own Large Print?

For short, simple text documents, it is often possible for you to produce your own large print.

If you are producing your own large print, there are certain basic rules you will need to know about. Here are a best tips to get you started:

- Use left alignment only (1 column where possible)
- Use a sans serif font e.g. arial, tahoma
- Minimum font size should be 16
- Avoid using italics
- Text should not be written over images
- Colours: Dark text on light background, or light text on dark background black/dark blue with yellow/cream is best.
- Use non-glossy paper (this creates as little reflection as possible)
- Do not: photocopy-enlarge your document instead. The text becomes less defined and therefore harder to read, plus the layout and font style can still be wrong. Also, large pieces of paper can be hard to hold and use.

When to get help

We suggest you contact experts like those at A2i for help, for more complex documents including:

- Magazines and similar documents that have text articles, mixed in with pictures and diagrams;
- Documents showing diagrams or pictures;
- Documents that contain tables or graphs;
- Forms; and
- Important documents – that must be right!