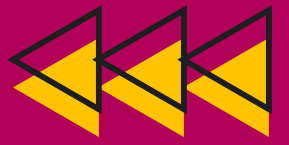
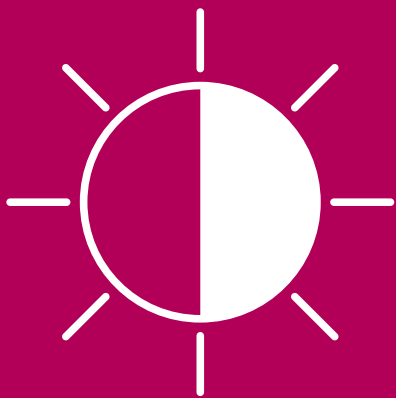


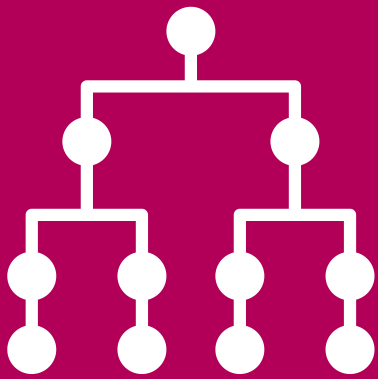
5 Steps To Creating Accessible Information



1 Avoid using lots of capitals, italics and underlined text - this can be difficult to read



2 Ensure there is enough contrast between text and background colours



3 Headings should be clearly defined and ordered - use the style toolbar to do this



4 All images should have a description - right click on the image, 'Edit Alt Text.'



5 Charts, graphs and tables should always have text labels not just use colours

Download templates and find out more at:
orkney.gov.uk/templates

