

# Creating Accessible Documents: Tip Sheet

## Part III: Alternative Formats

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### Large Print

Large Print is defined as:

- Arial font
- minimum 18 point font size
- single spaced
- left justified
- upper and lower sentence case used
- minimal use of italics, bold and underlining
- minimal hyphenation
- non-glossy, heavy paper
- properly constructed tables
- minimal parentheses
- wide margins

Best Practices: Always have one copy of your presentation or handout available in large print.

### Braille

Braille is an alternative format for those who are blind or deaf blind. It is a tactile system of raised dots that represent letters of the alphabet that is produced using braille transcription software.

Files can be converted to Braille-ready format using Braille conversion software so that they can be printed on a braille embosser or read using a refreshable Braille display without further conversion.

If you receive a request for Braille documents, please contact the AODA Officer ([www.aoda.utoronto.ca](http://www.aoda.utoronto.ca)).

### Websites

Your website may be considered an acceptable alternative format if:

- The information in print material is equal in content to your website
- The website is compliant with W3C Web Content Accessibility Guidelines 2.0 (WCAG 2.0), level AA

The tips and techniques reviewed in this course will help you meet these guidelines with your site.

### Accessible electronic formats

A well-formed Microsoft Word document or an accessible PDF file are considered accessible electronic formats.

Best practices: Have accessible electronic copies of your materials available on USB keys for distribution.

### Captioning and transcripts

Current best practice is to caption or provide transcripts for any audio or visual content delivered on the web or in person.

Resources:

YouTube Captioning features:

[www.youtube.com/t/captions\\_about](http://www.youtube.com/t/captions_about)

MAGpie: [http://ncam.wgbh.org/invent\\_build/web\\_multimedia/tools-guidelines](http://ncam.wgbh.org/invent_build/web_multimedia/tools-guidelines)

Capscribe: [www.inclusivemedia.ca/captionme/](http://www.inclusivemedia.ca/captionme/)

Dotsub: <http://dotsub.com/>