

Welcoming Families Communication Toolkit

Readability & Accessibility Essentials

This checklist highlights common readability and accessibility steps that you can make a habit of applying. Please note that accessibility standards go beyond the items listed below. Additional steps are required for documents with more complex structures and features.

- ☐ The document uses Plain Language - written at a 5th-7th Grade reading level.

Resources:

→ [Hemingway plain language editing app](#)

→ [Readability Analyzer \(Datayze\)](#)

- ☐ Acronyms are not used unless absolutely necessary, in which case they are spelled out and defined.
 - ☐ High-quality icons and/or graphics are used and add to understanding
 - ☐ White space, including line spacing, is maximized
 - ☐ The document is translated into our highest-frequency languages
 - ☐ The font is highly readable and dyslexia-friendly. Examples: Arial, Calibri, Century Gothic, Helvetica, Open Sans, Tahoma, Verdana, Comic Sans
 - ☐ Do not use ALL CAPS if the information will eventually be posted online
 - ☐ Information is “chunked” using headings, sub-headings and bulleted lists
 - ☐ If it will be posted online, use styles (Normal text, Title, Heading 1, Subheading, etc.) to help with screen readability
 - ☐ Text colors and backgrounds have appropriate color contrast
- Resources:
- [Color Contrast Checker \(WebAIM\): AA at minimum](#)

If posted online

- ☐ Text styles are used consistently (Title, H1, H2, Paragraph/Normal Text, etc.)
- ☐ Alt text has been added to all images

Resource: [Alt text how-to guide](#)

- ☐ (Powerpoint or Word) Accessibility checker has been run and issues addressed
- ☐ (PDF) PDFs have been made 508 compliant. The most common way to do this is to use Acrobat Pro or contract with a vendor.