Large Print Guidelines

How to create Large Print documents that are easy for all to read

Large Print is a format that is used by those with a range of print disabilities including older Australians with diminished vision, individuals with sight loss, those with learning difficulties or literacy difficulties.

The following guidelines have been prepared using international standards and the standards adopted by the Australian Round Table for the Print Disabled. The Guidelines are a representation of a format that will suit most users who can access this material.

Font Size

Large print font size should be at least 18 point in size.

Bold, Underline and Italics

Bold and underlining should be used to highlight specific sections in the text such as headings, quotations or crucial areas, which need identifying. Italics should not be used in any circumstances as this distorts the typeface making information potentially difficult to read.

Font Type

A typeface without serifs is the most readable in large print. Fonts including Arial, Swiss embody characteristics identified through research, to promote readability in persons with low vision.

Line Spacing

At least 1.25 spaces should be left between lines of print.

Headings

Headings and subheadings should be larger and bolder than regular large print text. Bold or underlined can be used in these instances, italics should not be used.

Justification

Paragraphs in large print should be block style and use 1" margins. The left margin should be justified and the right hand margin should not be justified. There should be no indentations to delineate paragraphs.

Columns and Divided Words
Columns and divided words should be avoided.

Paper Stock
Large print should appear black on white, ivory, cream or yellow paper with a dull finish to reduce glare.

Graphics
Large print should not be used over a background design or other graphical material. Large print users should have access to graphics that are not only enlarged, but maintain the same contrast, clarity and access to appropriate coloration as those prepared for the standard publication.

Large print materials that are highly graphical in nature, such as maps, graphs and charts should also adhere to type size, font and other large print guidelines. When color is not possible, high-quality, black, line drawings are preferred over gray scale.

Other Concerns

Large Print documents should be no larger than 9" x 12" x 2 1/4 "

These Guidelines should be used in conjunction with Readability Guidelines issued by Accessible Information Solutions, National Information and Library Service.

More Information

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National Information Library Service

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