



King County

Office of Civil Rights

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Civil-Rights.OCR@kingcounty.gov
kcweb.metrokc.gov/dias/ocre/discompl.doc

GUIDELINES FOR ACCESSIBLE PRINTED MATERIALS

ACCESS NOTICES

These notices are legally required. Use sans serif font, 14 point type or larger.

- **All publications written for the public (programs and services brochures, flyers, reports, etc.)** – A notice that the publication is available in alternate formats upon request. This notice should include a contact telephone number and TTY number. *
- **Publications that outline county services, programs or activities in which the public participates** – A notice that reasonable accommodations will be provided upon request. The notice should include a contact telephone number and TTY number. *
- **Publications concerning a public meeting, hearing or event** -- A notice that the meeting/event location is accessible (check to ensure facility meets accessibility codes).

Please see OCR resources section below for optional wording of required notices.

<p>* Use TTY (not TDD) for Text Telephone – see “TTY is the Acronym for Text Telephone - But Why?” at kcweb.metrokc.gov/dias/ocre/ttyhistory.htm. Any caller may dial 711 nationwide to be connected to the nearest TTY Relay Service.</p>
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Disability access laws do not include specifications for printed materials, allowing for flexibility. However, governmental and disability organizations have developed guidelines to help ensure compliance with the intent of the law.

FONT AND TEXT

- Style: use sans serif fonts such as Arial, Helvetica, New Century Schoolbook; limit use of ornate fonts. Times New Roman and other serif fonts are more difficult for some to read.
- Size: 12 point type or larger (Large print size: 14 point type or larger upon request).
- Non-standard Type: use bold, underlining or italics only for emphasis or headers. Use all-caps sparingly.
- Background Images: generally, none; if used, be sure images do not obscure text. It is helpful to put contrasting “shadow” (positive or negative) directly under the text to increase contrast.
- Shading Behind Text: acceptable; be sure to provide adequate text-to-background contrast
- Text Around Images: for text wrapped around an image, place the image to the right of the text; a consistent margin at the left assists with easier “tracking.”

PARAGRAPH

- Style: block style (one line between paragraphs) or indented first line.
- Line Width: single column not exceeding 6"; multiple columns at least 3" wide.
- Justification/Alignment: left alignment or very limited justification (Large print: left alignment only)
- Hyphenation: none or very limited.
- Leading: sufficient spacing between lines of print so lines are not crowded.

PAPER AND PRINTING

- Color Contrast: good contrast between print and background color; avoid dark or intense color paper (such as neon) or colors that are the same as or similar to ink color used.
- Paper Finish: matte (dull, not shiny -- glare can make a publication unreadable by some).
- Double-sided Copies: one-sided copying recommended for large print, unless heavy-weight paper is used.

TELEPHONE AND TTY NUMBERS

- Hyphens: use hyphens only -- no parentheses for area code.
- TTY number: If no in-house TTY number, use "TTY Relay: 711."

Following these access guidelines also achieves greater readability for those with English as a second language.

OFFICE OF CIVIL RIGHTS INTRANET RESOURCES

Alternate Formats Overview

kcweb.metrokc.gov/dias/ocre/altforms.htm

See "Notification of Availability of Alternate Formats"

Public Meetings and Hearings – Announce Accessibility

kcweb.metrokc.gov/dias/ocre/announce.htm

See "How to Indicate That Reasonable Accommodations are Available"

Access Symbols (wheelchair access symbol, interpreter services symbol, etc.)

kcweb.metrokc.gov/dias/ocre/symbol.htm

www.gag.org/resources/das.php (offers positive and negative versions)

Disability Language and Etiquette (to help you say it appropriately)

kcweb.metrokc.gov/dias/ocre/etiquette.htm

Illustration of Accessible Print Features

kcweb.metrokc.gov/dias/ocre/poster.pdf

INTERNET RESOURCES

Effective Color Contrast, Lighthouse International

www.lighthouse.org/color_contrast.htm

Making Text Legible: Designing for People with Partial Sight, Lighthouse International

www.lighthouse.org/print_leg.htm

Note: At the Lighthouse International Web pages, please disregard the use of a serif font – sans serif font is strongly preferred by consensus of guidelines sources.

King County Editorial Style Manual – www.kingcounty.gov/exec/styleguide.aspx