

Clear print

- Simple and clear typeface is used
- Type size is 12 point or ideally 14 point
- Text is left aligned
- Layout is consistent and logical
- Words are not split between lines
- No large blocks of capital letters
- No italics
- No words are underlined
- No text is laid over the top of an image or texture
- Paper, lamination or encapsulation is not glossy
- Paper is thick enough to minimise the amount of show through from the other side
- Leading is not cramped
- Good contrast between the text and the background
- Line space between paragraphs
- All text is set horizontally
- Adequate gutter between columns
- No information is conveyed solely through the use of images, diagrams or colour