## Designing for diverse learners

### Always...

- Always use a combination of colour, shapes and text to convey meaning.
- Always use left-aligned text, 1.5 line spacing and a suitable font size - usually 12pt for Microsoft Word, web, and print.
- Always break up information with meaningful headings, sub-headings and one-level bullet lists.
- Always write headings in sentence case and use heading styles in online text boxes and Microsoft Word docs.
- Always add meaningful alternative (alt) text to all images and transcripts for videos.
- Always use a readable font with sufficient colour contrast from the background.
- Always make important information clear and easy to find.
- Always write descriptive and meaningful hyperlinks and use a URL shortener if required.
- Always ensure all content can be navigated with a keyboard.
- Always use a textbox to increase contrast between images and text.
- Always allow user control and navigation of all video and audio content.

### Avoid...

- Avoid the use of colour as the only way to convey meaning.
- Avoid centre and right alignment of text or full justification.
- Avoid complex or cluttered layouts, multi-layered menus or lists.
- Avoid the use of text size, all capital letters and layout as the only way to convey structure.
- Avoid the use of rich media content without providing a text alternative.
- Avoid low colour contrasts, small font sizes and cursive or script fonts.
- Avoid underlined words, italics and all capital letters for emphasis, headings or body text.
- Avoid using uninformative links and never use ‘click here’.
- Avoid forcing control by use of a mouse or touch screen alone.
- Avoid text over images or patterned backgrounds.
- Avoid the automatic start of any audio or video content.

---

Created by Lee Fallin (Skills Team) and Sue Watling (LTE). Microsoft Word is a registered trademark of Microsoft.
To provide feedback on this poster, access updates, download a copy and access the latest version: [http://bit.ly/2EsDn1g](http://bit.ly/2EsDn1g)