

Bolton Parish Council Website Policy (2)

PDF Accessibility Guide

Preamble

In order to comply with accessibility guidelines information published on the village website must meet current criteria. The Parish Council has a statutory obligation to publish many documents; in order to allow downloadable documents Portable Document Format (PDF) is the preferred format. There is less chance for confusion if information is only available from one source, thus for the village website to meet the current guidelines, any PDF documents opened by the website be must compliant.

Justification

Use left justified paragraphs (“ragged right”).

Font

Use common easily read fonts such as Calibri or Ariel for sans-serif fonts and Garamond or Times New Roman for serif fonts.

Font size

Normal text should have a font size of 12.

Formatting

For headings and text effects use built in styles (Heading 1, Heading 2, emphasis, etc) so that specialist PDF readers and speech converters can recognise the intent. Do not simply change font size or underline etc text.

Contrast

Black text on a white background is the norm and has the highest contrast (21.0:1). If coloured text and or background are used, then a contrast of better than 4.5 should be used.

File creation

Files created in MS Word should be saved as .pdf files using “Save As” from the “File” menu with file type set as “pdf”, do not use “Print as pdf”.

15th January, 2021