

# Accessible communications

5 things you can  
kickstart tomorrow

**SCOPE** = Equality for  
disabled people

# 1. use plain English

Cut jargon and use plain  
English alternatives



Be clear and direct

Keep your sentences  
short



# 2. check your contrast

## Contrast Checker

[Home](#) > [Resources](#) > Contrast Checker

**Foreground Color**  
#FF0000   
Lightness 

↔

**Background Color**  
#FFFFFF   
Lightness 

Contrast Ratio  
**3.99:1**  
[permalink](#)

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### Normal Text

WCAG AA: **Fail**  
WCAG AAA: **Fail**

The five boxing wizards jump quickly.

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### Large Text


WCAG AA: **Pass**  
WCAG AAA: **Fail**

The five boxing wizards jump quickly.

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### Graphical Objects and User Interface Components

WCAG AA: **Pass**

Text Input 

Text Input

WebAIM colour contrast checker

## 3. add image alt-text

Add alt-text to meaningful images

Describe the useful information

Don't write "image of" or "picture of"

Decorative images should be 'mark as decorative'

# 4. share accessible formats

Avoid PDF

Webpages are more  
accessible

Use Office 365 documents

Easy contact to ask for an  
accessible format

## 5. review text formatting

Avoid italics and all capital letters

Do not use underline unless it's a link

Text size 12pt or above

Left align