



**ConnectGroups**  
helping support groups & individuals



## **Accessible Information**

People who might want to join your support group include people with a range of disabilities.

They might be people who are Deaf or who have hearing loss, people who are blind or vision impaired or people who have disabilities that affect their ability to learn or think (like intellectual or psychosocial (psychiatric) disability).

Information for the public should always be accessible. You can increase your membership by making sure you include people with disability.

There are other groups who will benefit from accessible information – for example, clear language and Plain English will help people from other countries understand your message, and seniors will be able to easily read larger print.



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Some of the ways you can make your information accessible are:

- Using clear and concise information 'plain English'
- Using appropriate font style and size (sans serif, at least 12 point, left aligned)
- Giving people information in alternative formats (Braille, audio, electronic format)
- Using audio loops
- Using Auslan sign language interpreters
- Captioning and audio describing videos
- Designing accessible websites
- Displaying information in an accessible location
- Using good colour contrast in publications
- Making sure that Word documents and flyers do not have 'text embedded' in images and that images are described
- Making sure that electronic documents are sent in an accessible format and not scanned from an original
- Using an Easy English version

An accessible information checklist, produced by the Disability Services Commission, is on the next page.



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Text	Yes	No
Have you used:		
- Plain English?		
- Clear headings?		
- Short sentences?		
- No jargon?		
- Pictures and diagrams where appropriate?		
Have you used a plain, sans serif font such as Arial, Helvetica or Univers?		
Is there significant colour contrast between the text and the background?		
Have you avoided using uppercase, underlining and italics?		
Is all text at least a minimum of 12 point type size?		
Has the information been printed on matt or satin non reflective paper?		
Is the text uncluttered with no background graphics, patterns or watermarks?		
Is the text left aligned?		
Is important information in bold or larger print?		
Is written information available in alternative formats and does it have a statement informing readers of this? For example, 'This publication is available in alternative formats such as electronic, audio tape or Braille, on request from a person with a disability'		



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## Useful links

Access for people who are blind or have a vision impairment – [VisAbility](#)  
(formerly [The Association for the Blind of WA](#))

Access for people who are Deaf or have a hearing impairment – [Deaf Australia](#) or [WA Deaf Society](#)

Audio loops for hire – [Better Hearing Australia](#)

[Auslan interpreters](#)

[Better hearing kits](#)

[Captioning](#)

[Colour contrast analyser](#)

[Guidelines for State Government websites](#)

[National Relay Service](#)

[Telephone typewriter \(TTY\)](#)

[Web Content Accessibility Guidelines](#)

[World Wide Web Access: Disability Discrimination Act Advisory Notes](#)

[The Easy English Guide](#)



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**Connect Groups:** Telephone: (08) 9364 6909      Rural Freecall: 1800 195 575

Email: [info@connectgroups.org.au](mailto:info@connectgroups.org.au)

Web Site: [www.connectgroups.org.au](http://www.connectgroups.org.au)

Postal Address: PO Box 1209 Booragoon WA 6154

Street Address: 10 Almondbury Road Booragoon WA 6154

New and Existing Support Group Development, Telephone Information Line,  
Information Forums, Facilities and Equipment Hire

On-line Directory of Support Groups and Community Organisations, E-News

**People With disabilities WA:**

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: [info@pwdwa.org](mailto:info@pwdwa.org) Web: [www.pwdwa.org](http://www.pwdwa.org)