
















Always...

Always write headings in sentence case and use heading styles in online text boxes and documents.	<code><h1></code>
Always use left-aligned text, 1.5 line spacing and a suitable font size.	
Always break up information with meaningful headings, sub-headings and one-level bullet lists.	
Always make important information clear and easy to find.	
Always display tabular data in simple tables.	
Always use a textbox to increase contrast between images and text.	
Always add meaningful alternative (alt) text to images.	<code><alt></code>
Always provide subtitles or captions for videos, and transcripts for audio.	
Always use a combination of colour, shapes and text to convey meaning.	
Always use a readable font with sufficient contrast from the background.	
Always write descriptive and meaningful hyperlinks	Contact us

Avoid...

Avoid the use of text size, all capital letters and layout as the only way to convey structure.	20pt, bold <u>HEADER</u>
Avoid centre and right alignment of text or full justification	
Avoid complex or cluttered layouts, multi-layered menus or lists.	
Avoid underlined words, italics and all capital letters for emphasis, headings or body text.	<u><i>DO NOT DO THIS</i></u>
Avoid merging or splitting cells in tables. Do not use tables for layout.	
Avoid text over images or patterned backgrounds.	
Avoid the use of rich media content without providing a text alternative.	<code><??></code>
Avoid automatically playing video and audio content.	
Avoid the use of colour as the only way to convey meaning.	
Avoid low colour contrasts, small font sizes and cursive or script fonts.	
Avoid using uninformative links and never use 'click here'.	Click here