# How to make printed, written and visual information accessible for use in emergencies

Create accessible content in plain language from the get go

Format

- Only use the style gallery to apply styles.
- Make sure you use alternative texts for all visual elements.
- Use pictograms.
- Make sure each page has white space and is not filled with text.
- Avoid italics, stylized print, underlining and block of capitals.
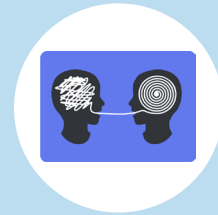
Plain language

- Write in short sentences.
- Write at the Grade 8 level.
- Use the active voice.
- Use short, everyday words and avoid technical jargon.
- Don't use acronyms.
- Use bulleted or numbered lists.
- Explain new or complicated ideas.
- Use tools such as MS Word's Accessibility Checker.

Make an active offer of alternate formats

Here are some examples of alternate formats.

Large print

- Use 14-point font with good colour contrast as a default unless required to provide a larger print version.

Braille

- Documents can be printed in braille upon request.

For more information, check our guide Accessible communication during COVID-19 and other emergencies: A guideline for federal organizations.