Tips for Producing Good Quality Worksheets for Students with Vision Impairments

The following points are of a general nature. Check with the Visiting Teacher regarding the specific visual needs of your student.

- Produce your worksheets as Word files when possible so that print size, style or page layout can be adjusted easily if required

- Use a clear, easy-to-read font e.g. Arial, Calibri, Tahoma. Avoid cursive and ornate fonts.

- Avoid using blocks of upper case letters, italics or underlining for emphasis as this reduces the readability of the text

- Use handwriting only where it is unavoidable. Where it is necessary, present it in a uniform and consistent way.

- Provide the document in a font size appropriate for the student

- Use black text colour (unless the student has specific visual needs)

- Use white or light-coloured paper to ensure maximum contrast (e.g. black print on white background)

- Use good quality paper which is thick enough for text on the reverse side not to show through. On poorer quality paper, print on one side only.

- Use matt paper in preference to shiny paper – this will help to reduce glare

- Add extra spacing between statements/questions and between sections to improve legibility and assist with document navigation e.g. select your text then go to Layout → Spacing and adjust the spacing before and/or after paragraphs

- Text should be formatted in a predictable and consistent manner e.g. left-justify all text; lists are better than scattered words and mind-maps; use sub-headings; number questions

Another option: Worksheets as Word files

- Share your document electronically with the student so they can read it using their preferred technology; your student will also be able to answer questions within the document and return it to you for review

- Navigation of electronic text is enhanced if Headings (Styles) are used. Use Heading 1 for the title and follow logically with Heading 2 and Heading 3 for subheadings.

- Avoid the use of scanned images or pdfs as the student's technology may not be able to "read" them. If using images within your worksheet, add a clear and simple written description as "alt text" i.e. right click on the image → Format picture → Layout and properties → Alt text

Updated 2022