

## **Students with Vision Impairments: Tips for producing good quality worksheets**

- Word process materials wherever possible and save them so that print size, style or page layout can be changed easily in the future.
- Use a clear, easy to read type style which has a semi-bold type weight eg Arial or Comic Sans. Avoid cursive, ornate and italic fonts.
- Avoid using upper case letters for whole words as this reduces the characteristic features of the text.
- Use handwriting only where it is unavoidable eg to create an impression of authenticity. Where it is necessary present it in a uniform and consistent way.
- Use font size appropriate for the student – check with the Visiting Teacher
- Black text colour is best unless a pupil has a specific need – check with the Visiting Teacher.
- All text should be presented against a plain, highly contrasting background to ensure maximum accessibility (eg black print on white background).
- Double spacing between statements/questions and treble spacing between sections improves legibility.
- Text should be laid out in a straightforward and consistent format with regular line lengths. Lists are better than scattered words.
- 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. White is usually best (unless the VT advises you otherwise). When coloured paper is necessary, use only the lightest shades.
- Use a matt finish in preference to a shiny finish.

Adapted by Sam Oxley from: Information for schools and parents. 2010. Retrieved 12<sup>th</sup> March, 2011 from

[http://www.cambridgeshire.gov.uk/education/parents/special\\_needs/visual/support/Information.htm](http://www.cambridgeshire.gov.uk/education/parents/special_needs/visual/support/Information.htm)