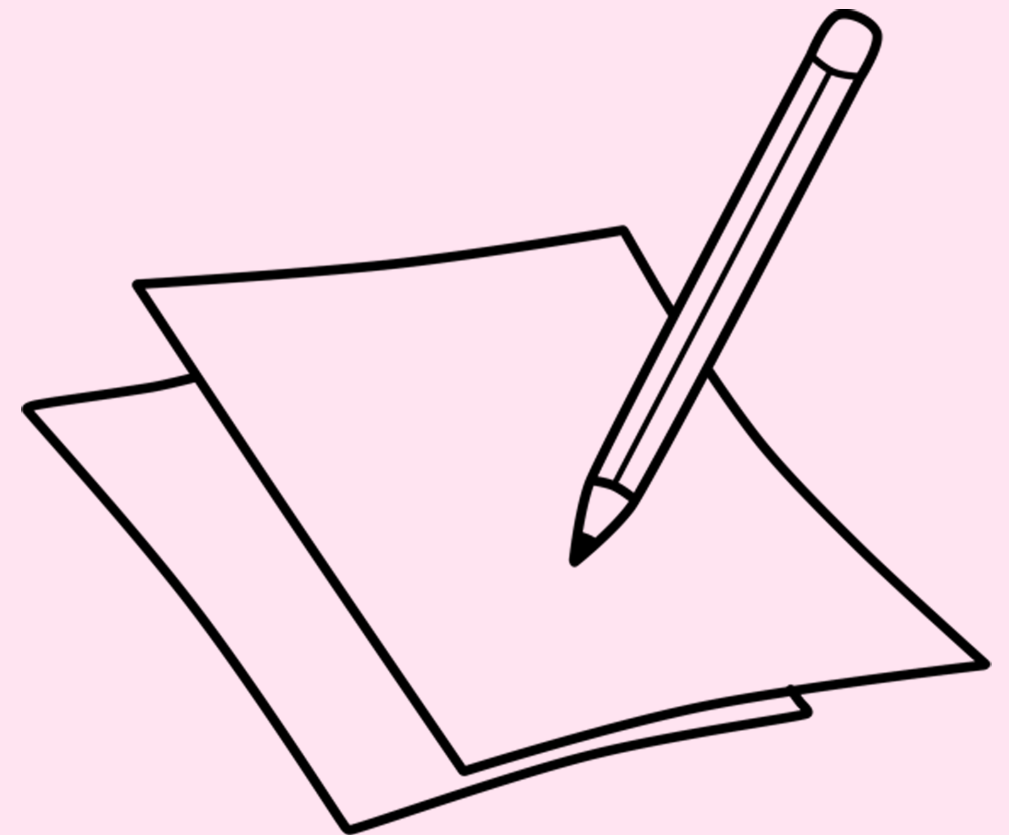# ACCESSIBLE
DESIGN IN THE FIELD OF
WRITING

01 INCLUSIVE WRITING

Avoid terms or words that exclude or stereotype ---
- Example (less accessible): "Each man must bring his own laptop"
- Example (more accessible): "Everyone should bring their own laptop"

02 ALTERNATIVE TEXT & DESCRIPTIONS

If you include images or charts, describe them in text --
- Example: A bar chart showing that sales increased from years 2022-2025

Readers using screen readers can understand through visuals

03 CLEAR & SIMPLE LANGUAGE

Plain, simple language is easier for everyone to understand, including people with language barriers or conginitive disabilities
- Example (less accessible): Ensure that all relevant documentation has been duly completed.
- Example (more accessible): Make sure you've filled out all the required forms.