NHS West Yorkshire
Integrated Care Board (ICB)

Accessibility: minimum standard for documents published on ICB websites

1. Introduction

This standard must be applied to all documents that are published on ICB websites.

If you are preparing policy, procedure or guidance documents, please check with the Corporate Governance team regarding any further requirements in relation to style and layout.

If you are unsure how to use the features described below, refer to the Guidance on Producing Accessible Documents which you will find on the ICB Intranet. The Guidance also explains how you can improve the accessibility of your document over and above this standard.

2. Word Documents

Table of contents

For documents that are 6 pages or longer, you must include a table of contents using the Table of Contents command (found in the References section of the toolbar).

To accompany the table of contents you will also need to enable page numbers so that users can easily navigate their way around a document.

Alignment and Spacing

Always align text to the left.

Do not centre or justify text.

Do not use vertical text.

Use a line space of at least 1.5.

Headings

Use Heading Styles menu including Heading 1, then Heading 2, Heading 3 and Heading 4 to clearly layout and structure the document. Always use in number order e.g., 1,2,3 not 1, 3,2.

Font and text size

Documents should use the typeface:	Arial
Minimum font size:	12pt

You may use larger font sizes for headings or emphasis. You may use variations of Arial e.g. Arial Bold.

Colour and Contrast

Set the font colour to 'automatic' instead of 'black'.

If you are considering using colour in documents please refer to the Guidance on Producing Accessible Documents.

Footers and Footnotes

Avoid putting important information in headers and footers (other than page numbers). If you do use footnotes, put them in point size 12 so they are readable.

Styling text

Keep sentences and paragraphs short. Aim for an average sentence length of 15 - 20 words.

When using an initialism or acronym for the first time, write it out in full, even if it is a commonly used term. For example, the first time you would use "Integrated Care Board (ICB)" and after this you can just use ICB

Avoid using italics, bold or underlining text.

When separating words with a forward slash (/) always include a space either side e.g., clear / large print rather than clear/large print.

Bullets Points and Numbered Lists

Format bullet points and numbered lists by using the List Paragraph option in the Heading Styles menu.

Images

Where possible, avoid using images in your document.

If you use an image that conveys information which is relevant to text, you must include accurate alternative text to describe the content of the image.
Alternative text should be included for all images unless they are for decorative purposes only.

This applies to all images including charts, tables, scans or graphics. Please refer to the Guidance on Producing Accessible Documents for further information.

Hyperlinks
If you are including a hyperlink in your document, use a meaningful description such as, 'If you would like more information, visit the North Kirklees CCG website'.

Other elements

If you use diagrams, text boxes, tables or other graphic device within your document, please refer to the Guidance on Producing Accessible Documents for details on how to do this.

Checking your document

You must check the accessibility of your Word document by using its built-in Check Accessibility function which you will find in the File section. This will highlight any accessibility-related problems, describe why you should fix them, and give you guidance on how to do so.

Please note that the Check may not identify all issues so you still need to make sure that you have followed this standard and referred to the Guidance on Producing Accessible Documents when creating your document.

Format for publication

PDF is the required format for publishing documents created in Word. The Guidance on Producing Accessible Documents provides information on how to save your file as a PDF and check the accessibility of your PDF document.

Accessibility checklist

You must complete the ICB Accessibility Checklist before you submit your document for publication on the ICB website.

3. PowerPoint slides

If you are creating a PowerPoint slide presentation to be published on the ICB website, please follow the Guidance on Producing Accessible Documents to ensure that it meets the minimum standard.

Checking your document

You must check the accessibility of your PowerPoint slides by using the built-in Check Accessibility function which you will find in the File section. This will highlight any accessibility-related problems, describe why you should fix them, and give you guidance on how to do so.

Please note that the Check may not identify all issues so you still need to make sure that you have followed this standard and referred to the Guidance on Producing Accessible Documents when creating your document.

4. Excel spreadsheets

If you are creating an Excel spreadsheet to be published on the ICB website, please follow the Guidance on Producing Accessible Documents to ensure that it meets the minimum standard.

Checking your document

You must check the accessibility of your Excel spreadsheet by using the built-in Check Accessibility function which you will find in the File section. This will highlight any accessibility-related problems, describe why you should fix them, and give you guidance on how to do so.

Please note that the Check may not identify all issues so you still need to make sure that you have followed this standard and referred to the Guidance on Producing Accessible Documents when creating your document.

Format for publication

Excel spreadsheets should be saved as PDF documents before they can be published on the ICB website.

Accessibility checklist

You must complete the ICB Accessibility Checklist before you submit your document for publication on the ICB website.

Format for publication

Your presentation will be published as a PowerPoint slide. Please do not try and save it as a PDF document.

Accessibility checklist

You must complete the ICB Accessibility Checklist before you submit your document for publication on the ICB website.