



# UDL GUIDELINES FOR WORD DOCUMENTS

## Universal Design for Learning (UDL)

Universal Design for Learning is a way of making material more easily accessible. Follow these guidelines to create word documents that are easy to view and read.

When you are reading a document, change the background colour, font style and size and page spacing to suit your needs.

### Spacing

- Spacing: line spacing of 1.5.
- Double space between paragraphs.

### Page layout

- Left align all text.
- Add page number on bottom right.

### Style

- Dark print on a light background.

### Font

- Sans serif font (e.g. Arial, Calibri).
- General text: size 12 plain.
- Headings: size 12 bold.
- Footnotes: size 10 or 11 plain.
- Use **BOLD** to emphasise.