

Guidelines for producing printed documents

Use

Punctuation

Non-serif fonts: Arial and Verdana

Point 14 (12 minimum)

Left alignment

1.5 spacing

Short paragraphs/sentences

Punctuation

Good contrast between text and background

Graphics

Plain, jargon free language

Avoid

Serif or “fancy” fonts: Times New Roman, Monotype

Small point size

Large blocks of unbroken text, especially in italics,
UPPERCASE or underlined

Justified and centred alignment

Undefined acronyms and abbreviations

Background printing/text on top of graphics

Printing on glossy paper

Jargon and unnecessary technical language