Athlone Institute of Technology Learning & Teaching Unit



GUIDELINES FOR WORD DOCUMENTS

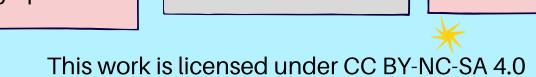
Universal Design for Learning (UDL)

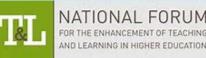
Universal Design for Learning is a way of making material more easily accessible. Follow these guidelines to create word documents that are easy to view and read.

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

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.





Spacing

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

Page layout

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

 Dark print on a light background.

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Style