



# IARE

## INSTITUTE OF AERONAUTICAL ENGINEERING

### CENTRE FOR CONTENT DELIVERY & PUBLISHING

**Advice and tips for how to make your emails accessible:**

**Formatting:**

- When using formatting in emails; use bold instead of italics or underline.
- Don't use color alone to make a point e.g. "priority items in red".
- Ensure sufficient color contrast between font color and background color.
- Use a sans-serif font e.g. Arial, as it is more accessible than **Times New Roman** and other serif fonts.
- Use at least font size of 12 point - 14 point
- Avoid use of moving, scrolling or flashing text.
- Ensure all the links are meaningful hyper-text and not naked URLs.
- Use left align rather than right align or justified text.

**Signatures**

- Always include contact details.