

Ensure accessibility

Plan the reporting products to make sure they are accessible, including addressing issues such as limited time, low literacy, and disabilities.

Methods

General accessibility

- [One-Three-Twenty Five \(1:3:25\) Principle](#)

The 1:3:25 Principle is an evaluation report format with a one page outline of the main messages, a three page executive summary, and 25 pages that present the evaluation findings and methodology.

- [Plain language](#)

Plain English is a clear and concise writing style that ensures accessibility to the information for all stakeholders.

- [Chartjunk elimination](#)

Often the default settings in graphing programs include too much extraneous graphic detail that can confuse readers and cause them to stop engaging with the report.

- [Descriptive chart titles](#)

Descriptive subtitles in a chart can highlight the key takeaway points for the reader.

This is particularly important when graphs must stand alone, without the assistance of the evaluation to help interpret them.

- [Emphasis techniques](#)

A key to creating effective and accessible reporting documents is using effective techniques to emphasise important information.

- [Headings as summary statements](#)

Headings are extremely important to the readability of reports and documents.

Specific accessibility barriers

- [Colour blindness](#)

People who are affected by colour blindness are unable to distinguish between different hues of certain colours.

- [Visual accessibility](#)

There are a number of ways that documents can be made more accessible to people who are blind or have low vision.