

# TIPS FOR MAKING YOUR DOCUMENTS MORE INCLUSIVE

This document provides six tips on how to appropriately create documents that intend to serve diverse audiences.

**1**

## **INCLUDE DIVERSE COMMUNITIES AND CONTENT IN MATERIALS**

The visualization of materials drives the intention behind the invite. If your materials are intending to reach broader audiences, your materials should reflect this.

**2**

## **USE PLAIN LANGUAGE**

Audiences you encounter will be approaching your programming with different reading levels. It is important to avoid jargon and confusing language to ensure not alienating potential audience members.

**3**

## **CONSIDER THE EXPANSION FACTOR**

When translating documents into other languages,, the expansion factor of the other languages may change the formatting and look of your document.

**4**

## **EVALUATE THE AMOUNT OF TEXT**

Including lots of words can detract from the important information that you're hoping to convey to your intended audience.

**5**

## **PICK COLOR SCHEMES THAT ARE EASY TO SEE**

It is important to ensure that the color schemes that are chosen for your materials are not distracting. Furthermore, those who are color blind may not be able to see some of the graphics on your materials.

**6**

## **CONSIDER INCORPORATING OTHER MEDIUMS**

Materials with text can only reach so many. It is important to consider having other mediums such as videos or recordings for those who may be visually impaired or who may not have literacy skills.