



ARIZONA DEPARTMENT OF HEALTH SERVICES

Converting a Document to Large Print

Some individuals cannot clearly see the traditional ten to twelve point font sizes and require a document created with larger type.

If you have the document on the computer:

1. The text flow should be a single column.
2. The font size should be between 18 and 22 points. (Unless larger is requested)
3. Select a "neutral" font such as Arial.
4. Use 1.25 or 1.50 line spacing.
5. Format the document to "landscape" rather than "portrait."
6. Black print on light yellow paper is considered the most readable. (Unless a different combination is requested)
7. Use 8.5" by 11" paper. (Unless larger is requested)

8. Decorative graphics should be removed from the document.
9. Essential graphics, charts or tables should either be converted to text or enlarged in a copier to a size useful to the reader.
10. Please see an example: [Original](#) vs [Large Print](#)

Converting a Google Doc, Word Doc or PDF into Plain Text (.txt):

Some individuals who are blind or have a vision disability may rely on screener readers to access digital publications. Plain text (.txt) format is the most accessible format for these individuals.

In Google Docs or Microsoft Word:

1. Click File
2. Download
3. Plain Text (.txt)
4. A plain text version of your document will be generated. Any images, graphics or colored text will automatically be removed from the new version. Please see an example: [Original](#) vs [Plain Text](#)