Clear print

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	Type size is 12 point or ideally 14 point
	Text is left aligned
	Layout is consistent and logical
	Words are not split between lines
	No large blocks of capital letters
	No italics
	No words are underlined
	No text is laid over the top of an image or texture
	Paper, lamination or encapsulation is not glossy
	Paper is thick enough to minimise the amount of show through from the other side
	Leading is not cramped
	Good contrast between the text and the background
	Line space between paragraphs
	All text is set horizontally
	Adequate gutter between columns
	No information is conveyed solely through the use of images, diagrams or colour

