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## 5.4 Readability

**PSG Number:** GM-14-005

**Topical Area:** Web Design and Development

**Issue Date:** 11/1/2013

**Effective Date:** 11/1/2013

**Document Type:** Guideline; Published (approved by Web Standards Group and GTA)

**POC for Changes:** Georgia.gov Interactive

**Synopsis:** Usability guidelines on making website content readable on State of Georgia websites.

### 5.5.1 Scan-ability

Space text out with headlines, segments, and bullet lists to increase scan-ability. This allows viewers to find what they want quickly, and allows for some visual rest and interest on the page.

### 5.5.2 Acronyms

Spell out all acronyms at their first reference on each Web page.

e.g. ?Office of the Inspector General (OIG)?

Nothing destroys context as quickly as having to try and decipher ?alphabet soup.? Avoid acronyms if possible, and consider your audience when using them. If an acronym is not used shortly after it is defined, the reader must stop and review what has already been read to understand the acronym. Unless the acronym will be used more than two times throughout a page, don?t use an acronym. When using any acronym within the page, use the <abbr> tag in the HTML code to provide a mouse-over of the definition.

e.g. <abbr title="Office of Inspector General">OIG</abbr>

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