



Accessibility Tips Series

Typography and Colors

Typography Recommendations

- Choose [readable fonts](#).
- Use a minimum font size of 12-14 points, 16-point for the web.
- Use 18-point font for large font.
- Left align paragraph text.
- Use a line height of 1.25 or greater.
- Stay between 45 & 75 characters per line.
- Avoid narrow margins.
- Don't indent paragraphs.
- Don't use ALL CAPS.
- Don't overuse bold text.
- Don't use more than 1-2 font types, preferably just one.

Thin *Italic* 100
ExtraLight *Italic* 200
Light *Italic* 300
Regular *Italic* 400
Medium *Italic* 500
SemiBold *Italic* 600
Bold *Italic* 700
ExtraBold *Italic* 800
Black *Italic* 900

Font Types to Avoid

- Script and cursive
- Decorative
- Typewriter
- Condensed

THIS IS A HEADING

Proper use of color

- Ensure your background and document text have a contrast of at least 4.5:1 and preferably higher.
- Larger text can have a slightly lower contrast of 3:1.
- Consider the contrast of text found in images as well (logos excepted)
- Add a solid background behind the text that is placed over images.

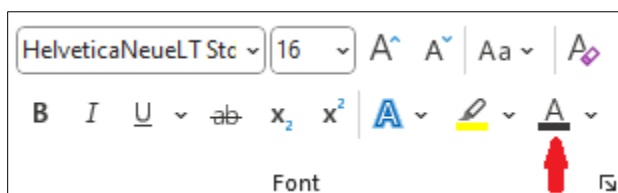
How to test contrast

Choose a tool:

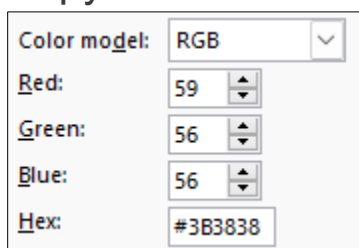
- [Webaim contrast checker](https://webaim.org/resources/contrastchecker) -
<https://webaim.org/resources/contrastchecker>
- [Accessible Web color contrast checker](https://accessibleweb.com/color-contrast-checker/) -
<https://accessibleweb.com/color-contrast-checker/>
- [TPGi colour contrast analyzer](https://www.tpgi.com/color-contrast-checker/) -
<https://www.tpgi.com/color-contrast-checker/>

Check your text:

1. Select the text you want to check.
2. Select the font color option from Home menu.



3. Select more colors in the dialog that appears.
4. Copy the Hex color value in the next window.



5. Use that value in your contrast checker of choice from above.

Additional Resources

[Color Contrast Accessibility Reference](https://www.hhs.gov/sites/default/files/os-a11y-color-contrast-reference.pdf)

Full Link: <https://www.hhs.gov/sites/default/files/os-a11y-color-contrast-reference.pdf>

[Hex color values in Microsoft Word color picker](https://insider.microsoft365.com/cs-cz/blog/hex-color-values-in-color-picker)

Full Link: <https://insider.microsoft365.com/cs-cz/blog/hex-color-values-in-color-picker>

[Included Typefaces \(Readable Fonts\)](https://designsystem.digital.gov/components/typography/#included-typefaces)

Full Link:

<https://designsystem.digital.gov/components/typography/#included-typefaces>