# **Accessibility—Effective Use of Color and Other Text Effects**

* Some users are unable to see color differences, or may not see color the same way you do. Therefore, it is important to avoid using color alone to communicate information. For example, if linked text is blue, it should also be underlined so users who are unable to see color differences can distinguish links from surrounding text. Also, avoid saying things such “all items in RED are required.”
* Minimize the use of color whenever possible. Overuse of many colors can be confusing to the viewer.
* Color Blindness--the colors with which individuals have difficulty distinguishing depend upon their type of color-blindness, but red-green deficiencies are the most common. Red-green color-blindness does not mean that these people cannot see reds or greens. They simply have a harder time differentiating between them. This is not normally a problem except in cases where the colors convey important information. Under these circumstances, you will need to either change the graphic or provide an additional means of obtaining the same information. Oftentimes the most appropriate way to do this is to provide an explanation in the text itself.
* Color contrast between the font color and the background can impact those with a visual impairment. If there is not sufficient contrast, the text is harder to distinguish.
* Avoids extremely bright colors as a background color.
* Blinking or moving text should be avoided.
* Use underline sparingly in Blackboard. Underlining suggests a hyperlink to a document or external page.
* Set normal paragraph text at a good default font size of at least 12.
* Blocks of text in CAPITALS or italics should be restricted to headings or very short sentences.
* Large blocks of text in CAPS can impact the legibility of a document as it can make the letters hard to distinguish as all of the letters are of the same height. Use ALL CAPS sparingly.
* Underlined text and text in Italics can also impact readability as it can often make it hard to recognize the text. Use underline and italics sparingly.
* Use **sans-serif fonts**.  A sans-serif font is one that **does not** have extending features called "serifs" at the end of strokes.  Sans-serif fonts are easier to read than serif fonts. Some examples of sans-serif fonts include Calibri, Arial, Comic Sans, and Century Gothic. Examples of serif fonts include Times New Roman, Bookman Old Style, Cambria, and Century Schoolbook.

**Sans-Serif Fonts**

Calibriis a sans-serif font.  The letters are perfectly straight.  **GVTC recommends using Calibri font.** Other examples of sans-serif fonts include, but are not limited to,

Arial

Century Gothic

Comic Sans

**Serif Fonts**

Notice what I call platforms/serifs around each character. You want to avoid using any fonts that have serifs such as:

Times New Roman

Bookman Old Style

Cambria

Century Schoolbook

**The two are easy to distinguish from one another.  However, if you have a question about a particular font, you can generally find your answer by keying the name of the font in Google.   Thanks!**

