

Accessible Font: A Brief Introduction

Accessibility Video Tutorials

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What we will cover in this video

In this video, we will discuss & demonstrate:

- ✓ What are font style, font size, and line spacing?
- ✓ Why do font style, font size, line spacing, and other font elements matter for survivors with disabilities?
- ✓ What are some examples of accessible fonts and inaccessible fonts? How can we use accessible fonts?
- ✓ What are the Web Content Accessibility Guidelines for font style and size?

Accessible Font Elements

Font Style:

- Sans-serif
- Strategic use of bolds & italics

Font Size:

- at least 14 point for print and electronic materials
- at least 20 point for web-based presentations
- at least 28 point for in-person presentations

Font & Line Spacing:

- adequate and variable spacing between each letter
- between 1.25 to double spacing between lines of text

Accessible Fonts

Some of the most universally accessible fonts:

- are sans-serif fonts (no dashes);
- with adequate & variable spacing between each letter;
- with letters that look different from each other.

Some accessible fonts include: Verdana, Tahoma, Arial, Helvetica, and Century Gothic.

- Arial, Helvetica, Tahoma, Verdana, and Century Gothic are all sans-serif.
- Arial is variable-spaced font, where each letter takes up proportional space.
- In Verdana and Tahoma: the **1** and **I** and **l** all are different characters.

Less Accessible Fonts

- Serif Fonts, like: Times New Roman, Cambria, and Georgia. A serif is a line or dash at the end of each letter in a font.
- *Cursive Fonts* (Cursive Fonts)
- **Excessively Bold fonts**
- Type-writer fonts
- *Script fonts*
- *Overly Decorative fonts*
- **ALL CAPITAL LETTER FONTS**
- Condensed Fonts
- Monospaced Fonts

Examples of Line Spacing

Single-Spaced:

Read between the lines

Read between the lines

1.25 Spacing:

Read between the lines

Read between the lines

1.5 Spacing:

Read between the lines

Read between the lines

Double-Spaced:

Read between the lines

Read between the lines

Other font-related access elements

- **Left Justification**, which aligns text on the left to help readers find the beginning of each line
- **White space**, like margins, helps separate pieces of content, which improves the visual layout
- Complete words on each line (**avoid hyphenating** words between lines)
- **High color contrast** for text and images (watch our video, [Color Contrast: A Brief Introduction](#))
- **Multiple formats** like PDF, Plain Text (txt), and large print for survivors who request them

Customization is Key

Ask Survivors what they need!

- There are many individual needs when it comes to font style, size, spacing, and paper type (for printed documents).
- For example, bold and large fonts may be accessible to some survivors with low vision.
- For some survivors with Dyslexia, fonts with larger spacing between letters can be more accessible.
- It is important to have multiple formats, like large print, and to ask survivors what they need.

How can I make fonts accessible?

Changing Font Style, Size, and Spacing

Changing Font Style, Size, & Spacing

- This is a line of text in 20 point, Verdana font.
- This is a line of text in 22 point, Century Gothic font.
- This line spacing is 1.25.

Accessibility Guidelines for Font

Web Content Accessibility Guidelines (WCAGs)

Web Content Accessibility Guidelines (WCAG)

The WCAGs provide accessibility criteria for websites.

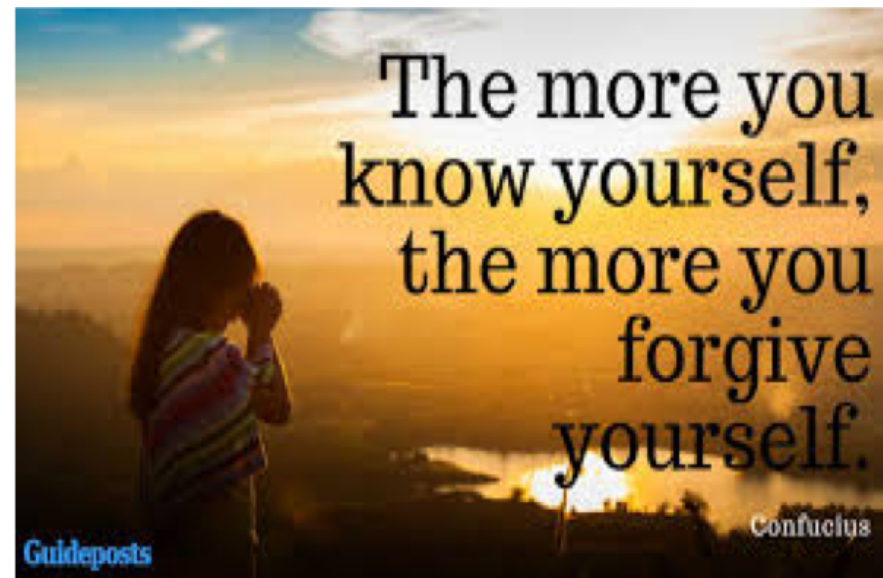
- **Font Style:** Generally, use sans-serif fonts that are widely available on many systems
- **Font Size:** Font should be re-sizeable without assistive technology on websites.
- **Font Spacing** should be at least 1.5 spacing within paragraphs.

Other font accessibility criteria:

- Use actual text, not text inside of images or graphics.
- Avoid text that blinks or moves.

Avoiding Images of Text

- We can communicate the words in this image of an inspirational quote using just text.
- The font is inaccessible and is obscured by the image.
- The color contrast is low.
- Some of the text is too small.



To Recap: Font Accessibility

Accessible Fonts are important for survivors with a variety of disabilities, for a variety of reasons. Some fonts are visually inaccessible, and others pose issues with reading and comprehension.

- ✓ In print and electronic documents, fonts should be:
 - sans-serif;
 - at least 14 point in size;
 - consistent throughout; and
 - include 1.5 line spacing within paragraphs.
- ✓ Font sizes should be larger for presentations
- ✓ You can easily change font styles, sizes, and line spacing in Microsoft Office.
- ✓ It is helpful to create multiple formats to meet a variety of needs.

Thank you!

For more information and videos about accessible content, visit: www.endabusepwd.org

Ending abuse of people with disabilities is a team effort.

Contact us for support:

End Abuse Email Address: cvs@vera.org

End Abuse Phone Number: [\(212\) 376-3096](tel:(212)376-3096)

End Abuse Toll Free Phone Number: [\(855\) 274-8222](tel:(855)274-8222)