Making Word Documents Accessible
Fonts and Paragraphs

Fonts

- Fonts are any characters that you type with your keyboard.
- Fonts have properties that can be changed, such as size or colour.
- Font families are different ways of drawing characters and use either a serif or sans-serifs style.

Paragraphs

- Every time you press the Enter key, you are creating a new paragraph.
- Paragraphs have their own set of properties that affect the paragraph as a whole.

Font Family - **Serif** are fine for printed materials, but not digital materials. - Serifs are extra strokes added to fonts, usually for flair. - **Sans-serif** works best for digital materials. - **Do not use** cursive fonts for any digital materials.	A — Serif A — Sans-serif
Font Size - Use a font size of **12 point** or higher. - Be consistent with your font sizes throughout the document.	A — 12 point A — 41 point

Font Effects
 	
- **Do not use** font effects to create emphasis; effects include:
  - Italics, all caps, and strikethroughs.
  - Outlines, shadows, reflections, and glows.
- Bold is fine to use, but should be used with Styles.
	italics outline ~~strikethrough~~ reflection shadow **bold** glow underline

Font Alignment - **Left alignment** is accessible and should be the default used. - **Right alignment** is **not accessible** but is fine in tables. - **Centre alignment** can be used for some titles or in tables. - **Justified alignment** is **not accessible** as it can create uneven spacing between words.	Left Alignment Right Alignment Centre Alignment Justified Alignment
Paragraph Spacing - **Do not press** Enter to create spacing between paragraphs. - Spacing **Before** or **After** a paragraph can be adjusted. - Modify the **Normal** style to change the paragraph spacing. - Set the **Before** or **After** spacing to at least **6 point**.	0 points → Paragrap h 1 Paragrap h 2 6 points → Paragrap h 3