Calibri is an easy to read font.

Verdana is also an easy to read font.

as it is clearer than or <u>underlined</u> text. Avoid ALL caps when possible.

(Do not use a font smaller than 10-point)

This is what 12-point font size looks like.

This is what 9-point font size looks like.

(Do not use multiple font colors (i.e., 3 or more))

Avoid background images, such as stationery. Consistent font coloring that contrast with the background makes reading easier (e.g., black/white or dark blue/white).

like.

[Do not use jargon or slang]. Spell out abbreviations and acronyms on first reference to avoid confusion.

Instead of writing IT, spell out Information Technology (IT).

[Do not use images with embedded text]. Alternative text ...k declaim embedded text.

^Users with screen readers would not be able to read the information embedded in this image. Alternative text either under the image or in-line with the image would allow the reader to hear a description of what is being shown.

[Do not use vCards]. Electronic business cards may not be compatible with certain screen readers.

John Doe