# Font Checklist

Follow this checklist when creating different document types to ensure they are accessible to the greatest number of people.

## Documents

* Font: A sans serif font, preferably Arial, Helvetica, or Verdana.
* Font Size: 14 points
* Font Attributes:
  + Use regular font.
  + Do not use bold or all capital letters.
  + Italics should be used only to emphasize names, titles, etc.
* Font Colour: Black or dark grey font on a white background.

## Emails

* Font: Arial, Verdana, Tahoma, or another sans serif font (depending on your email client).
* Font Size: At least 12 points
* Font Attributes: Regular with no embellishments (like bolded or italic text).
* Font Colour: Black or dark grey text on white background.

## Presentations

* Font: Any sans serif font, like Arial, Helvetica, Tahoma, or Verdana.
* Font Size: Large as possible (20 points is recommended, with one expert saying you could go as low as 14 points).
* Font Attributes: Regular with no embellishments (like bolded or italic text).
* Font Colour: Black text on a white background.

## Handouts

* Font: Any sans serif font, like Arial, Helvetica, Tahoma, or Verdana.
* Font Size: 12 points or larger.
* Font Attributes: Regular with no embellishments (like bolded or italic text).
* Font Colour: Black text on a white background. Use blue underlined font for links.

## Websites

* Font: Any sans serif font, like Arial, Helvetica, Tahoma, or Verdana.
* Font Size: 12-14 point
* Font Attributes: Regular with no embellishments (like bolded or italic text).
* Font Colour: Black text on a white background.