**Word Documents – Use Color Appropriately**

People who have low-vision or color-blindness have difficulty reading documents when text color does not strongly contrast with the background color. Over 5% of men have partial color blindness either having difficulty distinguishing red from green or blue from yellow. Choosing poor color combinations can make reading a struggle.

Readers with macular degeneration, glaucoma or other eye diseases may have great difficulty reading text which is small or which does not contrast strongly with the background. Problems with colored text also arise when printing on a black and white printer. Not having enough contrast between the foreground and the background colors may make the words difficult to read.

When producing documents ensure that the text and background have a sufficiently high level of contrast.

Tools are available online that will help determine the exact level of contrast. [Contrast Ratio](http://contrast-ratio.com/#hsla%28200%2C0%25%2C0%25%2C.7%29-on-%23d86926) is one such tool. The [WAVE Accessibility Tool](https://wave.webaim.org/) is another tool that has a contrast checker.

## Never use color alone to convey important information.

When developing documents using color to distinguish between more than one option, always provide a redundant element to allow for understanding.

**EXAMPLE:** you could comply by using both a color and a different symbol to denote successful projects and unsuccessful projects. Instead of using **X** and **X** to indicate the completion status of a project you could use **Y** and **N** to indicate the completion status.