



IT Training and Communication

A Division of Information Technology

Technology-related learning opportunities and support for VSU Faculty and Staff

Accessible Email Examples

*Information provided are suggestions. Compliance to ADA or any other regulating entity is not warranted.



Fonts and Colors

Use a sans-serif font (e.g., Calibri, Verdana).

Calibri is an easy to read font.

Verdana is also an easy to read font.

Do not use cursive, elaborate, or multiple fonts.

Cursive, elaborate, or multiple fonts can sometimes be difficult to read.

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Use bold text, as it is clearer than *italicized* or underlined text. Avoid ALL caps when possible.

Use 12- to 14-point font size. (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.

Use a contrasting font and background color. (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).

Light colors can be difficult to see.

Using more than 3 font colors can overwhelm the reader.

The font coloring should be consistent.

Choosing a font color that contrasts with the background makes reading easier.

Black/white or Dark blue/white are always a safe font color choice.

Structure and Long Emails

Use clear and concise wording [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).

Images and Graphics

Use alternative text for images [Do not use images with embedded text]. Alternative text allows users with screen readers to hear a description of what is being shown. 'Readers' cannot 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.

Signatures

Use a simple, text-based signature [Do not use vCards]. Electronic business cards may not be compatible with certain screen readers.

John Doe

John Doe