

Color Contrast in Microsoft Word

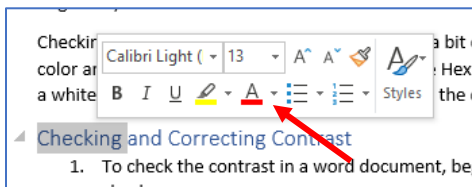
Overview

Contrast ratio refers to how bright or dark colors appear on screens. Text is much easier to read when there is sufficient contrast between the text and the background. This is good design for everyone and especially important for low vision users. WCAG 2.1 Level AA requires a contrast ratio of 4.5:1 (3:1 for large text).

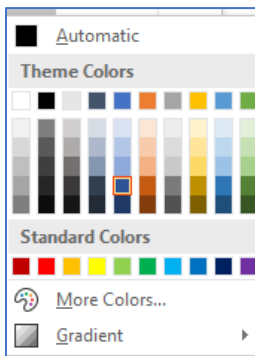
Checking contrast within Microsoft Word can be a bit of a challenge because Word uses RGB values for color and most online color contrast checkers use Hex values. (Stick to colors like black or navy blue on a white background and there's no need to check the contrast.)

Checking and Correcting Contrast

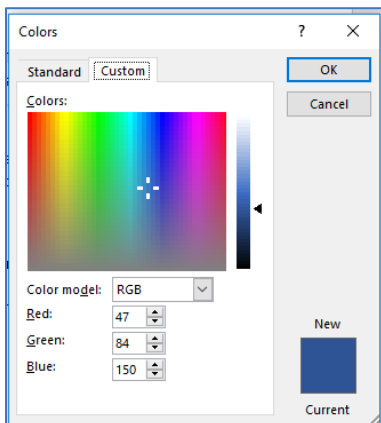
1. To check the contrast in a word document, begin by highlighting the text (or object) you wish to check.
2. A quick format menu will pop up. Select the **Font Color** option.



3. When that menu expands, select **More Colors**.



4. There will be values listed for Red, Green, and Blue. Record these. These are the RGB values.



- a. Enter the RGB values in the corresponding box, separating them by commas.

5. Use an [online color contrast checker](#) to find the contrast ratio.
 - a. Enter the background and foreground RGB values into the contrast checker.
 - b. The checker will provide a contrast ratio and also clearly identify whether it meets WCAG criteria.

The screenshot displays an online color contrast checker interface. At the top, there are two color selection boxes: 'Foreground Color' with the hex code #2F5496 and 'Background Color' with the hex code #FFFFFF. Below each box is a 'Lightness' slider. To the right, a green-bordered box displays the 'Contrast Ratio' as 7.42:1, with a 'permalink' link below it. The interface is divided into three sections: 'Normal Text', 'Large Text', and 'Graphical Objects and User Interface Components'. Each section shows the text 'The five boxing wizards jump quickly.' and indicates 'Pass' for both WCAG AA and AAA criteria. The 'Graphical Objects' section shows a 'Text Input' field with a checkmark, also indicating 'Pass' for WCAG AA.

6. If the contrast does not meet WCAG criteria, use the sliders to adjust the color to "Pass."
 - a. Record the new RGB values.
 - b. Highlight the existing text within Word and navigate back to the More Colors menu using the previous steps.
 - c. Enter the new RGB values.