

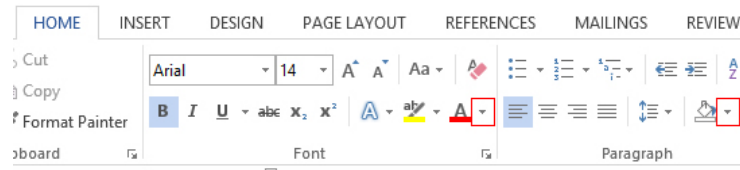
Color Contrast in Microsoft Word

The Web Content Accessibility Guidelines (WCAG) provides the following contrast ratios.

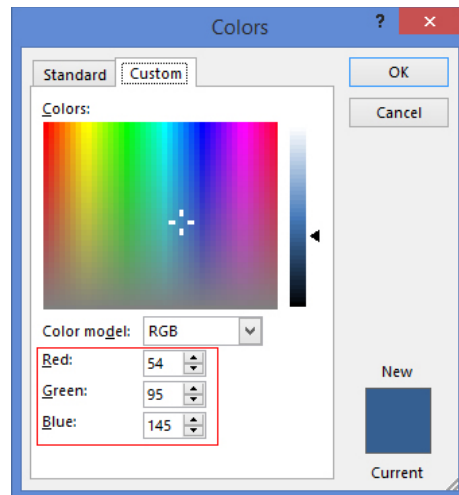
- 4.5:1 or higher for normal text less than 18 point or less than 14 point if bolded
- 3.0:1 or higher for large text 18 point or larger or 14 point if bolded

Color contrast tools use hexadecimal (HEX) color values whereas MS Word uses Red Green Blue (RGB) color codes. To do a test, the RGB color codes need to be converted to HEX codes first.

1. Select some text or color fill area on the document that you wish to test
2. On the Home ribbon, select the arrow next to either the Font Color button or Shading button depending on what you have selected



3. Select "More Colors" and the Custom tab to view the RGB color code



4. Use [ColorHexa](#) to convert the RGB code to HEX code
5. Use the HEX code for the text or foreground color and background color to test for contrast in the [WebAIM's Color Contrast Checker](#). Test for **WCAG AA MUST** be passed to meet requirements.
6. Make color adjustments until the test passes. Use ColorHexa to revert the HEX codes back to RGB when you are satisfied with the color choices. Insert the RGB codes in Word to use the colors that passed the contrast test.

Color Contrast Checker

Home > Resources > Color Contrast Checker

Foreground color: #0000ff [lighten](#) | [darken](#)

Background color: #ffffff [lighten](#) | [darken](#)

Contrast Ratio: **8.59:1**

Normal Text

WCAG AA: **Pass**
WCAG AAA: **Pass**
Sample:

Large Text

WCAG AA: **Pass**
WCAG AAA: **Pass**
Sample: