

A black rectangular box with the text "High Contrast" in a large, white, pixelated font. Below it, the ratio "21:1" is written in a smaller, white, pixelated font.

21:1

A yellow rectangular box with the text "Low Contrast" in a large, white, pixelated font. Below it, the ratio "1.87:1" is written in a smaller, white, pixelated font.

1.87:1

## Accessible Text



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This page aims to answer the following questions:

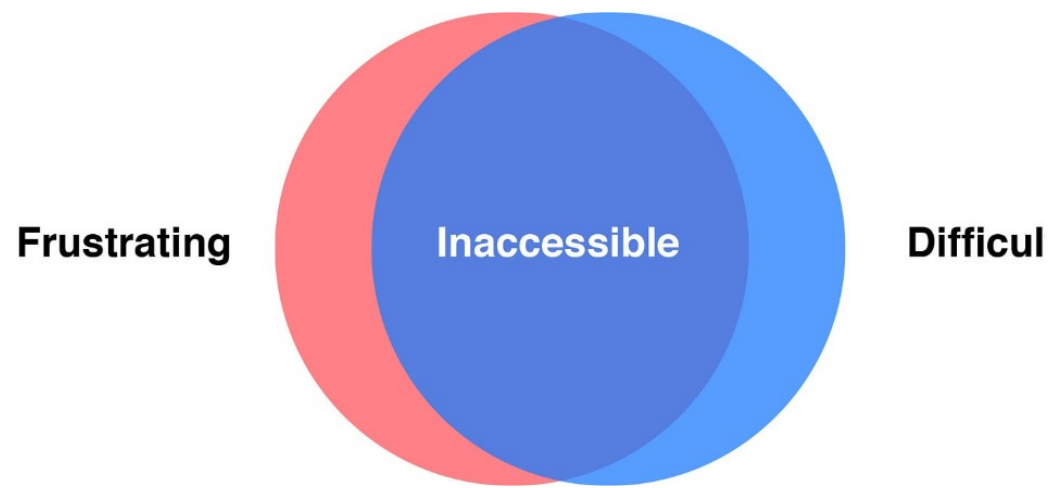
- [Who benefits from accessible text?](#)
- [How do I make text accessible?](#)
- [What tools are available to help me write accessible text?](#)
- [Where can I learn more about accessible text?](#)

## Who benefits from accessible text?

Accessible text benefits **everyone**, especially:

- People using a screen reader
- People with cognitive disabilities
- People whose first language isn't English
- People who are in a hurry and want to skim content

- People who are tired and don't have spare mental energy



Inaccessible text is frustrating and difficult to read.

## How do I make text accessible?

### Do:

- Use **bullets** to list more than two things.
- Use **numbered lists** to demonstrate a sequence.
- Use **built-in headings** to organize information.
- Keep **sentences short**.
  - One clause (subject and predicate)
  - 15–20 words or less
- Keep **paragraphs short**.
  - 5 sentences or less
- Use **12pt font** or larger.

### Don't:

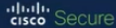
- Create your own headings or mimic the heading formatting. For example, making text 16pt and bold to mimic Heading 2 style won't make screen readers read it as a heading.
- Use color as the only method of communication. For example, in the image below, the checks are color-coded to indicate whether the feature is included, available, or will be available in the

- Make sure the text and the background have enough **contrast**.
- Keep text **left aligned**.

future. A better option would be to use different symbols for each category.

### Summary of Protection and Response Capabilities

Secure Endpoint - Capabilities for Each Tier	Secure Endpoint Premier	Secure Endpoint Advantage	Secure Endpoint Essentials
Secure Endpoint Core Functionality	✔	✔	✔
Malware Analytics Cloud and Orbital	✔	✔	
SecureX threat hunting	✔		
Secure Endpoint - Options			
Secure Endpoint Pro	✔	✔	✔
Talos Incident Response Retainer			
<ol style="list-style-type: none"> <li>1. DFIR Investigations</li> <li>2. Red Team</li> <li>3. Proactive IR Services (e.g., Intel On-Demand, Proactive Threat Hunting)</li> </ol>	✔	✔	✔

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 ✔ Included    ✔ Available    ✔ Future

A table shows a list of capabilities organized in rows. The columns list the different tiers of the product. Green, blue, and orange check marks indicate if the capability is included, available, or a future offering for each tier.

## What tools are available to help me write accessible text?

### Flag long sentences in Word

In the desktop version (not the web version) of Word, you can automate tasks by creating and running macros. A macro is a series of commands and

### Copy and paste this text:

```
Sub Mark_Long()
  Dim iMyCount As Integer
  Dim iWords As Integer

  If Not ActiveDocument.Saved Then
```

instructions that you group together as a single command to accomplish a task automatically.

**Note:** You may need to enable the Developer menu by:

1. Click **File > Options > Customize Ribbon**.
2. Choose **Developer** from the right side.
3. Clicking **Ok**.

## Create a macro in Microsoft Word to flag sentences that are longer than 20 words:

1. Open Microsoft Word.
2. Click **Developer > Visual Basic**.
3. From the Insert menu, click **Module**.
4. Copy and paste the text to the right. **Note:** If the text turns red when you paste it into the Module, there's something wrong with the code. You can also copy and paste from the [Writing.Rocks](#) website (scroll down to the purple box). Change the iWords line to = 20 instead of 30.
5. Click **Save**.
6. From the dropdown menu, choose **Microsoft Word Macro-Enabled Document**.
7. Click **Save**.

To run the macro:

1. Under the Developer menu, click **Macros**.
2. Click **Run**.

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```

ActiveDocument.Save
End If

'Reset counter
iMyCount = 0

'Set number of words
iWords = 20

For Each MySent In ActiveDocument.Sentences
    If MySent.Words.Count > iWords Then
        MySent.Font.Color = wdColorRed
        iMyCount = iMyCount + 1
    End If
Next
MsgBox iMyCount & " sentences longer than " & _
    iWords & " words."
End Sub

```

## Accessible color combinations

Accessible Cisco Secure color pallet combinations:

- Midnight Blue and White
- Midnight Blue and Green
- Midnight Blue and Sky Blue
- Ocean Blue and White

**Note:** Other color combinations like Green text on White fill or Sky Blue on White fill are used frequently, but do not have sufficient contrast to meet accessibility standards. These combinations should be avoided if possible. Consider using Midnight Blue or Ocean Blue text.

To check the accessibility of other color combinations, use the [Contrast Checker](#).

	Midnight Blue fill	White Text	Green Text	Sky Blue Text	Ocean Blue Text	Midnight Blue Text
Midnight Blue fill	Midnight Blue fill	White Text Abc	Green Text Abc	Sky Blue Text Abc	Ocean Blue Text	Midnight Blue Text
Ocean Blue fill	Ocean Blue fill	White Text Abc	Ocean Blue Text	Ocean Blue Text	Ocean Blue Text	Ocean Blue Text
Green fill	Green fill	Ocean Blue Text	Green Text Abc	Ocean Blue Text	Ocean Blue Text	Midnight Blue Text
Sky Blue fill	Sky Blue fill	Ocean Blue Text	Ocean Blue Text	Sky Blue Text Abc	Ocean Blue Text	Midnight Blue Text
White fill	White fill	Ocean Blue Text	Ocean Blue Text	Ocean Blue Text	Ocean Blue Text Abc	Midnight Blue Text Abc

## Where can I learn more about accessible text?

- [Writing for Web Accessibility](#): Learn to keep your content clear and concise, write headings that convey meaning and structure, and more.
- [Aligning text on only one side](#): Learn about text alignment and accessibility.
- Cisco Learning & Development has several courses available that tie to International Association of Accessibility Professionals (IAAP) certifications:

- [Fast Track to Accessibility for Non-Technical Roles](#)
- [MS PowerPoint Accessibility Techniques](#)
- [Accessibility Fundamentals - Disabilities, Guidelines, and Laws](#)
- [MS Word Accessibility Techniques](#)

