

# Universal Design for Learning

## Fonts

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### Using fonts

When preparing written materials for face to face, blended and/or online delivery, consider the following suggestions to improve readability and accessibility for all learners.

### Typeface

The use of Sans Serif fonts such as Arial and Verdana, is preferred and is easier to read. When emphasizing text use bold or a heavy font. Avoid light or thin fonts. Using italics or all upper case lettering is also not recommended.

### Size

A standard font size of 12 point is suggested for the body of the text while sizes 14 to 18 are suggested for headings.

### Line spacing

To provide visual appeal and ease of reading, consider applying a line spacing of 1.25 or 1.30 to help improve the readability of the text.

### Letter spacing

Avoid using condensed fonts, which may be difficult to read.

### Font colour and contrast

The most user-friendly colour combination is black text on a white background. Avoid a low contrast combination which can make reading difficult.

### Tip

- Print a black and white copy of the material to ensure that all text is readable and that all colours (shades of gray) are clearly visible.

### Reference

[The CNIB clear print guide](#) download link