

Color Contrast

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Check contrast with Colour Contrast

Analyser: <https://www.paciello.com/resources/contrastanalyser/>

Add text label to image in an image editor, then insert new image into document. But be aware of contrast when you add text to a background:

Onion Paint demonstration

Also, GIMP image editor: <https://www.gimp.org/>

Color use:

Fine to use color to convey meaning as long as you use another **visible** cue in addition to color.

- Don't add additional information about visible elements in alternative text Description. This is hidden and only available to people using screen reader/braille display technology.

In Excel...

Bar chart

- Insert chart as usual
- Click on chart area
- Click on Plus sign at top right
- Check Data Labels
- Select label
- Select Label Options at far right
- Check additional items, mainly, Series Name

Line graph

- To just add one label to line, select one data point on line
- Select Plus sign
- Select Data Labels
- Select Label Options at far right
- Select label

- Check Series Name, uncheck Value

Add markers to line graph

- Select series
- Select Fill and Line (paint can)
- Select Markers
- Expand Marker Options
- Specify shapes, size, etc.

Save a chart as an image in Excel (<https://support.office.com/en-us/article/Save-a-chart-as-a-picture-in-Excel-for-Windows-254bbf9a-1ce1-459f-914a-4902e8ca9217>)