FLORIDA ATLANTIC UNIVERSITY
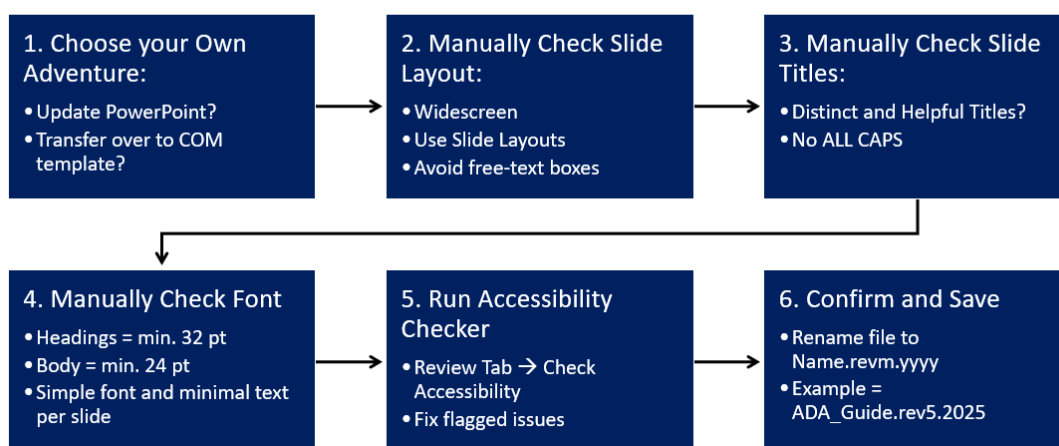Charles E. Schmidt
College of Medicine

Faculty Support: ADA PowerPoint Checklists

Christine Clevenger - 2025-11-25 - [ADA Digital Accessibility Support](#)

COM Ed Tech Recommended Workflow
*Indicates Accessibility Checker Assisted Task

1. Choose your Own Adventure:
- Update PowerPoint?
- Transfer over to COM template?

2. Manually Check Slide Layout:
- Widescreen
- Use Slide Layouts
- Avoid free-text boxes

3. Manually Check Slide Titles:
- Distinct and Helpful Titles?
- No ALL CAPS

4. Manually Check Font
- Headings = min. 32 pt
- Body = min. 24 pt
- Simple font and minimal text per slide

5. Run Accessibility Checker
- Review Tab → Check Accessibility
- Fix flagged issues

6. Confirm and Save
- Rename file to Name.revm.yyyy
- Example = ADA_Guide.rev5.2025

COM Ed Tech Recommended ADA Checklist
*Indicates Accessibility Checker Assisted Task

1. Slide Structure ☐
- **Use Cognitive Load Strategies**
  - Clear Slide Titles (NO ALL CAPS)
  - Clear Slide Sections
  - Minimal Content
- **Layout Options**
  - Widescreen PowerPoint Slides (not 4:3)
  - Use of PowerPoint Layouts (limited free text boxes)

2. Text Style ☐
- **Font Size:**
  - Body = Minimum 24pt of simple font
  - Headings = Minimum 32 pt font
- **Font Style:**
  - Simple font choices
  - Examples- Arial, Calibri, Avenir,

3. Graphics* ☐
- Add **Alternative Text** to graphics.
  - Do your best to describe the image's context or mark image as decorative.
- Check **Animations:**
  - Do not use flashing or blinking animations.

4. Color & Contrast* ☐
- **Color Contrast**
  - Ensure colors have proper contrast
- **Color as Communication**
  - avoid using color alone as an indicator of correctness or data trends.

5. Reading Order* ☐
- Complete with Accessibility Checker!
- Maps of the information on a slide from first step to final step
- Tells screen reader to "Read this first," "Read this second," "Read this third"

6. "Publish" Version ☐
- Save file as FILEName.rev.m.yyyy
  - Example: ADA_Handbook.rev.5.2025
- Communicate with Curricular Leadership