



FLORIDA ATLANTIC UNIVERSITY

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Faculty Support: ADA WCAG 2.1 Ed Tech Resources

What is ADA WCAG 2.1?

How do these requirements impact faculty PowerPoint presentations?

<https://fau.mediasite.com/Mediasite/Play/5252f134897b4099b2b8eab8372dbcd71d>

How do I use the Microsoft Accessibility Checker Tool?

Is there a checklist I should follow?

COM Ed Tech Recommended ADA Checklist

*Indicates Accessibility Checker Assisted Task

1. Slide Structure <input type="checkbox"/>	2. Text Style <input type="checkbox"/>	3. Graphics* <input type="checkbox"/>
<ul style="list-style-type: none">• <u>Use Cognitive Load Strategies</u>• Clear Slide Titles (NO ALL CAPS)• Clear Slide Sections• Minimal Content <ul style="list-style-type: none">• <u>Layout Options</u>• Widescreen PowerPoint Slides (not 4:3)• Use of PowerPoint Layouts (limited free text boxes)	<ul style="list-style-type: none">• <u>Font Size:</u>• Body = Minimum 24pt of simple font• Headings = Minimum 32 pt font <ul style="list-style-type: none">• <u>Font Style:</u>• Simple font choices• Examples- Arial, Calibri, Avenir,	<ul style="list-style-type: none">• Add <u>Alternative Text</u> to graphics.• Do your best to describe the image's context or mark image as decorative. <ul style="list-style-type: none">• Check <u>Animations:</u>• Do not use flashing or blinking animations.
4. Color & Contrast* <input type="checkbox"/>	5. Reading Order* <input type="checkbox"/>	6. "Publish" Version <input type="checkbox"/>
<ul style="list-style-type: none">• <u>Color Contrast</u>• Ensure colors have proper contrast <ul style="list-style-type: none">• <u>Color as Communication</u>• avoid using color alone as an indicator of correctness or data trends.	<ul style="list-style-type: none">• Complete with Accessibility Checker! <ul style="list-style-type: none">• Maps of the information on a slide from first step to final step <ul style="list-style-type: none">• Tells screen reader to "Read this first," "Read this second," "Read this third"	<ul style="list-style-type: none">• Save file as FILEName.rev.m.yyyy• Example: ADA_Handbook.rev.5.2025 <ul style="list-style-type: none">• Communicate with Curricular Leadership

Resources

[FAU Student Accessibility Services](#)
[Office365 Accessibility Checker Video](#)
[COM PowerPoint Templates](#)

Where can I locate the COM PowerPoint Template?

- <https://comsupport.fau.edu/kb/articles/official-com-powerpoint-templates>

Where can I watch a recording of the COM Ed Tech Team's ADA Training Session?

- <https://fau.mediasite.com/Mediasite/Play/e18e1e22d09145b58c93bc9826d0f08b1d>

Attachments

- [COM Ed Tech Recommended ADA Checklist.docx \(105.01 KB\)](#)
- [Updating Your PowerPoint to a More Accessible Template.docx \(44.56 KB\)](#)