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Faculty/Staff Support: ADA Word & PowerPoint Checklists

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Recommended PowerPoint ADA Checklist



= Manual Task for Faculty/Staff



= Accessibility Checker Assisted Task

1. Slide Structure

- **PowerPoint created prior to Microsoft Office 2013?**
- We HIGHLY recommend rebuilding using the COM Template!
- Early PowerPoint versions were not built for accessibility!
- **Layout Options**
 - Use PowerPoint Layouts
 - Limit use of free text boxes



2. Text Style

- **PowerPoint Font Size:**
 - Body = Minimum 24pt of simple font
 - Headings = Minimum 32 pt font
 - Simple Fonts= Arial, Serif, Calibri
 - No use of ALL CAPS
- **Respect Cognitive Load**
 - Clear & Unique Slide Titles
 - Helpful Content Sections
 - Minimal content on slides



3. Graphics & Animations

- Use the Accessibility Checker (icon pictured below) under the "Review" Tab
- 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.
 - Avoid using brightly colored backgrounds, highlighting, or color-based labeling.
 - Alternatives include underlining, **bolding**, *italics*, and/or labeling (A, B, 1.1, 1.2, etc.)



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"
- REALLY difficult when you have too many textboxes.
- Ed Tech is here to help!



6. Publish Version

- Save file using an ADA naming convention.
- OME Example: FILEName.rev.m.yyyy
- Communicate with Curricular Leadership to track progress or track progress using Ally tool in Canvas

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[COM Support ADA Knowledgebase](#)



[Microsoft Accessibility Checker Video](#)



[COM PowerPoint Template Downloads](#)



[ADA Appointments with COM Ed Tech](#)



[National Disability Rights Network Guidelines](#)





Recommended Word Document ADA Checklist



= Manual Task for Faculty/Staff



= Accessibility Checker Assisted Task

1. Structure & Headings

- Use true Word Headings (H1, H2, H3)
- Apply Styles for all headings, body text, lists, and titles (not manual formatting).
- Insert page numbers using footers (not text boxes).



2. Text Formatting

- **Minimum body text: 14 pt**
- **Footnotes: 12 pt**
- **Fonts:** Use sans-serif fonts such as Arial, Calibri, Verdana, Helvetica, Tahoma.
- Times New Roman is NOT accessible.
- Avoid ALL CAPS, excessive italics, or decorative fonts.



3. Images, Charts & Hyperlinks

- Use **hyperlinked text**, not raw URLs
- **Image Wrapping-** set images, charts, icons, and shapes to "In Line with Text."
- Add Alt Text & Descriptions to images and charts




4. Color & Contrast

- Ensure high contrast: light background with dark text or dark background with light text
- Do not use color alone to communicate meaning (example- scheduling)
- Use labels, bold, underlining, patterns or headings instead of colors



5. Reading Order & Navigation

- Use Word's **Accessibility Checker** to confirm correct reading order.
- Use true lists and outlines using nested bullets and numbering. Do not manually type symbols.




6. File Format & Naming

- Avoid PDFs whenever possible.
- Word Documents can be restricted for editing (QR code to instructions below).
- If a PDF is required, an accessibility checker must also be run in Adobe.
- Use a clear file-naming convention such as: **DocumentName.rev.mm.yyyy**

FAU Student Accessibility Services



COM Support ADA Knowledgebase



Microsoft Accessibility Checker Video



ADA Accessibility Instructions for Documents



ADA Appointments with COM Ed Tech



National Disability Rights Network Guidelines



Attachments

- [COM Ed Tech Recommended ADA Checklist- Knowledgebase.docx \(147.57 KB\)](#)