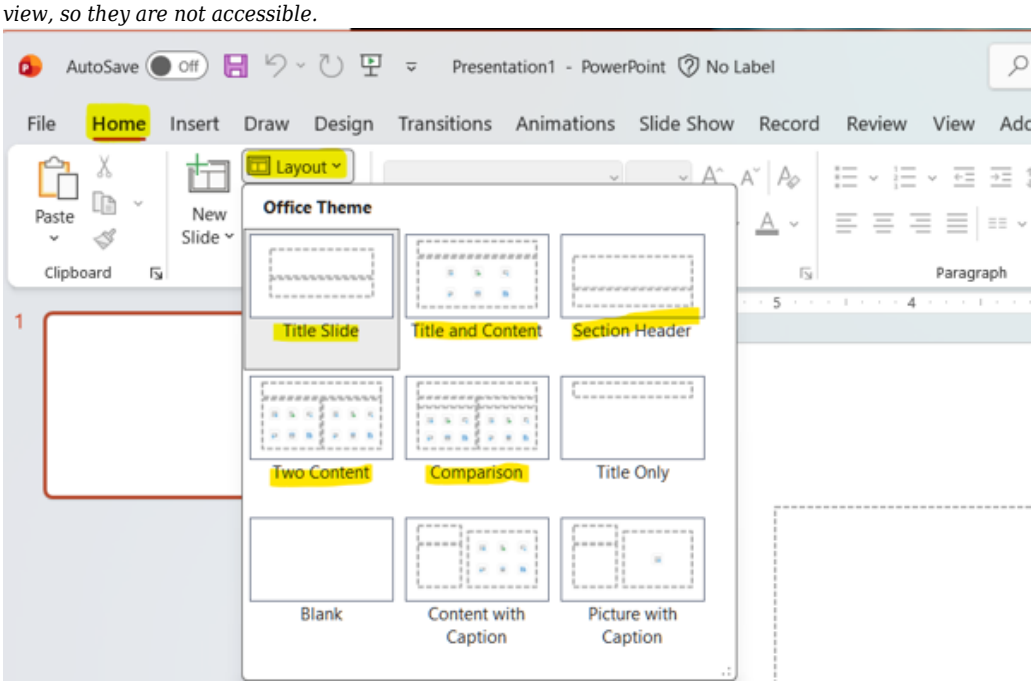
FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Top 5 Tips for PowerPoint ADA Accessibility

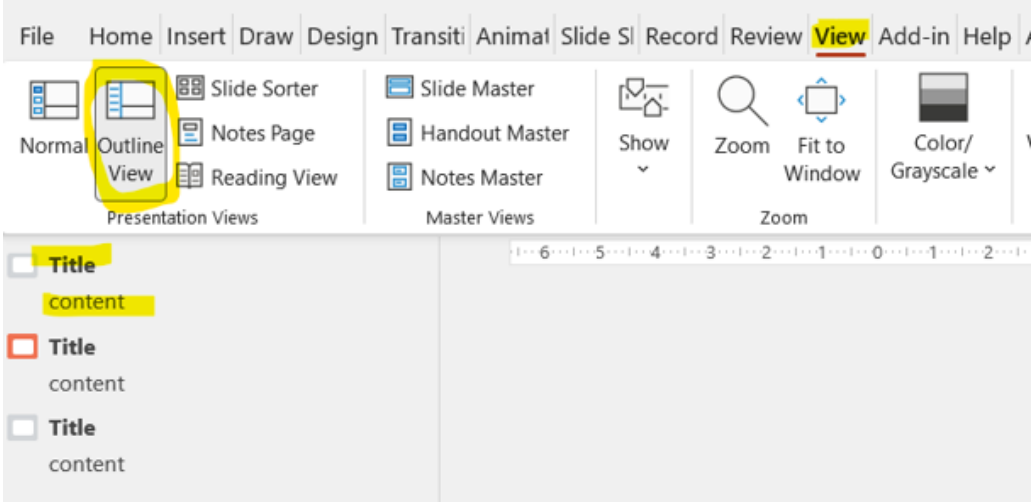
Samantha Starr - 2026-11-17 - ADA Digital Accessibility Support

Top 5 Tips for PowerPoint ADA Accessibility

1. **Always use slide layouts!** *Avoid creating textboxes whenever possible! They are invisible in Outline view, so they are not accessible.*



2. **Check Outline View.** *If the outline is empty or sparse, it's a huge RED FLAG! You may want to rebuild due to heavy text box use.*



3. **Avoid using AI to create your PowerPoint files!** *AI often does not use layouts, instead it creates text boxes. Text boxes are the enemy of ADA compliance.*
4. **If possible, use the COM ADA PowerPoint Template.** *The fonts, colors, and sizes are pre-set to be ADA compliant. https://comsupport.fau.edu/kb/articles/official-com-powerpoint-templates*
5. **Make Manual Adjustments to fonts and content BEFORE using the Accessibility Checker.** *Use ADA Checklist Laminated Sheet (attached) as a guide.*

https://comsupport.fau.edu/kb/articles/ada-powerpoint-checklists-ed-tech-resource