

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

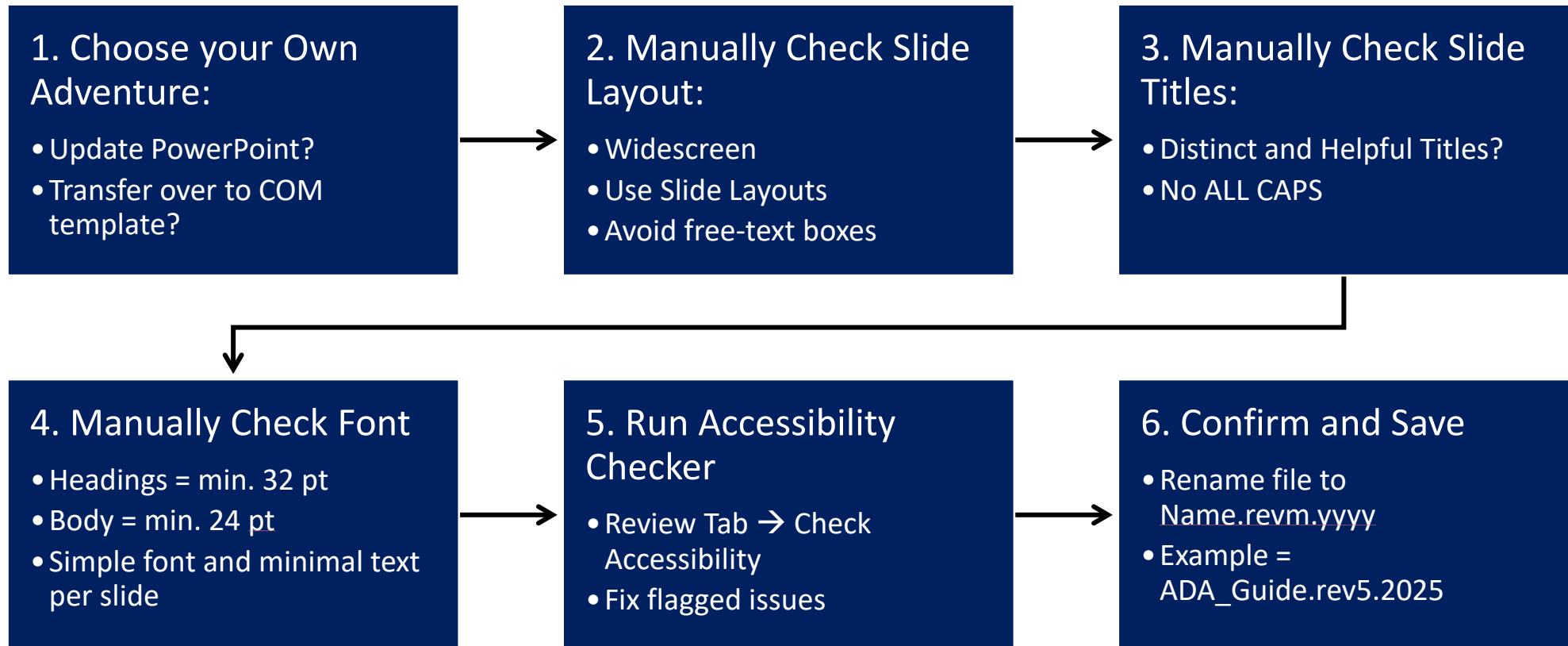
- Save file as FILEName.rev.m.yyyy
 - Example: ADA_Handbook.rev.5.2025
- Communicate with Curricular Leadership

Resources

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

COM Ed Tech Recommended Workflow

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