

Creating ADA-compliant PowerPoint presentations ensures accessibility for all users, including those with visual, auditory, motor, and cognitive disabilities, by following structured design, readable text, proper color contrast, and alternative text for visuals.

Slide Structure and Navigation

- **Use built-in slide layouts** rather than manually placing text boxes to preserve correct reading order for screen readers [acua.org](https://www.acua.org).
- **Provide unique, descriptive slide titles** on every slide to help users navigate using assistive technologies [acua.org](https://www.acua.org).
- **Check reading order** using the Selection Pane to ensure titles, body text, and visuals are read in a meaningful sequence [acua.org](https://www.acua.org).
- **Use section headers** to indicate transitions between topics, aiding comprehension and navigation [helenkeller.org](https://www.helenkeller.org).

Text Readability

- **Fonts:** Use clear, sans-serif fonts such as Calibri, Arial, or Verdana; avoid decorative or script fonts [acua.org+1](https://www.acua.org+1).
- **Font size:** Body text should be at least 18 pt, headings 24 pt or larger; some guidelines suggest 28–44 pt for body and 44–60 pt for headings for maximum readability [acua.org+1](https://www.acua.org+1).
- **Bullet points:** Limit to 5–7 bullets per slide, with 6–7 words per bullet; use single spacing within bullets and spacing between bullets [helenkeller.org](https://www.helenkeller.org).

Color and Contrast

- **Avoid conveying meaning with color alone;** pair color with text labels or icons [acua.org+1](https://www.acua.org+1).
- **Maintain strong contrast** between text and background (e.g., dark text on a light background or vice versa), [acua.org](https://www.acua.org).
- **Check contrast** using PowerPoint’s Accessibility Checker or external tools [acua.org](https://www.acua.org).

Visuals and Multimedia

- **Alternative text:** Add descriptive alt text to all images, charts, tables, and graphs so screen readers can convey their meaning [Microsoft+1](https://www.microsoft.com).

- **Videos and audio:** Provide captions, transcripts, and audio descriptions; interpret content in ASL or voice if necessary helenkeller.org.
- **Meaningful visuals:** Use images that add value, not decorative “fluff,” and describe their context in alt text helenkeller.org.

Accessibility Tools and Testing

- **Accessibility Checker:** Use PowerPoint’s built-in Accessibility Checker to identify and fix issues with reading order, missing alt text, and other accessibility problems [Microsoft](https://microsoft.com).
- **Screen reader testing:** Navigate slides with a screen reader to ensure content is read in the intended order [Microsoft](https://microsoft.com).
- **Hyperlinks:** Use meaningful hyperlink text and ScreenTips to provide context for users who rely on screen readers [Microsoft](https://microsoft.com).

Additional Considerations

- **Keyboard accessibility:** Ensure all interactive elements can be accessed via keyboard nadtc.org.
- **Avoid busy backgrounds:** Keep slides simple to reduce cognitive load and improve readability acua.org.
- **Consistent layout:** Follow a consistent template for colors, fonts, and slide structure to enhance usability helenkeller.org.
- By following these ADA and accessibility guidelines, your PowerPoint presentations will be inclusive and easier for all audience members to understand and navigate acua.org+2.