



7 Simple ADA Fixes Checklist for PowerPoints

Goal Met	Objectives	Tips / Tricks / Reminders
<input type="checkbox"/>	Font	<ul style="list-style-type: none"> • Edit font on each slide to a minimum of 18 point. • Use ADA friendly font such as Helvetica or Arial • Replace italics and underlining with “quotations” or color.
<input type="checkbox"/>	Colors	<ul style="list-style-type: none"> • Use contrasting (opposite) colors
<input type="checkbox"/>	Quantity	<ul style="list-style-type: none"> • Make only 2-3 points (sentences) per slide.
<input type="checkbox"/>	Slide Titles	<ul style="list-style-type: none"> • Each slide should have a title, and slide titles should not repeat.
<input type="checkbox"/>	External Links	<ul style="list-style-type: none"> • At minimum, delete long links and embed links in the text. • Avoid “click here” language. E.g., Don’t say: “<u>Click here</u> for...” Do say: “Visit the <u>New York Times</u> to...”
<input type="checkbox"/>	Images	<ul style="list-style-type: none"> • Add “alt. text” / descriptions to all images
<input type="checkbox"/>	Read Order	<ul style="list-style-type: none"> • Check your presentation’s read order.