Wake Forest University
School of Medicine

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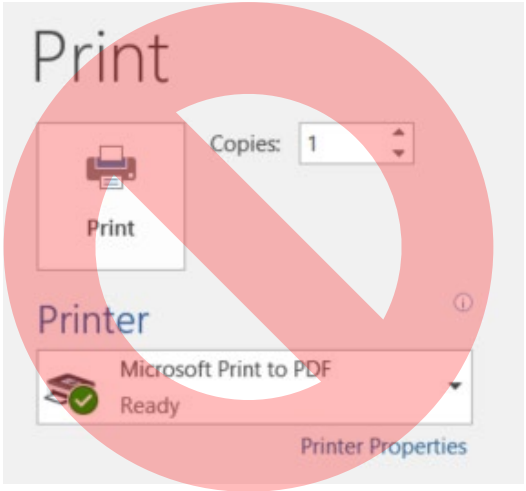
Creating ADA AA-Compliant Presentations and Handouts from PowerPoint

PowerPoint files can be exported to PDF in a way that is ADA compliant at an AA rating, but it's not automatic and requires your attention to specific steps.

Simply printing to PDF often results in a 'flat' image, losing the structure and tags needed by assistive technologies.

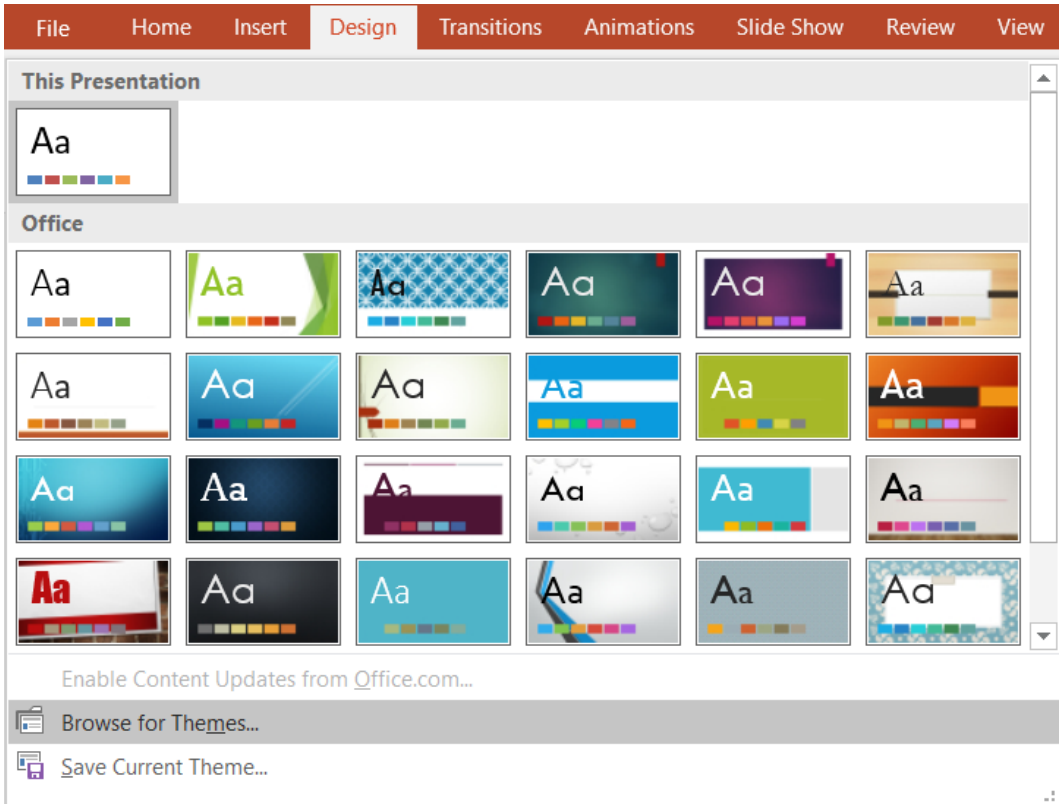
Why 'Print to PDF' is Not ADA Compliant

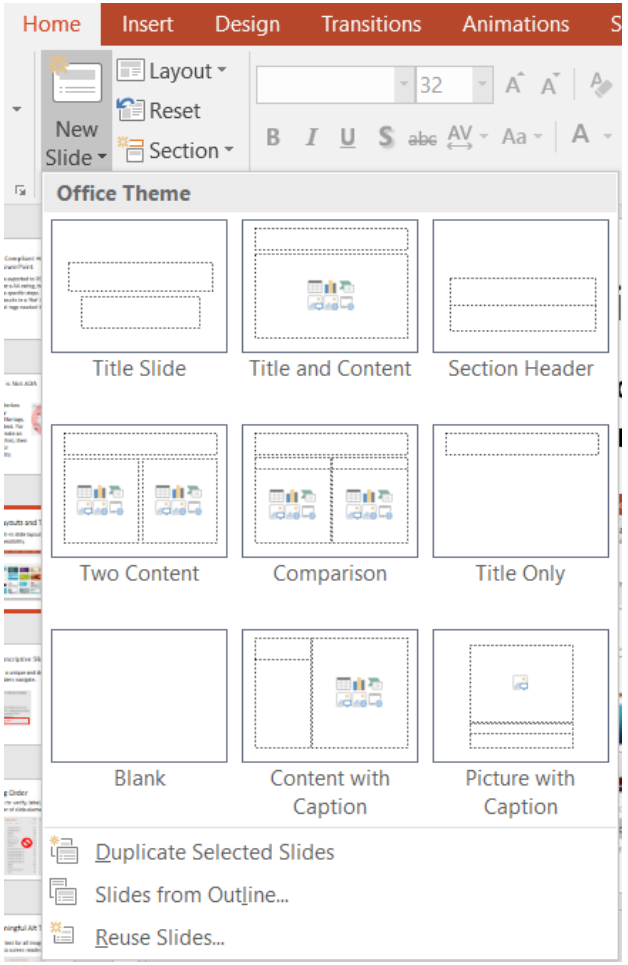
Using 'Print to PDF' rasterizes content, stripping away structural information like tags, reading order, and alt text. For ADA AA compliance, create an accessible PowerPoint first, then export using 'Save As' or 'Export‘ with accessibility options.



Using Built-in Layouts and Themes

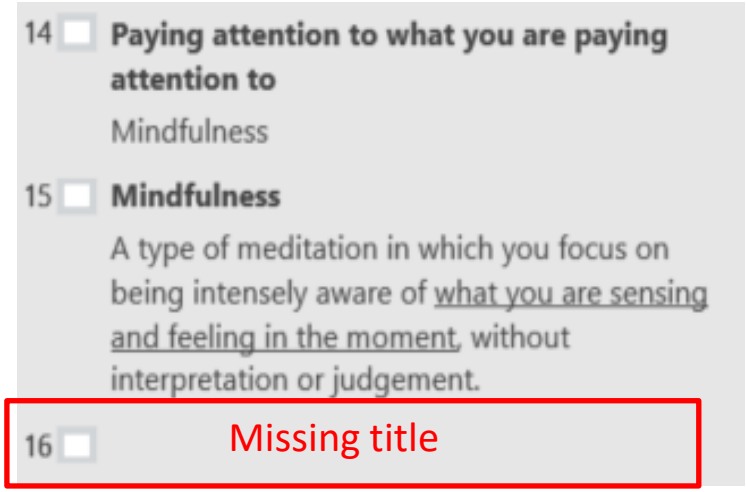
Use PowerPoint's built-in slide layouts and themes to ensure accessibility.





Adding Unique, Descriptive Slide Titles

Each slide should have a unique and descriptive title to help screen readers navigate.

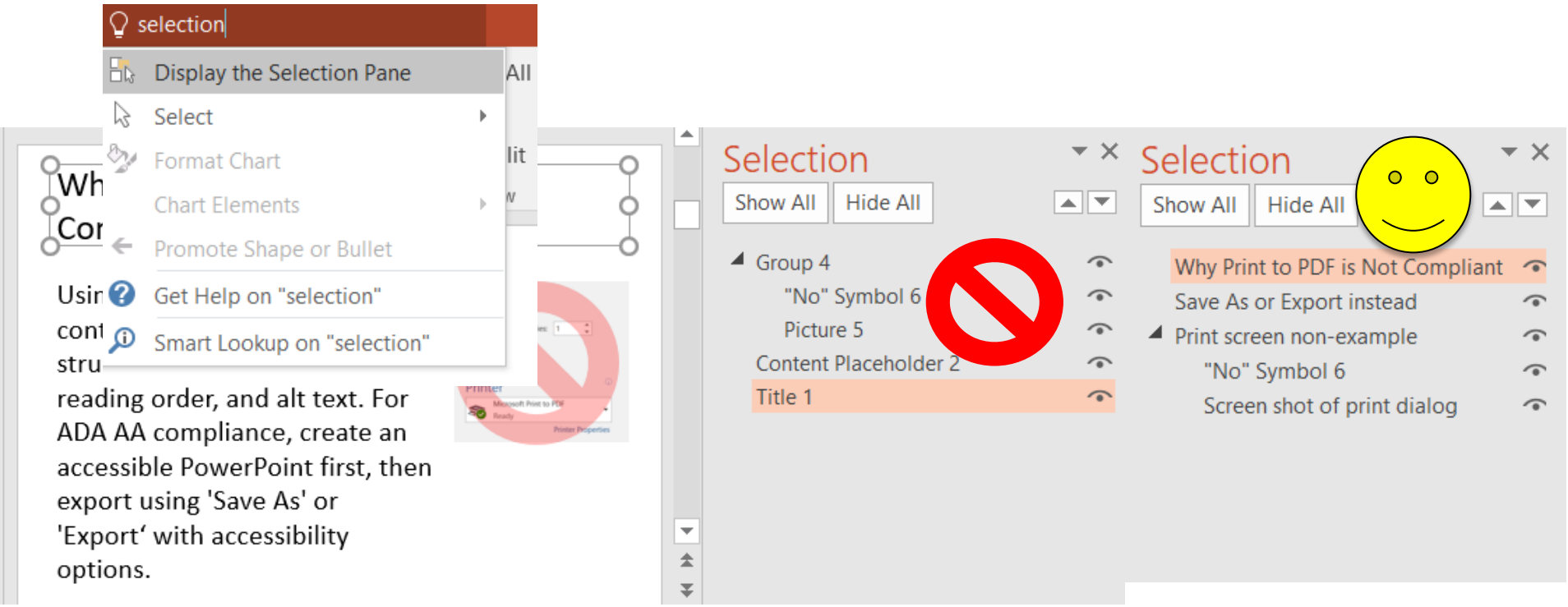


Verifying Reading Order

Use the Selection Pane to verify, label, and adjust the reading order of slide elements.

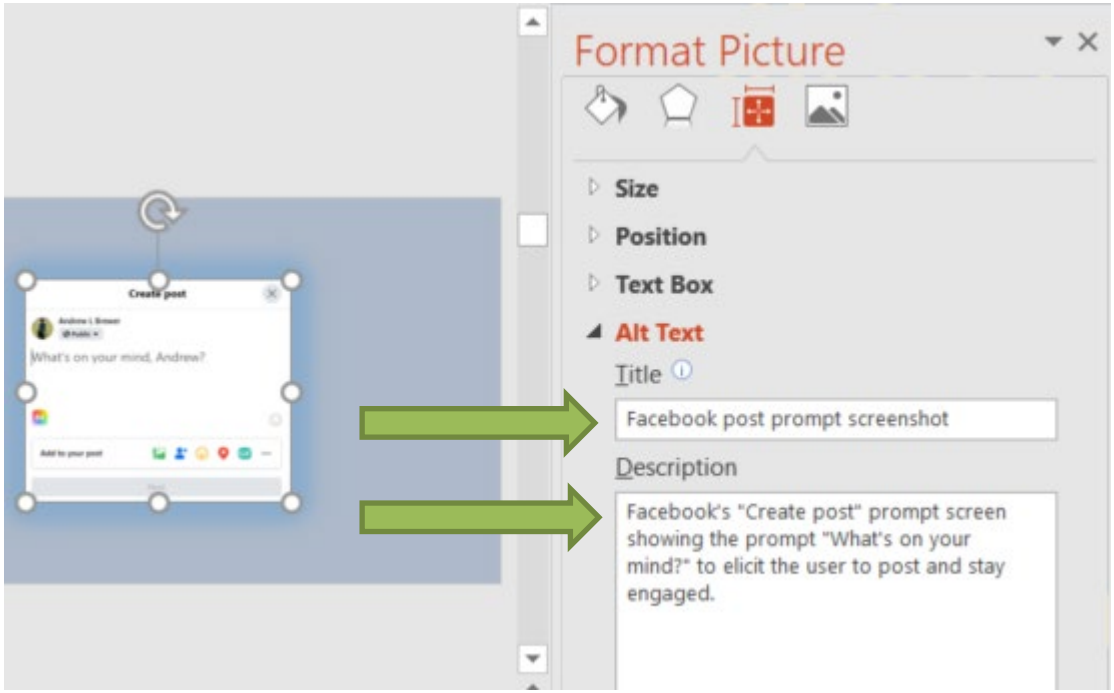
Display the Selection Pane for slide.

Label each element and arrange in logical order.



Adding Meaningful Alt Text

Provide descriptive alt text for all images to convey their meaning to screen readers.



Using Sans-serif Fonts

Use fonts like Arial or Calibri at least 18pt or 14pt bold for readability. Avoid stylized fonts.

- Calibri (sans)
- Garamond (serif)
- Jokerman (styled)

Ensuring Color Contrast

Ensure text and background colors meet WCAG AA contrast ratio of at least 4.5:1.

Poor contrast

Good contrast

Using True Lists and Descriptive Hyperlinks

- Use PowerPoint's list formatting
- Write descriptive hyperlink text.

No:

Click here for more info

Yes:

For more info see http://cdc.gov

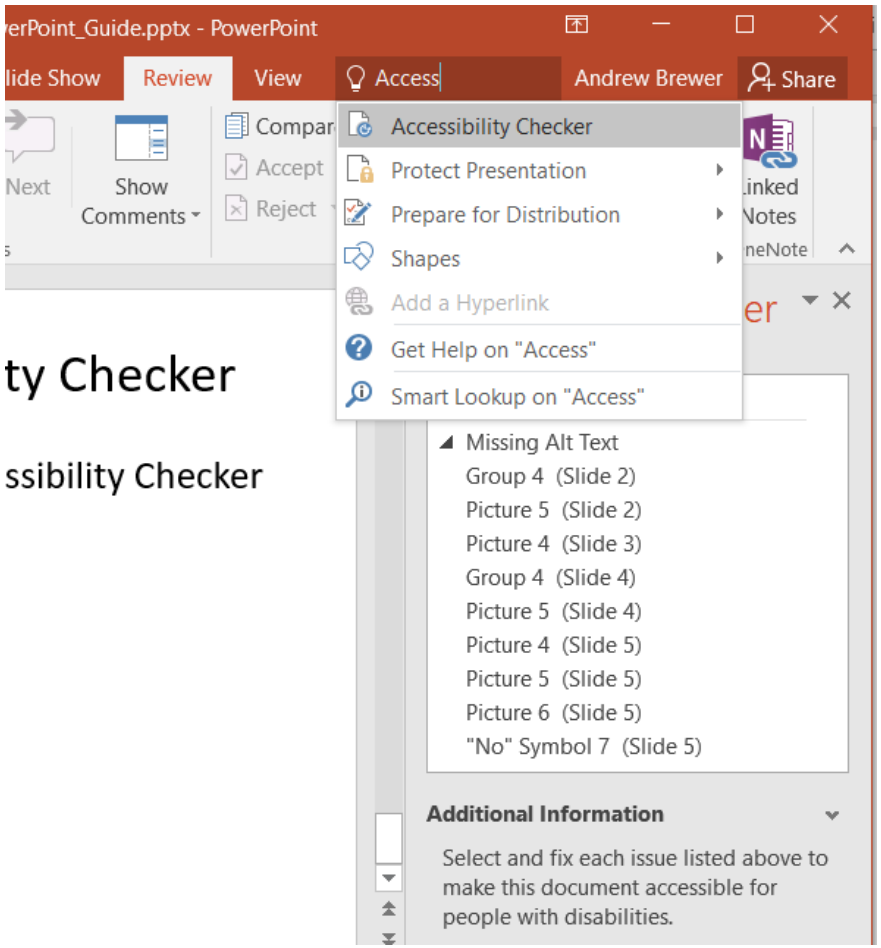
Avoiding Color Alone to Convey Meaning

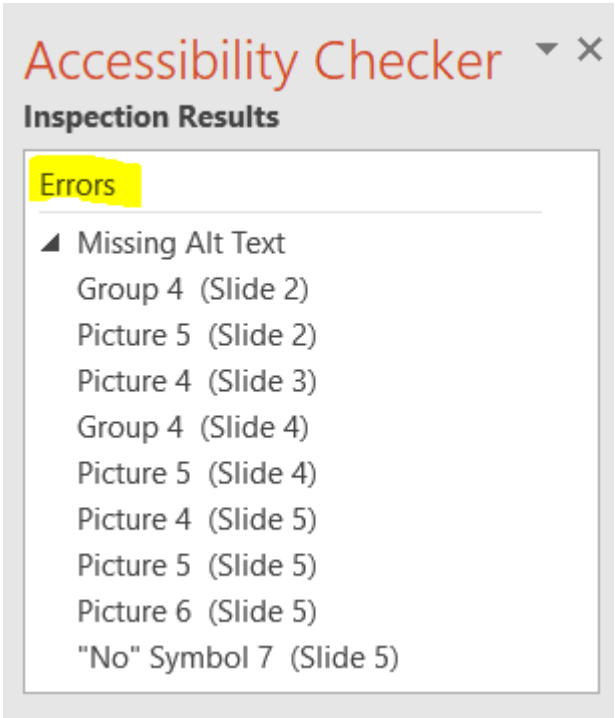
Use text labels or symbols in addition to color to convey information.

No	Yes
False	False X
True	True ✓
Fix Errors	Fix Errors

Running Accessibility Checker

Use PowerPoint's built-in Accessibility Checker to identify and fix issues.



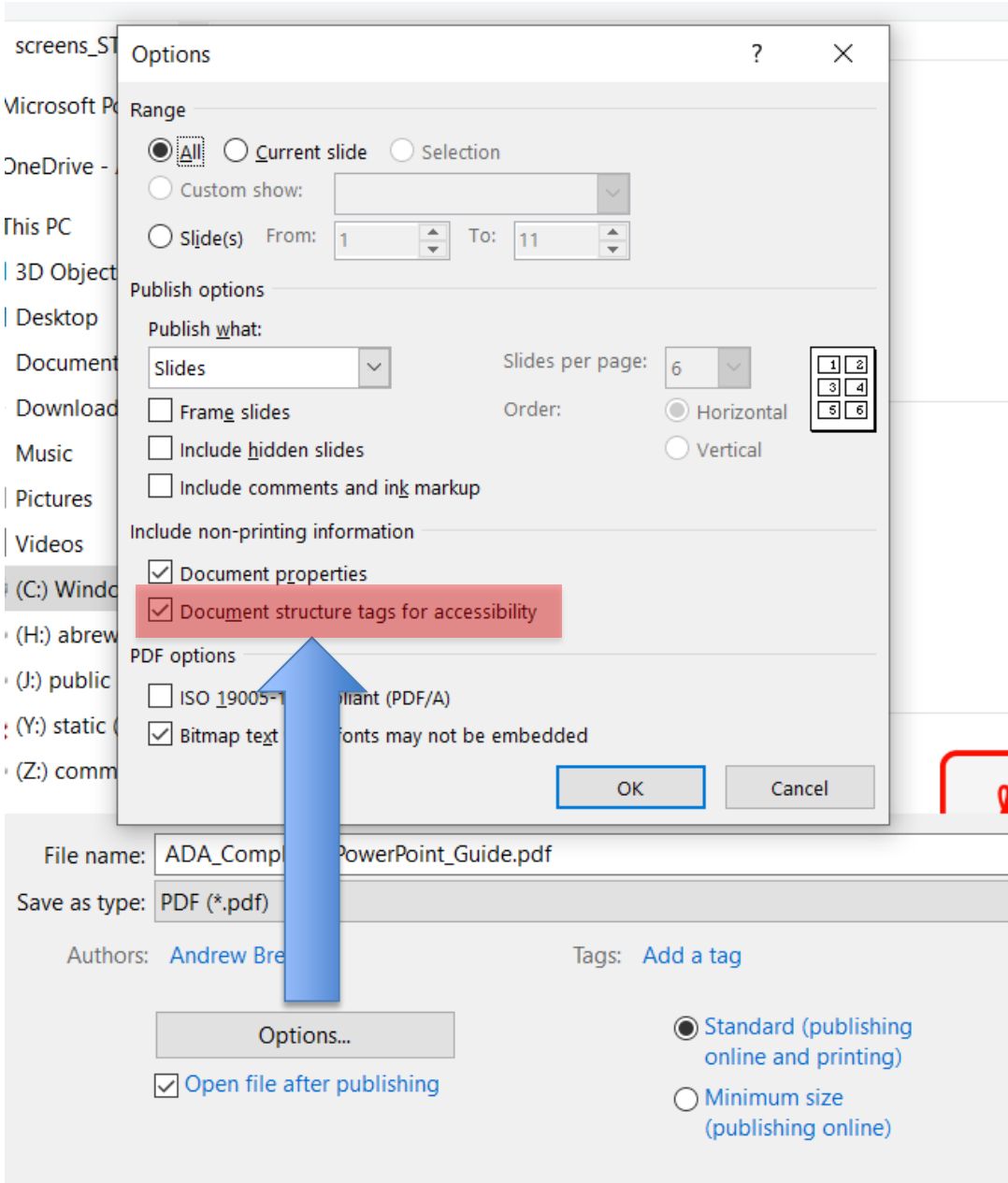


Save or Export as “PDF”

Use 'Save As' or 'Export' (not 'Print to PDF').

In Windows (shown): Check 'Document structure tags for accessibility' in Options.

In Mac: Select 'Best for electronic distribution and accessibility'.



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Pre Flight Checklist for ADA AA

- ✓ Start with an accessible PowerPoint using built-in layouts and themes.
- ✓ Use unique, descriptive slide titles.
- ✓ Verify reading order using the Reading Order or Selection Pane.
- ✓ Add meaningful alt text for all images.
- ✓ Use sans-serif fonts (Arial, Calibri) at least 18pt or 14pt bold.
- ✓ Ensure color contrast meets WCAG AA standards (4.5:1 for normal text).
- ✓ Use true lists and descriptive hyperlink text.
- ✓ Avoid using color alone to convey meaning.
- ✓ Run PowerPoint's Accessibility Checker and fix all issues.