

How to Make an ADA Compliant PowerPoint Presentation

To Make an ADA Compliant Word Document:

Create your PowerPoint Presentation:

- Use the font of your choice
- Organize text into clear and concise bullet points
- Add images such as photos but not purely decorative images
- Do not add images in rows or tables

Save the PowerPoint Presentation:

- Click Save As
- From the drop down menu select "PDF"
- Click Options
- Under Range, select "All"
- Under Publish options, select "Slides"
- Under Include non-printing information, check "Document Properties"
- Under Include non-printing information, check "Document Structure tags for accessibility"
- Under PDF options check "Bitmap text when fonts may not be embedded"
- Click "OK"
- Click "Save"