Digital Accessibility Self-Audit Checklist

This checklist covers the main aspects of accessibility across various file types and media. It's important to note that accessibility requirements can vary depending on specific user needs and the nature of the content.

1. General Accessibility Checks:
   - ☐ Proper heading structure and hierarchy
   - ☐ Logical reading order
   - ☐ Appropriate color contrast
   - ☐ Use of sans-serif fonts
   - ☐ Avoidance of conveying information through color alone
   - ☐ Descriptive hyperlink text
   - ☐ Avoidance of flashing content

2. Microsoft Word:
   - ☐ Styles used for formatting
   - ☐ Alternative text for images, charts, and graphics
   - ☐ Meaningful hyperlink text
   - ☐ Table headers identified
   - ☐ Simple table structure (no merged cells)
   - ☐ Lists created using built-in tools
   - ☐ Document language specified
   - ☐ Accessibility checker run with no errors

3. Microsoft PowerPoint:
   - ☐ Slide layouts used consistently
   - ☐ Each slide has a unique title
   - ☐ Reading order checked in Outline View
   - ☐ Alternative text for all visual elements
   - ☐ Closed captions for embedded audio/video
   - ☐ High contrast between text and background
   - ☐ Animations and transitions used sparingly
   - ☐ Notes provided for complex visuals

4. Microsoft Excel:
   □ Sheet names are descriptive
   □ Alternative text for charts and images
   □ Table headers identified
   □ No blank rows or columns within data range
   □ No merged cells in data tables
   □ Data validation used for input fields
   □ Hyperlinks have meaningful text
   □ Accessibility checker run with no errors

5. Adobe PDF:
   □ Document is tagged
   □ Logical reading order
   □ Alternative text for images and figures
   □ Bookmarks for navigation in longer documents
   □ Form fields are properly labeled
   □ Tables have header rows identified
   □ Document language specified
   □ Security settings don't interfere with screen readers

6. Video Content:
   □ Closed captions provided
   □ Transcript available
   □ Audio description for important visual information
   □ Player controls are keyboard accessible

7. Audio Content:
   □ Transcript provided
   □ Volume controls easily accessible

8. Images:
   □ Alternative text provided
   □ Complex images have long descriptions
   □ Decorative images marked as such

9. Web Content (if applicable):
   - ☐ WCAG 2.1 AA compliance checked
   - ☐ Keyboard navigation possible
   - ☐ ARIA labels used appropriately
   - ☐ Skip navigation link provided

10. Interactive Elements:
    - ☐ All interactions possible via keyboard
    - ☐ Focus indicators visible
    - ☐ Error messages clear and descriptive

11. Math and Science Content:
    - ☐ MathML used for equations
    - ☐ Chemical formulas properly formatted
    - ☐ Tactile or sonification alternatives for complex visuals

12. Language:
    - ☐ Clear, concise language used
    - ☐ Abbreviations and acronyms explained
    - ☐ Document language changes noted

13. File Properties:
    - ☐ Title, author, and other metadata properly set
    - ☐ File name is descriptive and free of spaces or special characters