



Digital Accessibility Self-Audit

Federal Compliance deadline: April 26, 2027

County program: _____
Completed by: _____
Date of audit: _____

How to Use This Checklist

Work through each section. For each item, mark your status and note what needs to be fixed. Transfer action items to the Work Plan on the last page.

Status options

- **Done** — this item is complete and meets accessibility standards
- **In Progress** — you have started but have not finished yet
- **Not Started** — you have not addressed this item yet
- **N/A** — this content type does not apply to your county program

1. Social Media Posts

All public accounts — Facebook, Instagram, X, LinkedIn, YouTube, TikTok

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Add alt text to every image before posting. <i>Alt text is a short description screen readers read aloud. Describe what the image shows and why it matters.</i>		
2.	If an image is only decorative (no real information), mark it as decorative so screen readers skip it.		
3.	If text appears in a graphic (flyer, quote card), repeat all text in the post copy.		
4.	Add captions to all video posts — prerecorded and live. Review and correct auto-captions before posting.		

	<i>Auto-generated captions alone do not meet the legal standard.</i>		
5.	Write hashtags in CamelCase: #UCMasterGardeners not #ucmastergardeners. <i>Screen readers read each capitalized word separately. Lowercase hashtags sound like one unrecognizable word.</i>		
6.	Do not use color alone to convey information — also use text, labels, or icons.		
7.	Ensure text in graphics has enough contrast against the background — at least 4.5:1. <i>Use the free WebAIM Contrast Checker</i>		
8.	Write post copy so meaning is clear without emojis — screen readers read every emoji name aloud.		
9.	Use descriptive link text for every hyperlink — not 'click here' or a raw URL.		

Section notes — note what needs fixing, then transfer to the Work Plan

2. Documents — Word, PDF, PowerPoint

All documents shared publicly or internally, including with volunteers

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Use built-in heading styles (Heading 1, Heading 2, Heading 3) — not bold text — to structure your document. <i>Heading styles let screen readers navigate. Bold text looks like a heading but doesn't work like one.</i>		
2.	Add alt text to every image, chart, or graphic. <i>For complex charts, also explain the key finding in the surrounding text.</i>		
3.	If an image is only decorative, mark it as decorative. In Word: right-click the image → Edit Alt Text → check 'Mark as decorative.'		
4.	Use descriptive link text for every hyperlink — not 'click here' or a raw URL.		
5.	Do not use color alone to convey information — also use text, labels, or icons.		

6.	Ensure text has enough contrast against the background — at least 4.5:1. <i>Use the free WebAIM Contrast Checker</i>		
7.	Structure tables with defined header rows. Do not use tables just to control layout. <i>In Word: Table Design tab → check 'Header Row.'</i>		
8.	Ensure reading order is logical top to bottom. Avoid text boxes and floating images.		
9.	For PDFs: run the Accessibility Checker in Word before converting. <i>In Word: Review → Check Accessibility. Fix all errors before saving as PDF.</i>		
10.	Do not share scanned image-only PDFs — screen readers cannot read them. Use text-based PDFs.		
11.	Include the UC ANR accessibility statement on documents with essential program information.		

Section notes — note what needs fixing, then transfer to the Work Plan

3. County Website Pages

All pages on your county program website, including pages managed by volunteers

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Add alt text to every image on your website.		
2.	If an image is only decorative, leave the alt text field completely empty. <i>In Drupal: use the decorative image toggle when uploading your image.</i>		
3.	Use descriptive link text for every hyperlink — not 'click here' or a raw URL.		
4.	Use a logical heading structure: H1 for page title (set by Drupal), H2 for sections, H3 for subsections. <i>Heading styles let screen readers navigate. Bold text looks like a heading but doesn't work like one.</i>		
5.	Write a descriptive page title for every page — not just your program name.		

6.	Do not use color alone to convey information — also use text, labels, or icons.		
7.	Ensure text has enough contrast against the background — at least 4.5:1. <i>Use the free WebAIM Contrast Checker</i>		
8.	Ensure all documents linked from your website are themselves accessible. See Section 2.		
9.	Ensure videos embedded on your website have captions. See Sections 6 and 7.		
10.	Ensure form fields have visible labels next to or above the field — not only placeholder text inside.		
11.	Ensure all pages can be navigated by keyboard alone (Tab key through links and fields).		

Section notes — note what needs fixing, then transfer to the Work Plan

4. Email Newsletters

All newsletters sent to subscribers, volunteers, or program participants

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Add alt text to every image in your newsletter.		
2.	Do not embed images or flyers that contain text — enter content directly in the editor tool instead of pasting it as a graphic.		
3.	If an image is only decorative — no real information — mark it as decorative so screen readers skip it.		
4.	Use descriptive link text for every hyperlink — not 'click here' or a raw URL.		
5.	Ensure the newsletter reads logically from top to bottom. Avoid multi-column layouts.		
6.	Use built-in heading styles (Heading 1, Heading 2, Heading 3) — not bold text — to structure your newsletter. <i>Heading styles let screen readers navigate. Bold text looks like a heading but doesn't work like one.</i>		

7.	Do not use color alone to convey information — also use text, labels, or icons.		
8.	Ensure text has enough contrast against the background — at least 4.5:1. <i>Use the free WebAIM Contrast Checker</i>		
9.	Ensure the newsletter makes sense when images are turned off. <i>Test: disable images in your email draft. Can you still understand all the content?</i>		

Section notes — note what needs fixing, then transfer to the Work Plan

5. Event Announcements and Flyers

All digital event materials posted online, shared by email, or as PDFs

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Include all event details as readable text — date, time, location, cost, and registration must not appear only inside an image.		
2.	If posting a flyer as an image, repeat all event details in the post copy.		
3.	Ensure text has enough contrast against the background — at least 4.5:1. <i>Use the free WebAIM Contrast Checker</i>		
4.	Do not use color alone to convey information — also use text, labels, or icons.		
5.	Use descriptive link text for every hyperlink — not 'click here' or a raw URL.		
6.	For QR codes: include the destination URL as text nearby.		

Section notes — note what needs fixing, then transfer to the Work Plan

6. Zoom Webinar Recordings

All Zoom recordings shared publicly or sent to volunteers and participants

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
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1.	Enable Zoom's Live Transcript before every webinar — it is not on by default. <i>In Zoom: click Live Transcript in the bottom toolbar → Enable Auto-Transcription.</i>		
2.	Review and correct auto-generated captions before sharing any recording. <i>Common errors: misheard words, wrong names, missing punctuation.</i>		
3.	Save the transcript before leaving every session — you cannot retrieve it after. <i>The saved transcript is emailed to the host and available under Recordings in your Zoom account.</i>		
4.	Post the corrected transcript alongside any shared recording link.		
5.	Ensure presenters describe key visuals out loud — not just 'as you can see here.'		
6.	Ensure presentation slides are accessible. See Section 2.		
7.	Ask participants before the session if they need accommodations. They can let you know how best to support them.		

Section notes — note what needs fixing, then transfer to the Work Plan

7. YouTube Videos

All videos posted to a county YouTube channel or embedded on a county website

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Review and correct YouTube's auto-generated captions before publishing. <i>In YouTube Studio: Subtitles → click the video → edit before publishing. Also describe meaningful non-speech sounds in brackets, e.g. [music playing].</i>		
2.	Add a written description in the YouTube description field.		
3.	Write a descriptive, accurate title for each video.		
4.	Post a text transcript alongside or linked from each video.		

5.	Ensure presenters describe key visual content out loud throughout the video. If they do not, key visuals must be covered in audio descriptions.		
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Section notes — note what needs fixing, then transfer to the Work Plan

8. eLearning and Online Training

All online training or eLearning courses shared with volunteers or the public

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Add captions to all video content in the course. See Sections 6 and 7.		
2.	Provide a written transcript for all audio content.		
3.	Add alt text to every image in the course. <i>For complex diagrams, also include a written explanation in the surrounding course text.</i>		
4.	Use a logical heading structure so learners can navigate between sections.		
5.	Ensure course navigation can be operated by keyboard alone.		
6.	Ensure quizzes and interactive elements work with screen readers. <i>If not, provide an alternative format covering the same content.</i>		
7.	Do not rely on visual cues alone in instructions — name the button, not just its color.		
8.	Ensure text has enough contrast against the background — at least 4.5:1. <i>Use the free WebAIM Contrast Checker</i>		
9.	Ask participants before the session if they need accommodations. They can let you know how best to support them.		

Section notes — note what needs fixing, then transfer to the Work Plan

9. Excel Spreadsheets and Data Files

All spreadsheets shared publicly, by email, or with volunteers

☐ Skip and mark N/A if this section does not apply to your program.

#	What to check	Status	What needs fixing
1.	Use clear, descriptive column and row headers in all data tables.		
2.	Do not use color alone to convey information — also use text, labels, or icons.		
3.	Give the file a meaningful name before sharing. <i>Example: 'Volunteer-Hours-2026-SantaCruz.xlsx' not 'Sheet1.xlsx.'</i>		
4.	Avoid merging cells where possible — merged cells disrupt screen reader navigation.		
5.	Label all worksheets clearly — no default names like Sheet1 or Sheet2.		
6.	Add alt text to any charts or graphs.		
7.	Run the Accessibility Checker in Excel before sharing. <i>In Excel: Review → Check Accessibility.</i>		

Section notes — note what needs fixing, then transfer to the Work Plan

My Accessibility Work Plan

Transfer action items from each section. Use this plan again in Month 7 (January 2027) and Month 10 (early April 2027) to track your progress.

[illegible]

Verify the law yourself — primary sources

Do not rely on this checklist alone as legal guidance. Review the primary sources:

ADA Title II Web Rule: [ADA.gov Web Rule Fact Sheet](#)

DOJ Interim Final Rule (April 20, 2026): [Federal Register — Extension of Compliance Dates](#)

WCAG 2.1 full standard: [W3C Web Content Accessibility Guidelines 2.1](#)

UCOP Electronic Accessibility: [UCOP Electronic Accessibility Hub](#)

UC Master Gardener resources: [Coordinators Accessibility Page](#)

Questions and Support

Monthly Accessibility CT posts go out on the 1st Tuesday of each month. Rooted in Marketing covers the same topic on the 2nd Tuesday. Office Hours are the 1st Tuesday, 11 a.m.–12 pm.

- Email [Barbra Braaten](#)
- Office Hours: [Office Hours Zoom link](#)
- All resources: [Coordinators Accessibility Page](#)

If you are unable to access this content due to a disability, please email bbraaten@ucanr.edu for assistance.

This document was edited with AI assistance. All content has been reviewed by UC Master Gardener Program staff and reflects the program's research-based guidance, standards, and policies.