

## Multimedia Accessibility Checklists

Here are some checklists to help ensure that you're creating accessible multimedia. These checklists are not comprehensive or specific to a particular software or social media provider. They provide reminders of the different components that make up accessible multimedia.

### Linking to Video

1. Complete text of audio is present.
2. Captions match the timing of the video.
3. Captions use complete sentences.
4. Speakers are identified.
5. Autoplay does not occur (work around: announce in text prior to link).
6. Audio description is present or not needed.
7. Meaningful text used on link.

### Transcript

1. Complete text of audio.
2. Speakers identified.
3. Sound effects identified.
4. Document is in accessible format (e.g. well-tagged PDF or ordered text file).

### Live Events

(Social Media Broadcast, Webcast, Webinars, Town Halls...)

1. All speakers have been trained on describing key visuals throughout their presentation.
2. If able to add live captions:
  - a. Captioner has been scheduled.
  - b. Player has been tested.
  - c. Work with provider on how to insert captions.
  - d. If player doesn't support captions, use third party display
    - i. Obtain link (URL) for third party caption display
    - ii. Include link for captions when distributing event information to attendees.
3. Ensure player is set up to support captions
  - a. WebEx: need to manually add "Closed Captions" panel when launching program
4. Assign roles during event to ensure captions are functioning, viewer chat is monitored, etc.
5. Tech rehearsal is scheduled to ensure all systems run correctly.
6. If the captions stop working at some point during the event, pause event until the captioning issue can be resolved. Display a statement to this effect in the chat window and state aloud so all participants are aware that someone is troubleshooting the issue.

### Audio Description

1. Key visual information not included in script has been identified.

## Missouri Assistive Technology

- a. If all information is included in the audio/script, then you do not need to add audio description.
  - b. If you identify that audio description is needed, reference [DescriptionKey.org](http://DescriptionKey.org) for expectations.
2. Concise, accurate descriptions added at appropriate times.
  3. Unique description voice used.
  4. Require high-quality audio.
  5. Ensure appropriate file format.
  6. Delivery: separate link or access within player?

### Player Accessibility Checklist

1. Can use without a mouse? E.g. spacebar pauses or starts video regardless of focus?
2. Good visual focus and color contrast?
3. Captions can be viewed and turned off?
4. Audio description button if needed?
  - a. If no button available on player and audio description is needed then provide multiple links to video: with and without audio description

### Creating Captions for Recorded Media

1. Edit script or automated captions
2. Synchronize text via video editor
  - a. YouTube provides auto-sync
  - b. Still need to tweak via built-in editor
3. Test captions:
  - a. Complete text of audio is present
  - b. Captions match the timing of the video.
  - c. Captions use complete sentences.
  - d. Speakers are identified.
4. Store caption file with same name in same folder as video
  - a. VTT
  - b. srt, sbv
  - c. TTML
  - d. SAMI

Checklists developed by [Minnesota IT Accessibility Program](#)