



OFFICE OF THE CHIEF INFORMATION OFFICER

WEBSITE ACCESSIBILITY MULTIMEDIA MANUAL REVIEW QUICK CHECKLIST

AUDIO & VIDEO FILES

- Provide alternative time-based media information (e.g., transcript).
- Offer synchronized captions for both prerecorded and live content.
- Include audio descriptions for actions, characters, and scene changes.
- Allow multiple sensory characteristics for understanding and operating content.
- Provide audio controls for content lasting over three seconds.
- Ensure content doesn't risk inducing seizures (flash < 3 times per second).
- Confirm keyboard accessibility for media player functions.
- Check color contrast for text in video.
- Embed audio/video using an accessible media player for hosted files.
- Avoid automatic start of video or audio files; enable user control.
- The user must be able to adjust the volume and turn it on or off.
- Buttons and controls need to be programmatically labeled so they are announced to screen reader users.
- Nothing should require a mouse to activate or adjust. Everything must be operable with keyboard controls (tab, arrow keys, enter, etc.)
- Ensure the media player is fully functional and accessible across platforms and in all major browsers.

**Live transcripts might not be possible in all settings, but it is best practice.*

AUDIO LECTURES

- Transcripts should be made available online or in print and may require an audio description.

PODCASTS

- Are digital audio files that can be downloaded or streamed and generally have recurring episodes that users can subscribe to. Transcripts should be made available online that include descriptions of relevant non-verbal information. Commonly posted online as a text file.

PRESS CONFERENCE (LIVE)

- Live captioning should be provided and conveniently displayed. Once recorded and posted, it will follow pre-recorded video guidelines. Sign language interpreters may also be necessary.

SLIDE PRESENTATION

- A screen recording of a slide presentation accompanied by audio lecture. Webinars or instructor-led training sessions rarely require audio descriptions beyond the speaker's description.
- Transcripts and captions should include descriptions of any relevant non-verbal audio information.

VIDEO DEMONSTRATION

- Visual graphics with either silent audio or accompanied only by music. Even though no audio is present, the video is conveying information that needs to be captured in audio descriptions as part of an accompanying transcript.

VIDEO WITHOUT AUDIO

- Captions are text versions of audio content, synchronized with the video.
- There are two types of captions: Open and closed.
- Open captions are always on and closed captions are optional, allowing users to decide if they want to turn them on or not.

AUDIO DESCRIPTIONS

Audio Descriptions are separate narrative audio tracks that describe important visual content, making it available to people who are unable to see the video. There is often more happening on screen than you can capture in a transcript. Ex: facial expressions, or an actor's movements that may have significant meaning.

- Videos without audio that contain visually valuable information should contain an audio track or transcript that describes relevant content.

AUDIO TRACKS

- Users must be able to switch between audio tracks.
- Users must be able to adjust the speed.
- Allow for alternative audio tracks that include audio descriptions to give the user the ability to speed up or slow down the track.

CAPTIONS

Captions are text versions of the audio content, synchronized with the video. There are two types of captions: open and closed. Closed captions are optional, allowing users to decide if they want to turn them on or not and Open captions are always on.

- Users should be able to choose the language, when available.
- Media players should allow audio description to be toggled on and off.
- Do not depend on automatic transcription or captioning tools. Review them for accuracy.
- Most audio-only files, like podcasts or interviews, are sufficiently supplemented for accessibility with transcripts. But for videos, you need to include captions.
- Automated captioning uses speech recognition technology to automatically caption videos, like YouTube auto-captions. However, these are often only 60-70% accurate so must be manually reviewed for accuracy.
- Caption frames should be visible for a minimum of 1 second.

TRANSCRIPTS

A transcript is a text version of media content that makes audio accessible to deaf and hard-of-hearing users and helps those in noisy environments.

- It should be close to the media file on the site, clearly labeled, and in accessible formats like HTML or TXT.
- An accessible transcript should have headings, links, and other navigation aids.
- It can be static or interactive with highlighting.
- Always review automatic transcriptions for accuracy and use existing captions if available.
- Indicate who is speaking and use different colors or styles to differentiate speakers.
- Include tone and delivery information in brackets [xxxx] and relevant background noise. For legal documents, provide a verbatim account with "ums" and pauses.



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