# Multimedia Accessibility Checklist: Accessible Videos (recorded)

Information on how to implement the techniques in this checklist is available in the [Multimedia Accessibility](file://Datax104p/pdata/EIR%20Accessibility%20Public/Resources/Multimedia%20Accessibility.docx) document. This checklist is a quick reference for multimedia creators who are familiar with the more detailed information in that document.

The actions below are required to make a video accessible. The table shows some groups that will benefit, but making a video accessible in one way often makes it more accessible and usable to many people beyond the primary group.

See the abbreviations legend below the checklist.

|  | **Action Required to Ensure Accessibility** | **HI** | **VI** | **CI** | **MI** | **IC** | **NN** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **☐** | Create a text transcript of all audio information in the video. | X |  |  |  | X |  |
| **☐** | Using the transcript, create captions timed to synchronize with audio content in the video. | X |  |  |  |  | X |
| **☐** | Make sure audio quality is clear and easily understood. | X |  |  |  |  | X |
| **☐** | When applicable, position the camera so the viewer can easily see the lips of the speaker. | X |  |  |  |  | X |
| **☐** | Narrate any on-screen text and describe any non-audible action. |  | X | X |  |  |  |
| **☐** | Include audio description if necessary for any visual content that is not otherwise described via audio |  | X | X |  |  |  |
| **☐** | Use a video player that is accessible. |  | X |  | X |  |  |
| **☐** | For subtitles and other on-screen text, use text and background colors that provide sufficient contrast between foreground and background |  | X | X |  |  |  |
| **☐** | Place subtitles and other text somewhere on screen where it will not be obscured by the caption display |  | X | X |  |  |  |
| **☐** | Avoid flashing content that may cause seizures |  | X |  |  |  |  |
| **☐** | Make sure any displays or action happening in the background are not distracting |  |  | X |  |  |  |

### Abbreviation Legend

* HI – Hearing impairment (includes people who are deaf or hard of hearing)
* VI – Visually impairment (includes people who are blind or have low vision)
* CI – Cognitive impairment (includes people with dyslexia and other cognitive issues)
* MI – Mobility impairment (includes keyboard-only users)
* IC – People with poor internet connections or on a mobile device
* NN - Non-native language speakers