



Accessibility Network at the University of Cincinnati

Accessibility Best Practices – Video and Audio

Print and use the checklist below to use when preparing accessible multimedia.

File Setup

- Does the document file name [not contain spaces and/or special characters](#)?
- Is the document file name concise, [generally limited to 20–30 characters](#), and does it make the contents of the file clear?

Text

- Does the media utilize [recommended fonts](#) (i.e., Open Sans, Gentium Book, Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
- Is content [clear and concise](#)?
- Does the media refrain from using [flashing/flickering](#) text and/or animated objects?
- Is the [color contrast ratio](#) between foreground text and background color sufficient?

Images

- If color is used to emphasize important text, is there is an [alternate, compliant method](#) used as well?
- Have you provided alternatives for or avoided use of [sensory information](#) (e.g., shape, size, color, visual location, orientation, sound, etc.)?

Multimedia

- If a video—Does the video or animation contain [synchronized captioning](#)?
- If a sound file—Does the sound file have a matching [transcript file](#)?
- If an animation—Does the animation have a [text equivalent](#)?

Accessibility Check

- Has a separate [accessible version of the media](#) been provided when there is no other way to make the content accessible?
- Did you contact the [Accessibility Network](#) if you are having trouble?

