# Accessible Media and Multimedia Checklist

## Compliance Checklist

The checklist below, a series of tables, is based on the content of the email. Acceptable answers are: Yes, No, or N/A. If ‘No’ is the answer to any item, then the media or multimedia is not accessible.

### Section A: Images

| **Requirements** | **Yes/No/NA** |
| --- | --- |
| Does each image have alternate text (ALT)? |  |
| Do all meaningful images (not decorative images) have equivalent text that describes its purpose and function? |  |
| Do all images containing text have the same text in the ALT? |  |
| If there are CAPTCHA or reCAPTCHA images in the page, do they have an ALT describing their purpose? Is there an alternate way to access them? |  |
| Do images have consistent meaning? * + Think: If there is an icon, like a magnifying glass, that means 'search' on one page, does it also mean 'search' when used on another page?
 |  |

### Section B: Video-only and Animation

| **Requirements** | **Yes/No/NA** |
| --- | --- |
| Do all video-only files or animations have an equivalent text or audio description? |  |

### Section C: Audio

| **Requirements** | **Yes/No/NA** |
| --- | --- |
| Do all audio files have a transcript or text description?* + Think: If an audio file is just sound effects, like lion roaring, there is textual description of the sound saying ‘Lion roaring’
 |  |

### Section D: Multimedia

| **Requirements** | **Yes/No/NA** |
| --- | --- |
| Are synchronized captions provided? |   |
| Are the provided captions accurate? |   |

### Section E: Social Media

| **Requirements** | **Yes/No/NA** |
| --- | --- |
| Do all images have alternative text, either as an ALT attribute or in the initial post or in the comments? |   |
| Are all gifs described, either in the initial post or in the comments? |  |
| Do all videos have captions? |   |