Multimedia File 508 Checklist

When packaging files for inclusion in HTML pages, include all necessary information.

☐ Document file name does not contain spaces or special characters.

☐ Document file name should be concise, generally be limited to 20-30 characters, but make the content of the file clear in the context in which it is presented.

☐ Document file name does not contain spaces or special characters and is no more than 20 characters.

☐ All video, animation, etc., files are captioned with captioning synchronized to the actions and dialogue.

☐ All audio files have accompanying transcripts.

☐ Graphics, animations, movies, or other objects avoid strobing, flickering, or flashing effects.

☐ A text-only version is provided when there is no other way to make the content accessible. (Example: An animation must have a text equivalent.)