

## Multimedia File 508 Checklist

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

- Provide a one-sentence description of content to be used for the html file context.
- 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.)