REMEDIATION OF MULTIMEDIA FILES

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| **ID** | **1.0.Master Requirements for all Documents** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 1.1 | Does the document file name not contain spaces and/or special characters? |  |  |  |
| 1.2 | Is the document file name concise, generally limited to 20-30 characters, and makes the contents of the file clear in the context in which it is presented? |  |  |  |
| 1.3 | Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri? |  |  |  |
| 1.4 | Does the document refrain from using flashing/flickering text and/or animated text? |  |  |  |
| 1.5 | Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., <http://www.samhsa.gov> and not [www.samhsa.gov](http://www.samhsa.gov))? |  |  |  |
| 1.6 | Are all URLs linked to correct Web destinations? |  |  |  |
| 1.7 | Are e-mail links accessible? |  |  |  |
| 1.8 | Has a separate accessible version of the multimedia file been provided when there is no other way to make the content accessible? |  |  |  |

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| **ID** | **2.0.Secondary Sensory-Channel Requirements** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 2.1 | If a video—Does the video or animation contain synchronized captioning? |  |  |  |
| 2.2 | If an animation—Does the animation have a text equivalent? |  |  |  |
| 2.3 | If a sound file—Does the sound file have a matching transcript file? |  |  |  |

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| **ID** | **3.0. Functional Control Requirements** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 3.1 | Does the file have the minimum required media controls of video resizing, volume control, play/stop buttons, and the ability to turn captions on and off? |  |  |  |
| 3.2 | Are all media controls keyboard accessible? |  |  |  |
| 3.3 | Is the media embedded in a way that allows the user to use keyboard controls to move in and out of the video in relation to surrounding content? |  |  |  |

Retrieved December 12, 2013 from *http://www.hhs.gov/web/508/accessiblefiles/checklistmulti.html*