# Camtasia Accessibility Checklist

**Instructions:**

* Use this checklist to check elements of accessibility when creating a Camtasia project.
* Guideline links provide more information about the accepted principles of web accessibility as set forth in the Web Content Accessibility Guide (WCAG).
* **Links within the checklist items provide instructions** on how to determine compliance with accessibility principles and how to implement them when using Camtasia.

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| WCAG Principle 1: Perceivable “Information and user interface components must be presentable to users in ways they can perceive.” |
| [Guideline 1.2](https://www.w3.org/WAI/WCAG21/quickref/#time-based-media): “Provide alternatives for time-based media.” | **Notes** | **Resolved** |
| Provide a transcript for pre-recorded audio. [Transcripts (Mac)](https://drive.google.com/file/d/1hSKhass0q3MIK3VRbuswHZFWftU8cASE/view?usp=sharing) / [Transcripts (Windows PC)](https://drive.google.com/file/d/1dvON_nxNpyT1h-rdkCPUIYQUW5C0oPkN/view?usp=sharing) | Enter text here. | [ ]  |
| Include captions for pre-recorded video content that are complete, accurate, and synchronized. [Captions (Mac)](https://drive.google.com/file/d/1e-u1Uqimc4HYNFGJ87dk8azGX9tIqDXP/view?usp=sharing) / [Captions (Windows PC)](https://drive.google.com/file/d/1b1sZASpfeK7Wn-cXPRwx7Lnb5A-gPtJw/view?usp=sharing) | Enter text here. | [ ]  |
| For video and synchronized media, provide audio descriptions or text-based alternatives for all visual only information (e.g., visual context, actors’ actions and expressions, non-speech sounds such as laughter, music, or off-screen voices). A text-based alternative (e.g., downloadable PDF in lieu of video) should read like a screenplay. **Note - This checkpoint would benefit from the assistance of the Student Disability Services or OIT to complete.** [Audio Descriptions (Mac)](https://drive.google.com/file/d/1hSKhass0q3MIK3VRbuswHZFWftU8cASE/view?usp=sharing) / [Audio Descriptions (Windows PC)](https://drive.google.com/file/d/19rBxBWAGI6vU5eSEchco3x2tL5cyDgtD/view?usp=sharing)  | Enter text here. | [ ]  |
| [Guideline 1.4](https://www.w3.org/WAI/WCAG21/quickref/#distinguishable): “Make it easier for users to see and hear content including separating foreground from background.” | **Notes** | **Done/ N/A** |
| Use more than just color to convey information, indicate an action, prompt a response, or distinguish a visual element. [Use of Color (Mac)](https://drive.google.com/file/d/1e5r-BkuxgiyavXCP_55mESbyZAnLnmim/view?usp=sharing) / [Use of Color (Windows PC)](https://drive.google.com/file/d/1NX-NjlTYKvG1mgSOQMdOm3t4Y7Ct2h5v/view?usp=sharing) | Enter text here. | [ ]  |
| Use a contrast ratio of at least 4:5:1 in visual presentations of text (except for larger text, incidental text, or logotypes). [Color Contrast (Mac)](https://drive.google.com/file/d/1gNFWwACXEs4MWtXrSCEaMBh7rsHEvjNY/view?usp=sharing) / [Color Contrast (Windows PC)](https://drive.google.com/file/d/14try01chs1RmN7S3W9HCo8w-K4LzT3XJ/view?usp=sharing) | Enter text here. | [ ]  |
| WCAG Principle 2: Operable“User interface components and navigation must be operable.” |
| [Guideline 2.3](https://www.w3.org/WAI/WCAG21/quickref/#seizures-and-physical-reactions): “Do not design content in a way that is known to cause seizures or physical reactions.” | **Notes** | **Done/ N/A** |
| Avoid content that flashes more than three times per second (e.g., presentations, videos, gifs, or animations). [Anti-Seizure (Mac)](https://drive.google.com/file/d/1qcyeZDoz2LZ0p8FVyLo5M-A0Vo1oAMRA/view?usp=sharing) / [Anti-Seizure (Windows PC)](https://drive.google.com/file/d/1DEwJDm_-OAG2WbUo3MgphcS_rSy3mRfT/view?usp=sharing) | Enter text here. | [ ]  |
| [Guideline 2.4](https://www.w3.org/WAI/WCAG21/quickref/#navigable): “Provide ways to help users navigate, find content, and determine where they are.” | **Notes** | **Done/ N/A** |
| Use descriptive text for hyperlinks. Avoid “click here.” [Multiple Ways (Mac)](https://drive.google.com/file/d/1RbqTJy81hEpDwsRKeQQ6TkD5Xi8uUvvH/view?usp=sharing) / [Multiple Ways (Windows PC)](https://drive.google.com/file/d/1pOqFymbpKVdJB6t-vF2RNiydH6aCNhya/view?usp=sharing) | Enter text here. | [ ]  |
| Provide multiple ways to locate or navigate to content (e.g., custom menu). [Descriptive Links (Mac)](https://drive.google.com/file/d/1wwSrtTEmBymhOukX9AV8i3UTf6wHfx4S/view?usp=sharing) / [Descriptive Links (Windows PC)](https://drive.google.com/file/d/1E2dTmeXx78-8qQX7aPaeownCCM6yh6d5/view?usp=sharing) | Enter text here. | [ ]  |
| WCAG Principle 3: Understandable“Information and the operation of the user interface must be understandable.” |
| [Guideline 3.2](https://www.w3.org/WAI/WCAG21/quickref/#predictable): “Make Web pages appear and operate in predictable ways.” | **Notes** | **Done/ N/A** |
| Identify user interface elements that have the same functions consistently (e.g., icons, buttons, boxes, text fields, pagination). [Consistent Identification (Mac)](https://drive.google.com/file/d/1KqA2IvRWtMh58ice0TK9jshCLSUmIMe5/view?usp=sharing) / [Consistent Identification (Windows PC)](https://drive.google.com/file/d/1YLEZ123LqebrvaRQhM2DQfaiT2Nsj_xW/view?usp=sharing) | Enter text here. | [ ]  |
| [Guideline 3.3](https://www.w3.org/WAI/WCAG21/quickref/#input-assistance): “Help users avoid and correct mistakes.” | **Notes** | **Done/ N/A** |
| Allow users to review, reverse, and/or confirm legal, financial, or data transactions before final submission. [Error Prevention (Mac)](https://drive.google.com/file/d/1ScdhNT1k9amAk4b_xl5Lioq3gdA9TVfU/view?usp=sharing) / [Error Prevention (Windows PC)](https://drive.google.com/file/d/1k6EmAb09iL-W5b54_J-epbYR7csEjfcf/view?usp=sharing) | Enter text here. | [ ]  |

**Note:** This checklist includes guidelines adapted from [Web Content Accessibility Guidelines (WCAG 2.1)](https://www.w3.org/TR/WCAG21/) that are applicable when using Camtasia. Quoted principles and guidelines as well as the essential content and structure of these guidelines are copyright to the World Wide Web Consortium (W3C), which remains the authoritative source for the complete Guidelines. W3C has not endorsed this derivation.