



## Writing Captions, Transcripts, and Audio Descriptions Checklist

- Create accurate text equivalents of spoken words and information (like sound effects)
- Include nonverbal cues when appropriate, such as laughter, crying, etc.
- Create concise, yet clear, audio descriptions that describe without being overly verbose
- Ensure audio descriptions don't overlap any other important audio, like dialogue
- Identify different speakers in captions and transcripts, if not immediately apparent
- Include timestamps in transcripts for clearer identification and navigation
- Synchronize captions and audio descriptions to appear at approximately the same time as their corresponding audio