Accessible Audio and Video Transcripts

By following this checklist, you can make sure that your transcripts follow Extension accessibility requirements.

## **I have checked that the transcript is accurate and honest.**

## **I have checked the spelling of uncommon, long, or complicated language.**

* Scientific names
* Places and locations
* Chemical names
* Acronyms

## **I have added non-speech sounds to my transcript if they are important to the context of the audio.**

## **I have identified my speakers throughout my transcript, if applicable.**

## **I have structured my transcript to be read with paragraphs and punctuation.**

## **I have uploaded my transcript as an accessible Microsoft Word document.**

## **Need More Help?**

If you are still having trouble making your transcripts accessible, or you have questions, please contact us by email.

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