



## **EASIT IO5 Accessibility checklist for videos**

**Author: UAB & SDI**

**Date: 26.05.2020**

**2018-1-ES01-KA203-05275**

**Summary:** This document includes a checklist of the basic accessibility features videos must include for users of assistive technology (e.g. screen readers) or those who use the keyboard to access and browse through documents.

### **History chart**

<b>No.</b>	<b>Action</b>	<b>Partner</b>	<b>Date</b>
1	Prepared	UAB & SDI	26.05.2020
2	Changes, if any		
3	Released	UAB	26.05.2020

### Checklist for EASIT Videos

Item	Check your work	Yes
properties	<p>Check that the name of the file follows the EASIT naming rules.</p> <p>Good and detailed description (add additional meaning for content to description)</p>	
quality	Framerate: 25 fps	
format	<p>.mp4</p> <p>4:3 or 16:9 (16:9 is preferable; no vertical videos)</p>	
light	<p>Good light source.</p> <p>Illuminate homogeneously → best with two light sources from both sides.</p> <p>Avoid direct sunlight and sudden changes.</p>	
audio	<p>Make sure the microphone is positioned closely.</p> <p>No background noises → no open window, air conditioning, ventilation, jewellery, papers or other noise sources.</p>	
microphone	<p>Make sure mic records in stereo.</p> <p>From a distance of one metre, it is better to use an external microphone (for example a clip-on).</p>	
environment	The room in which you record is not too small/big to avoid echo. The more curtains, rugs and furniture, the better.	
clothes of person	Wear clothes in colours that are different from the background and have no pattern.	
background	<p>Monochromatic (preferably white), not shiny, plain background.</p> <p>One-metre distance to the background → no shadows.</p>	
positioning	<p>One-metre distance to the background.</p> <p>Centred.</p> <p>Uniform distance of person to camera.</p>	
perspective	<p>Head on, maybe a little sideward (look "in" the picture, not out of it).</p> <p>Neither birds-eye nor worms-eye view.</p> <p>Camera on head height.</p>	
cameras	Use a tripod.	



screen recording	Shotcut or Webcamoid.	
narration	Talk at a steady pace. You should sound as natural as possible. Describe images to the audience. Say "I quote" when quoting something and say the source if it is indicated on the slide.	