# Captioning & Audio-Description Production Checklist

From transcription to one reusable caption file: produce captions, a transcript, and audio description for a course — and pass an accessibility audit. Target WCAG 2.1 AA.

## A. Produce the caption file — the source of everything

- [ ] Transcribe the audio (an ASR draft is a starting point, not the finished track)
- [ ] Edit to a clean caption file: speaker labels + meaningful non-speech sound
- [ ] Author in WebVTT; keep SRT for interchange; convert to IMSC for adaptive streaming
- [ ] Set readable line breaks and tight timing to the audio

## B. Caption quality — the 99% bar

- [ ] Accuracy ~99%: no more than ~15 errors per 1,500 words
- [ ] Synchronicity: captions stay in time with the audio
- [ ] Completeness: captions run start to finish, every speaker
- [ ] Placement: captions never cover the slide or key visuals

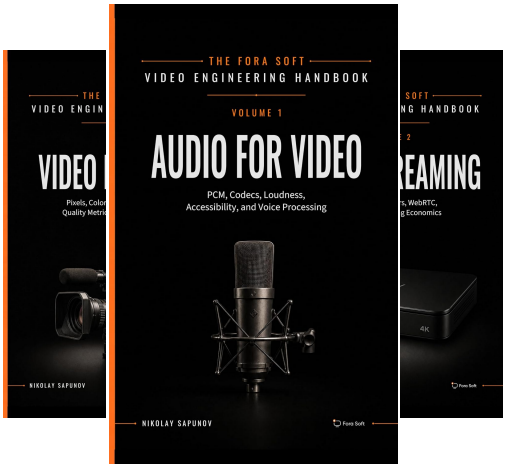
## C. Closed vs open captions, and format

- [ ] Default to closed captions: toggle, multilingual, searchable, cheap edits
- [ ] Use open (burned-in) captions only where the player can't render a track
- [ ] One video carries multiple language tracks — the learner picks
- [ ] Never ship raw auto-captions as if they were compliant

## D. Reuse: transcript and audio description

- [ ] Export the transcript from the caption file (near-free; Level A for audio-only)
- [ ] Make it a descriptive transcript: add the key on-screen visuals
- [ ] Audio description only where the picture shows what the audio doesn't (1.2.5 AA)
- [ ] Script narration to describe its own visuals — integrated, no extra cost

Companion to: 'Captions, Transcripts, and Audio Description for Learning'
www.forasoft.com/learn/elearning-video/articles-elearning/captions-transcripts-audio-description




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This checklist runs a course from ASR draft to one caption file, a transcript and audio description that pass WCAG 2.1 AA. Our seven-volume handbook covers the stack behind accessible video; start with Volume 4 for accessibility, subtitles and loudness, then Volume 3 for subtitles in players, and Volume 1 for encoding.

### WHAT YOU WILL FIND INSIDE

- Accessibility, subtitles, loudness (Vol. 4)
- Subtitles and trick play in players (Vol. 3)
- Speech-friendly codecs and voice (Vol. 4)
- Encoding course video (Vol. 1)

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**Vol. 3 · Video Streaming II — ABR, CDNs, players, WebRTC, DRM and the economics of delivery**
**Vol. 4 · Audio for Video I — PCM, codecs, loudness, accessibility, real-time voice processing**
Vol. 5 · Audio for Video II — jitter buffers, lip sync, Atmos, quality metrics, neural codecs
Vol. 6 · AI for Video I — models and inference, computer vision, speech, search, generative video
Vol. 7 · AI for Video II — real-time pipelines, agents, serving, cost, compliance, verticals

## Need captions and audio description across a whole course library?

We will set up the caption pipeline, WebVTT and IMSC delivery and player support so every lesson passes the audit. 250+ video products shipped since 2005.

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