[Required Information]

That section must be filled by the content editor/writer.

The information in that section is necessary for the web developer.

While you are reviewing the content make sure you apply some best practices:

* HTML first, if you have an alternative version (word, pdf) a link will be on the page.
* Use only the predefine style in word, Heading 1 Heading 2 etc.
* Anywhere there is link we should have the detail in bracket
  + example:
    - [*EN 301 549* (PDF, 2.3MB)](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/en_301549v030201p.pdf)
    - [*EN 301 549* (PDF 2.3Mo) (disponible seulement en anglais)](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/en_301549v030201p.pdf)

**Short Introduction / Description**

Making sure you did not forget anything with your captions.

category:

  - How to's

sub-category:

  - Create web content

audience:

  - Everyone

**Captioning Checklist**

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# Captioning Checklist

Do the captions include:

* Speaker identification for multiple speakers?
* Dialogue and narration?
* Tone and manner of voice, as needed (whispering).
* Important sounds, such as an explosion and a fire alarm.

Are the captions:

* Accurate?
  + Free from grammatical errors?
  + Free from punctuation errors?
* Consistent (uniformity in style and presentation)?
* Clear (A complete textual representation of the audio)?
* Readable:
  + displayed with enough time to be read completely?
  + synchronized and appear at approximately the same time as the audio is delivered?
  + not obscured by, nor do they obscure the visual content?
  + Have enough colour contrast (4.5 to 1 for small-scale text, 3:1 for large-scale text) between the video and the captions?
* Equal:
  + the meaning and intention of the material is completely preserved?