# Digital Accessibility Checklist Explanations: Accessible Hyperlinks and Multimedia

This document contains two sections: Hyperlinks and Multimedia. It has six checkbox items followed by an explanation for each item. Use the up and down arrows to navigate the document.

## Hyperlinks

**All hyperlinks convey: Where is the link going? Why is the link provided?**

*Explanation: Clear hyperlink text makes sense independently of surrounding text and informs people of the purpose of the link.*

**Hyperlinks in Word/PowerPoint include (opens in a new window) as part of the clickable text.**

*Example:* [Durham Tech Library (opens in a new window)](https://www.durhamtech.edu/dtcclibrary/index.htm)

*Explanation: Providing the forewarning* (opens in a new window) *or* (opens new window) *indicates to all users that a “new window” (the web browser) is going to appear on top of the document or presentation. This is especially important for screen reader users because a new window opening without warning can be disorienting.*

**Hyperlinks to documents and other uploaded files/types of content indicate the type of file or content in the clickable text.**

*Example:* Week 4 Lecture – Supply and Demand (DOC)

*Example:* Week 7 Review (PPT)

*Example:* Week 9 Introduction (SoundCloud recording)

**If students will likely print the content, the URL/web address for each hyperlink is provided.**

*Explanation: It is impossible to click a link on a printed document. Providing the URL/web address allows the student to type the address in a web browser. Tip: If the web address is especially long, use a URL shortener such as bitly.com or goo.gl to create a shorter version.*

## Multimedia

**Embedded (or linked) videos are captioned. Audio description is provided when needed.**

*Explanation: Captions and audio description provide access to videos for people who are deaf, hard of hearing, blind, or low-vision. Recent research suggests non-disabled students find captions to be a useful learning aid. Audio description is an additional audio track that provides a voice-over description of the on-screen content.*

**A transcript is provided for each video and audio selection (e.g., Films On Demand, YouTube, a podcast).**

*Explanation: A transcript is a text representation of aural content. It provides access to videos and audio content for people who have hearing impairments. Ideally, transcripts should be saved as a text document (e.g., with Window’s Notepad). Follow one of these conventions when hyperlinking to the transcript to Sakai:*

* Transcript of Parrot counting in binary (txt)
* Parrot counting in binary video transcript (txt)