

ID	1.0.Master Requirements for all Documents	Yes	No	N/A
1.1	Does the document file name not contain spaces and/or special characters?			✓
1.2	Is the document file name concise, generally limited to 20-30 characters, and makes the contents of the file clear in the context in which it is presented?			✓
1.3	Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?	✓		
1.4	Does the document refrain from using flashing/flickering text and/or animated text?	✓		
1.5	Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., <a href="http://www.samhsa.gov">http://www.samhsa.gov</a> and not <a href="http://www.samhsa.gov">www.samhsa.gov</a> )?	✓		
1.6	Are all URLs linked to correct Web destinations?	✓		
1.7	Are e-mail links accessible?	✓		
1.8	Has a separate accessible version of the multimedia file been provided when there is no other way to make the content accessible?	✓		

ID	2.0.Secondary Sensory-Channel Requirements	Yes	No	N/A
2.1	If a video—Does the video or animation contain synchronized captioning?	✓		
2.2	If an animation—Does the animation have a text equivalent?		✓	
2.3	If a sound file—Does the sound file have a matching transcript file?	✓		

ID	3.0. Functional Control Requirements	Yes	No	N/A
3.1	Does the file have the minimum required media controls of video resizing, volume control, play/stop buttons, and the ability to turn captions on and off?	✓		
3.2	Are all media controls keyboard accessible?	✓		
3.3	Is the media embedded in a way that allows the user to use keyboard controls to move in and out of the video in relation to surrounding content?		✓	