

Adobe Captivate Accessibility Checklist



Enable Accessibility checked in the Publish settings

Windows PC: Edit Menu -> Preferences -> Project settings and Publish Settings
Mac: Adobe Captivate Menu -> Preferences -> Project settings and Publish Settings



Add a Project Name and Description in the Project Settings

File Menu -> Project and Information



Appropriately named slides and objects on slides



Accessibility Descriptive text for slides and all objects on slides

Don't use the Auto Labels checkbox for accessible text



Provide synchronized closed captions for all audio content



Set an appropriate Tab Order

upper right of the properties panel



Set Shortcut Key for all interactive objects in the presentation

creates keyboard accessible content



Accessible Question Type: Multiple Choice, True/False, Likert Scale



Avoid using Drag and Drop functionality

creates inaccessible items due to reliance on physical dexterity