Adobe Captivate Accessibility Checklist

- [x] **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

- [x] **Add a Project Name and Description in the Project Settings**
  File Menu -> Project and Information

- [x] **Appropriately named slides and objects on slides**

- [x] **Accessibility Descriptive text for slides and all objects on slides**
  Don't use the Auto Labels checkbox for accessible text

- [x] **Provide synchronized closed captions for all audio content**

- [x] **Set an appropriate Tab Order**
  upper right of the properties panel

- [x] **Set Shortcut Key for all interactive objects in the presentation**
  creates keyboard accessible content

- [x] **Accessible Question Type: Multiple Choice, True/False, Likert Scale**

- [x] **Avoid using Drag and Drop functionality**
  creates inaccessible items due to reliance on physical dexterity

Source: Adobe Captivate Accessibility