



# OSU Minimum Web Accessibility Standards (rev. 06/30/2004)

<http://www.wac.ohio-state.edu/standards/>



## Standard 2 -- Synchronization.

**Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.**

**Note: 2.1) Limited access password protected pages with a controlled user group may identify, in writing, a process for providing access to multimedia presentations. The process must address how the information will be made accessible within a comparable time frame and with comparable effort by the user**

**Examples:**

**2.1 -- Multimedia files posted to a department page has synchronized captions.**

**2.2 -- A web page supporting an on campus course presents multimedia files and provides a separate statement about requesting captioning and the instructor/department has a letter from the Office For Disability Services outlining the time frame and various responsibilities for providing captioning.**

## Synchronization -- Dos and Don'ts

See also: [Standard 1 -- Alternative Text](#).

Do	Don't
Caption video so that captions appear at the same time the words are spoken in the video.	Frontload or backload captions, so that captions appear in large chunks before or after words are spoken in the video.

**Why:** Captions that appear in-synch with the audio of a video track helps users associate the words with the images and also helps associate the speaker with the words.

**How:** Divide your captions into "chunks" and associate the smaller sections with the correct frame of video. Make captions no longer than three lines per screen.

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**Get more help with captioning and synchronization , visit [NCAM's Rich Media Accessibility](#)**

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