Audio Description Quick Reference

The one question

What would I need to know to understand and complete this task if I couldn't see the screen?

You need audio description if:

- Important action happens on screen that the narration doesn't mention
- Gestures, expressions, or visual cues carry meaning
- Text appears on screen that isn't read aloud
- Scene changes or visual details matter for understanding

You probably don't if:

- The narration already describes what happens on screen
- The presenter explains their actions as they demonstrate
- The visual doesn't add information

Best approach: build it into the script

> *"Select the Submit button in the lower right corner. A confirmation message appears at the top of the screen."*

Everyone gets the same experience.

Use a separate description track when:

- You're working with video you didn't create
- No natural pauses, tight pacing, or dramatic or narrative elements

What to describe

- **Describe:** actions not mentioned, on-screen text not read aloud, scene changes, visual cues, and important details like data entered or results appearing.
- **Don't describe:** what's already said, decorative elements, or obvious context.

Write it

- Concise, present tense, and objective: "She smiles," not "She looks happy"
- Match the tone of the training, and time it to fit natural pauses

Check your work

- Close your eyes and listen. Then have someone new to the content listen without watching.