

# Accessibility Checklist for Paper Prototypes

This checklist is used when walking through a paper prototype. Any issues identified should be fixed at this point, if possible, or documented to be addressed later in the UI specification or in development.

## Input Controls

<b>1. Are there calendar controls?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ask an accessibility specialist for example(s) of calendar controls that have worked well for accessibility, and note this issue as something to be monitored during online prototyping and development.
<b>2. Are there text areas?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure that the design accommodates a character counter, or at least a "count characters" push button.
<b>3. Are any controls used inappropriately or in a non-standard way?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If yes, change the design to match the <u>standard use of controls</u> .

## Navigation and Links

<b>4. Will all links be clearly recognizable as links? (even when magnified so that the context is not visible)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If no, consider modifying the design to make links look more like links. If unsure, consult an Accessibility specialist to determine whether or not it is an issue.
<b>5. Do any links say "Click here"?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, change the wording of the link to reflect the link's destination.
<b>6. Are there multiple links on the page with the same wording (e.g. multiple "example" or "more info" links)?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, consider whether more wording is needed to clarify the purpose of the links.  If the purpose is clear without additional wording (due to the visual layout or the context of the page), note the issue for later documentation (the links will need title attributes).
<b>7. Are any labels, links, or buttons unpronounceable?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, consider whether it is possible to change the wording to a pronounceable label if possible.

## Graphics and Colors

<b>8. Is information conveyed by color alone?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If yes, there is no need to remove the color distinction, but it is necessary to add some other attribute to communicate the distinction.
<b>9. In the application, is task-critical information conveyed through graphics?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If yes, - Work closely with accessibility specialists to determine the best approach to providing equivalent information in a non-graphical format.

## Page Layout

<b>10. Does the page appear that it would be cumbersome to navigate via keyboard?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If yes, -Consider how to insert within-page navigation to allow users to go directly to specific sections (whether or not this navigation is visible in the UI). -Discuss with an accessibility specialist
<b>11. Do information or controls follow the expected end of page?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If yes, consider whether the information or controls are relevant to the task or whether they are unnecessary, such as legal disclaimers that most people don't read anyway.
<b>12. Are there any tables that have two or more rows of column headings (or two or more columns of row headings)?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, consider whether the multiple rows or columns of headings provide value in understanding the meaning of the table, or whether the table could be presented in a simpler format without loss of meaning.
<b>13. Are there objects that may be too far apart to be seen at the same time when the screen is magnified?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unknown	If yes, try to adjust the page layout to move the objects closer together, without compromising the usability of the page.

## System Feedback and Error Handling

<b>14. Has the approach to error handling been considered?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, review the Internet Standards for guidance on the requirements for error handling.  If yes, make sure it is consistent with the requirements in the Internet Standards.

## Other

15. Does it appear that disabled fields will be used to communicate read-only information to the user?

- Yes      If yes, consider how the information might be presented simply as display text, rather than in a disabled field.
- No
- NA
- Unknown

16. Will non-HTML files or applications (such as PDF, fillable Word forms, Flash, ActiveX) be used?

- Yes      If yes, consider whether it is possible to provide the same functionality using HTML, or to provide an alternative HTML version in addition to the PDF. If no, it is necessary to test the files or applications to determine how they work with assistive technologies.
- No
- NA
- Unknown

