

Draft Checklist:

A process for recording the data from a manual page check

Sample Tests and Flow

Tools Needed

- Firefox browser, latest version, downloaded from Mozilla.com. (www.mozilla.com/en-US/firefox/)
- Firefox web development toolbar (just called "the toolbar" below). In Firefox, open the [add-ons page](http://addons.mozilla.org/firefox/60/). (addons.mozilla.org/firefox/60/) and click "Install now" (it installs automatically). Then close and reopen Firefox to finish the installation. (Note: there are similar toolbars for Internet Explorer 6 and 7, but the Firefox version seems to be the most complete and easiest to use.)
- Colour Contrast Analyser version 1.1 (yes, it's UK spelling, and yes, the version has to be 1.1 not 1.0). Go to the Vision Australia [download page](http://www.visionaustralia.org.au/info.aspx?page=628#download). (www.visionaustralia.org.au/info.aspx?page=628#download) and click the first link under "Download." Save the .zip file and extract it to a convenient place. You may want to make a shortcut to the .exe file on your desktop.

Part 1: Basic Behavior

- This section is designed to require no knowledge of the inner workings of the web or of web coding languages. It is frankly meant to be done by a sighted reader, who may also be learning about the barriers that disabled readers face every day.

Test 1: Visual check

- Method: open your page in the Firefox browser; look at the page as displayed.
- Why this is important: most visitors to the page are fully sighted; some pages might be difficult for them to understand or navigate, too.

Checkpoints

1. Is the text legible in size and font selection?
Yes O No O
2. Is there sufficient contrast between text and background colors?
Yes O No O
3. Are the page elements positioned in a logical, organized, easy-to-find layout?
Yes O No O
4. Is anything moving?
Yes O No O
5. Does the page require special video, audio, applets, scripts, or interactive forms?
Yes O No O
Note: If yes mark these features immediately for a thorough, specialized evaluation of those components covered in later sections.

Test 2: Text and Window Size

- Method: use the browser's **View -> Text Size** menu item (or hit Ctrl+) two or three times to increase the size of the text, then drag the right side of the browser window (using the mouse) to make it narrower.
- Why this is important: Visitors with mildly reduced vision may be assisted by a simple increase in font size. However, pages that are incorrectly structured might force them to scroll horizontally to read the text, and some pages might not even respond to the browser's change in font size.

Checkpoints

6. Does **all** text on the page respond to the change in size? **Note:** possible exceptions might be large decorative logos or banners that contain text within an image but note these objects for alt-text checking.
Yes No
7. Does text "wrap" within columns as the browser width is changed?
Yes No
8. Do the columns and elements overlap each other as these changes are made?
Yes No
9. Do lines get pinched together or even overlap when these changes are made?
Yes No

Test 3: Tab Order

- Method: use the keyboard **Tab** key to move through the sequence of links and form elements as they are ordered on the page.
- Why this is important: visitors who are unable to use the mouse will rely on the tab key for navigating between links and form elements.

Checkpoints

10. Is there a logical tab progression from element to element and between groups of elements such as links as you tab through the page?
Yes No
11. Within interactive forms does the tab order between the elements make much the way that visitors would normally fill in the information?
Yes No

And so on...

- The actual instrument has more tests basic tests...
- There are also parts for validation and assistive device testing. These are less extensive...