Manual Review Checklist

1.3.2 Meaningful Sequence

☐ Tables are NOT created using white space characters (space, tab, return, ;nbsp, etc) to layout the data

☐ Text columns are NOT created using white space characters to lay out the information

☐ None of the words on the web page contain white space characters (E x a m p l e)

☐ Reading and navigation order (determined by code order) is logical and intuitive

1.3.3 Sensory Characteristics

☐ Instructions do not rely upon shape, size, or visual location (“click the square icon to continue”)

☐ Instructions do not rely upon sound (“A beeping sound indicates you may continue”)

1.4.4 Resize text

☐ The page is readable and functional when the text size is doubled

2.1.1 Keyboard

☐ The keyboard can navigate to all interactive elements

☐ When focus is placed on each element, focus remains there until user moves it

☐ Functions triggered by mouse can also be triggered with a keyboard

2.1.2 No Keyboard Trap

☐ Keyboard focus is never locked or trapped on any page element. Users can navigate to and from all navigable page elements

2.2.2 Pause, Stop, Hide

☐ On a page with moving or scrolling content, either movement completes within 5 seconds or there is a mechanism in the page to pause moving or scrolling content
- If a mechanism is provided to pause moving or scrolling content, another mechanism is provided to restart the paused content
- The page is free of blinking content, or blinking completes within 5 seconds

### 2.3.1 Three Flashes or Below Threshold
- No page content flashes more than 3 times per second
  - OR –
- Flashing content is sufficiently small and the flashes are of low and contrast and do not contain too much red (See general flash and red flash thresholds)

### 3.2.1 On Focus
- Load the web page, ensure that a new window has not been opened as a result of loading the new page. When a new window is opened it is not automatically given focus
- For each link that opens automatically in a new window or, there is a warning spoken in assistive technology that this link opens to a new window. Also, there is a visual warning in text that this link opens to a new window

### 3.2.3 Consistent Navigation
- Navigation links that are repeated on web pages do not change order when navigating through the site

### 3.2.4 Consistent Identification
- Elements that have the same functionality across multiple web pages are consistently identified the same way (search box at the top of the site always labeled ‘search’)

### 3.3.4 Error Prevention (Legal, Financial, Data)
- If the user can change or delete legal, financial, or test data, the changes/deletions are reversible, verified or confirmed