Screen/page name		Reviewer	
		Review date	

Instructions:

1. Make multiple copies of this checklist; use ONE for EACH screen, page, dialog, tabbed area, etc.
2. Complete the identification details in the header.
3. Check each element and mark compliance in the **OK?** column. Use ✓, ✗, or **n/a** (not applicable).
4. Add comments or notes as necessary, with constructive suggestions for change.
5. Use the blank rows for other interface elements that are not listed here.

Overall Design Elements	OK?	Comments
Objects are labelled		
Related objects are grouped		
Objects are aligned		
TAB order is sequential down the page		
Opening focus is on first field		
No horizontal scrolling		
Minimal vertical scrolling		
Objects are accessible by keyboard		
Displays suitably on small devices		
Displays suitably on large devices		
Displays suitably at a small resolution		
Displays suitably at a large resolution		
Displays suitably when window is resized		
Displays suitably when fonts are resized		
Space is provided for translation		

Text Elements	OK?	Comments
Title bar		
Status bar		
Menu and submenu item labels		
Grouping box labels		
Field labels		
Column header labels		
Selection list items		
Command button text		

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Text Elements	OK?	Comments
Tooltips on fields		
Tooltips on menu items		
Tooltips on icons		
Text used for links		
User assistance		
Error messages		

Links	OK?	Comments
Menus and submenus		
Breadcrumb trails		
Sidebar links		
Header links		
Footer links		
Browse sequences		
Text links		
Popup links		
Expand/collapse links		
Back to top links		
Image links		
Image map links		
Help links		
Email links		

Graphics	OK?	Comments
All are necessary		
All are correct size for context		
All display without error		
All render correctly		
Text displays when graphics are turned off		

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Graphics	OK?	Comments
Common graphics used for common actions		
Image maps cover correct elements		
Print correctly in color		
Print correctly in black/white		

Color	OK?	Comments
Prints correctly in color		
Prints correctly in black/white		
Displays as expected on different monitors		
Suitable for color-blind users		
Culturally appropriate for users		
Uses a color palette suitable for expected user environment		
User/admin can change color scheme/CSS		
Special elements are distinguished by suitable colors		

User actions	OK?	Comments
Menu and submenu items		
Command buttons		
Toolbar buttons		
Calendar controls		
Spin controls		
Tabs		
Other clickable buttons etc.		
Keyboard commands (TAB, ENTER, CTRL, ALT, Fn keys, access keys)		

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User interactions	OK?	Comments
Search using single terms		
Search using multiple terms/phrases (with and without quotes)		
Search using Boolean operators		
Search using wildcards		
Complete and submit a form in full		
Submit a form with only the required fields completed		
Submit a form with empty required fields		
Submit a form with data you know to be incorrect (e.g. text in a number field)		
Check all validation error messages		

Performance	OK?	Comments
Open		
Close		
Load linked windows		
Action results (search, submit form, click buttons etc.)		
Run processes (save a record, display a report, etc.)		

Web apps only	OK?	Comments
HTML validates for declared DOCTYPE		
CSS validates		
All required content prints correctly within the paper dimensions		
Page displays the same in main browsers		
Page is usable when CSS is turned off		
Page is usable when images are turned off		

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Web apps only	OK?	Comments
Page is usable when scripts are turned off		
Page is usable when frames are turned off		
Page is usable when cookies are turned off		

General comments about this screen/page