SKILLSCOMMONS ACCESSIBILITY CHECKPOINTS

METHODS FOR EVALUATING THE ACCESSIBILITY OF HTML FILES/DOCUMENTS (NON-ASSISTIVE TECHNOLOGIES)



Methodology

- Designed by
 - •<u>CUDA</u> and <u>CSU-MERLOT</u>
 - In partnership with <u>CAST</u>

•Applied by

•The California State University on the California Open Online Library Project (<u>www.cool4ed.org</u>)

Non-Assistive Technologies Evaluation

The "Non-Assistive Technologies (NAT) Evaluations" address readily available tools such as the keyboard and navigation typically found on our devices and are typically available to the general public

Accessibility Checkpoints

- 1. Accessibility Documentation
- 2. Text Access
- 3. Text Adjustment
- 4. Reading Layout
- 5. Reading Order
- 6. Structural Markup/Navigation
- 7. Tables

- 8. Hyperlinks
- 9. Color and Contrast
- 10. Language
- 11. Images
- 12. Multimedia
- 13. Flickering
- 14. STEM
- 15. Interactive Elements

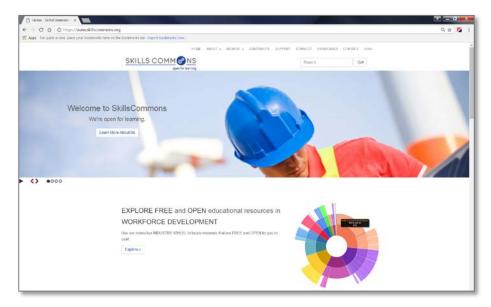
Accessing HTML files/documents

- 1. Visit SkillsCommons site at www.skillscommons.org
- 2. Search for and download desired HTML files/documents

Accessing HTML files/documents

STEPS:

1. Visit SkillsCommons site at www.skillscommons.org

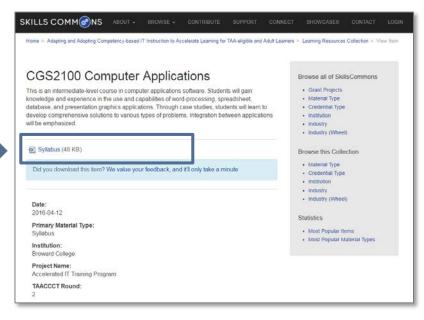


Accessing HTML files/documents

STEPS:

2. Search for and download desired HTML files/documents

Click on HTML file/document to download.



Skills Commons Accessibility Checkpoints

All information obtained from the WORD document evaluation will be entered into the <u>SkillsCommons Accessibility Checkpoints</u> document:



A. Text is compatible with assistive technology.

PASS/FAIL:

B. The resource allows the user to adjust the font size and font/background color (or is rendered by an application such as a browser, media player, or reader) that offers this functionality).

Ranking:

Additional Information: Please describe the technologies (hardware and software versions) and

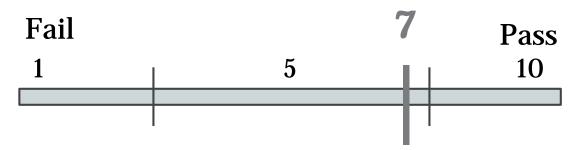
Enter info such as the pages you evaluated here as well. methodologies you used to evaluate the accessibility of the resource for this feature.

Pass, Fail, or N/A?

- Evaluate material based on the amount of material included in the checklist
- Example: Evaluate 10 links for flickering 7 / 10 links - PASS 6/10 links - FAIL N/A cannot be used here!

Ratings

• Ratings are on a scale of 1-10



- Failure to meet a checkpoint (Fail) should not be rated above a 7
- Meeting a checkpoint (Pass) should not be rated below a 7

Evaluating Accessibility of HTML file/documents

HTML Evaluation Requirements

OS and Native Software

• Windows OS (XP or above)

Require Downloading

- Color Contrast Analyzer (Download)
- Google Chrome (<u>Download</u>)
- Care your eyes (Google Chrome extensions) (Download)
- Select and Speak (Google Chrome ext.) (Download)

1. Accessibility Documentation

For the file/documents' organizations, find the following:

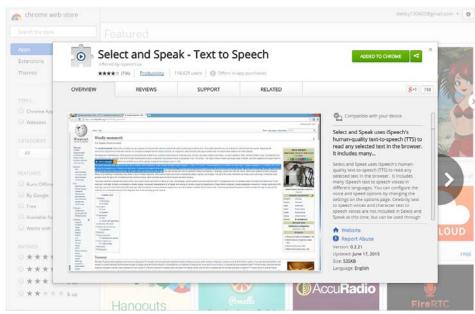
- ☑ URL to formal Accessibility Policy
- ☑ URL to accessibility statements
- ☑ URL to Accessibility Evaluation Report

The text of the digital resource is available to assistive technology that allows the user to enable text-to-speech (TTS) functionality

- 1. Download "Select and Speak"
- Open the file/document with Google Chrome > Select text > Click on "Select and Speak" icon

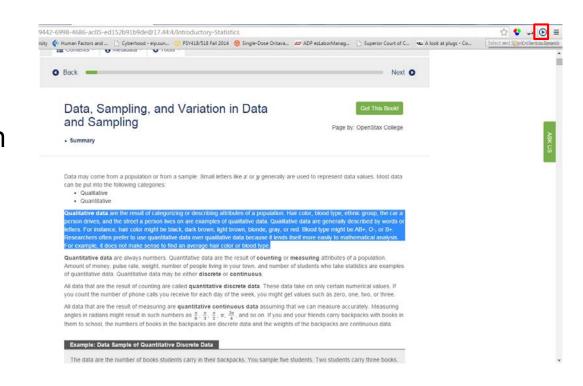
1. Download "Select and Speak" @

<u>https://chrome.google.com/webstore/detail/select-and-speak-text-</u> to/gfjopfpjmkcfgjpogepmdjmcnihfpokn/related?hl=en



2. Open the file/document with Google Chrome > Select text > Click on "Select and Speak" icon

Note: make sure your speaker is on!



- Amount of Material to Be Evaluated
 - *** Sample 15% of the chapters ***
 - Ex. If the file/document has 20 chapters in total
 - 20 chapters x .15 = 3 chapters

Note: round up to nearest whole number

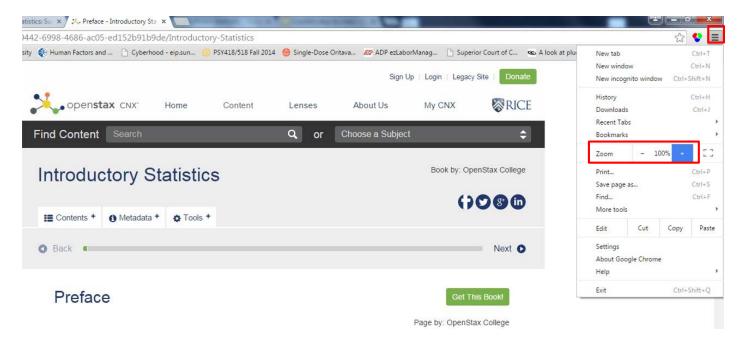
3. Text Adjustment (Size)

 $\ensuremath{\boxdot}$ The text allows the user to adjust the font size

- 1. Open the file/document with Google Chrome
- 2. Click on Menu > Zoom "+" for increase, "-" for decrease

3. Text Adjustment (size)

- 1. Open the file/document with Google Chrome
- 2. Click on Menu > Zoom "+" for increase, "-" for decrease



3. Text Adjustment (size)

- Amount of Material to Be Evaluated
 - *** Sample 15% of the chapters***

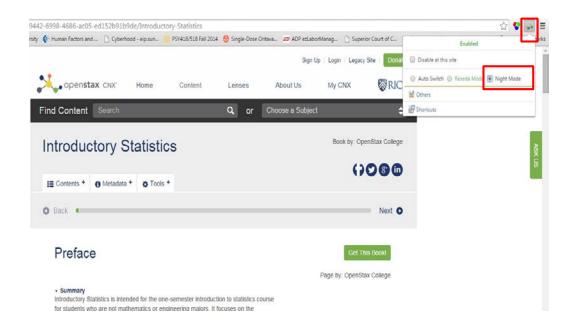
 \blacksquare The text allows the user to adjust the font size

- 1. Download "Care your Eyes"
- 2. Open the file/document with Google Chrome and click on the Care your eyes icon
- 3. > Select Night Mode > See if the font/background color changes

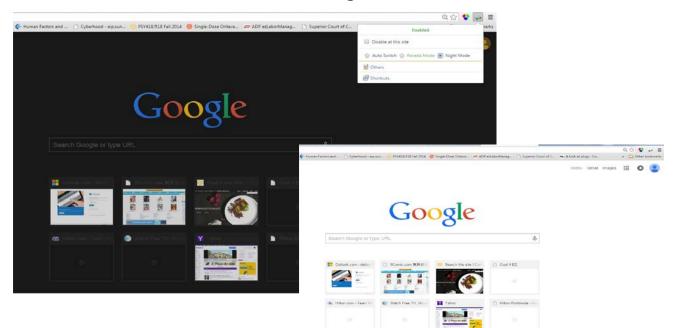
- 1. Download "Care your Eyes" @
 - https://chrome.google.com/webstore/detail/care-youreyes/fidmpnedniahpnkeomejhnepmbdamlhl?hl=en

tensions		e your Eyes				ADDED TO CHROME	aller.
iemes	offered (by Spraith ★ (264) Accessibility /	2,235 usera				
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ITEGORIES All ATURES Runs Offline By Google Free Available fo			gle ,	Constructions from the end of the end	A Comparison of the second sec	Change the page's background color to the reseds or night mode and you can click a block to make it changing color. Change a webpage's background color to reseds or night mode to proteix your eyes from intensity of white or other lightness color. You can classom the setting of which webpage elements background image and fort color by yourself.	
Worka with TINGS * * * 1 * * * 1				9 fact		Report Abuse Version: 6.0.6 Update: May 25, 2015 Size: 199KB Languages: See all 2	LOUI

 Open the file/document with Google Chrome and click on the Care your eyes icon > Select Night Mode > See if the font/background color changes



Example: Accessible website for font/background



• Amount of Material to Be Evaluated

*** Sample 15% of the chapters***

4. Reading Layout (Reflow)

Text of the digital resource is compatible with assistive technology that allows the user to reflow the text by specifying the margins and line spacing

- 1. Open the file/document with Google Chrome
- 2. Click on Menu > Zoom "+" for increase, "-" for decrease
- 3. Check if the text reflows

4. Reading Layout (Page # match)

- ☑ If the digital resource is an electronic alternative to printed materials, the page numbers correspond to the printed material
- ***Compare pages with printed material (PDF if no hard copy) ***If printed material not available, mark N/A

4. Reading Layout (Page # match)

Do the page numbers correspond to the printed text?

- 1. Randomly select TEN pages from your online text from each third of the file/document (i.e., middle, beginning, and end)
- 2. Find corresponding pages in printed file/document or in PDF version
- 3. Determine if page numbers are the same in both versions

4. Reading Layout (Page # match)

HTML Book – Page 44

De Anza Colleg	ge	Foothill		e	
	Number	Percent		Number	Percent
Full-time	9,200	40.9%	Full-time	4,059	28.6%
Part-time	13,296	59.1%	Part-time	10,124	71.4%
Total	22,496	100%	Total	14,183	100%

Fall Term 2007 (Census day)

Tables are a good way of organizing and displaying data. But graphs can be even more helpful in understanding the data. There are no strict rules concerning which graphs to use. Two graphs that are used to display qualitative data are pie charts and bar graphs.

In a pie chart, categories of data are represented by wedges in a circle and are proportional in size to the percent of individuals in each category.

In a **bar graph**, the length of the bar for each category is proportional to the number or percent of individuals in each category. Bars may be vertical or horizontal.

A Pareto chart consists of bars that are sorted into order by category size (largest to smallest).

Look at Figure and Figure and determine which graph (pie or bar) you think displays the comparisons better.

It is a good idea to look at a variety of graphs to see which is the most helpful in displaying the data. We might make different choices of what we think is the "best" graph depending on the data and the context. Our choice also depends on what we are using the data for.



Printed Book – Page 14

14 CHAPTER 1 | SAMPLING AND DATA

Qualitative Data Discussion

Below are tables comparing the number of part-time and full-time students at De Anza College and Foothill College enrolled for the spin(2010 quarter. The tables display counts (frequencies) and percentages or proportions (relative frequencies). The percent columns make comparing the same categories in the colleges easier. Displaying percentages along with the numbers is often helpful, but is is particularly important when comparing uses of data had not have the same totals, such as the total enrollments for both colleges in this example. Notice how much larger the percentage for part-time students at Notice I College is compared to De Anza College.

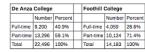


Table 1.2 Fall Term 2007 (Census day)

Tables are a good way of organizing and displaying data. But graphs can be even more helpful in understanding the data. There are no strict rules concerning which graphs to use. Two graphs that are used to display qualitative data are pie charts and bar graphs.

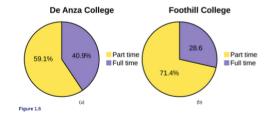
In a pie chart, categories of data are represented by wedges in a circle and are proportional in size to the percent of individuals in each category.

In a **bar graph**, the length of the bar for each category is proportional to the number or percent of individuals in each category. Bars may be vertical or horizontal.

A Pareto chart consists of bars that are sorted into order by category size (largest to smallest).

Look at Figure 1.5 and Figure 1.6 and determine which graph (pie or bar) you think displays the comparisons better.

It is a good idea to look at a variety of graphs to see which is the most helpful in displaying the data. We might make different choices of what we think is the "best" graph depending on the data and the context. Our choice also depends on what we are using the data for.



5. Reading Order

Reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology

See Assistive Technologies PowerPoint

6. Structural Markup / Navigation

The text of the digital resource includes markup (e.g. tags or styles) that allows for navigation by key structural elements (chapters, headings, pages) using assistive technology

See Assistive Technologies PowerPoint

7. Tables

Data tables include markup (e.g. tags or styles) that identifies row and column headers in a manner that is compatible with assistive technology

See Assistive Technologies PowerPoint

8. Hyperlinks

- Functionality: Links (e.g. website or email addresses) within the text of the digital resource are rendered as active hyperlinks in a manner that allows them to be detected and activated with assistive technology
- Descriptive: The link is descriptive enough for the users to know where the link will take them. If the link appears as an URL = fail this sub category.

- 1. Navigate through webpages using TAB key
- 2. Use ENTER key to select page

8. Hyperlinks

- Amount of Material to Be Evaluated
- Check for functionality & descriptive of links

*** Sample 20 hyperlinks***

Recognize, describe, and calculate the measures of location of data, quartiles and percentiles

Recognize, describe, and calculate the measures of the center of data: mean, median, and mode
 Recognize, describe, and calculate the measures of the spread of data: variance, standard deviation, and range.

Once you have collected data, what will you do with it? Data can be described and presented in many different formats. For example, suppose you are interested in buying a house in a particular area? You may have no clue about the house prices, so you might ask your real estate agent to give you a sample data set of prices. Looking at all the prices in the sample often is overshelming. A better way might be to look at the median price and the variation of prices. The median and variation are just two ways that you will learn to describe data. Your agent might also provide you with a graph of the data.

In this chapter, you will study numerical and graphical ways to describe and display your data. This area of statistics is called "Descriptive Statistics." You will learn how to calculate, and even more importantly, how to interpret these measurements and graphs.

A statistical graph is a fool that helps you learn about the shape or distribution of a sample or a population. A graph can be a more effective way of preventing data than a mass of numbers because we can see where data clusters and where there are only a few data values. Newspapers and the internet use graphs to show trends and to enable readers to compare facts and figures quickly. Statisticians often graph data thirs to get a picture of the data. Then, more formal tools may be applied.

Some of the types of graphs that are used to summarize and organize data are the dot plot, the bar graph, the histogram, the stemand-leaf plot, the frequency polygon (a type of broken line graph), the pie chart, and the box plot. In this chapter, we will briefly look at stem-and-leaf plots, line graphs, and bar graphs, as well as frequency polygons, and time series graphs. Our emphasis will be on histograms and box plots.

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This book conta	its instructions for constructing a	histogram and a box plot for the TI-83+ and TI-84
alculators. The	Texas Instruments (TI) website	rovides additional instructions for using these

Downloads + History + Attribution +

This work is licensed by OpenStax College under a Creative Commons Attribution License License (4.0).

9. Color & Contrast (Contrast Ratio)

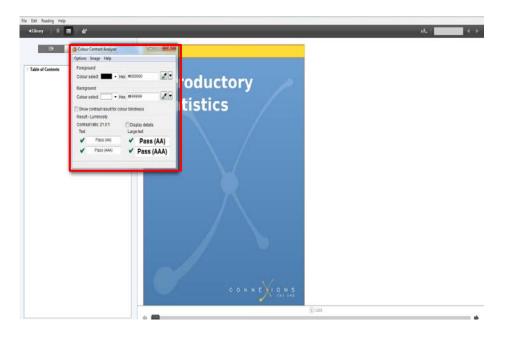
☑ The visual presentation of text and images of text in the digital resource has a contrast ratio of at least 4.5:1

- 1. Download Colour Contrast Analyzer Tool
- 2. Open the document you want to evaluate
- 3. Open the application
- 4. Make sure you are in the **Result --Luminosity** mode.
- 5. Click the **Foreground eye dropper** tool, hover over and click the foreground color to select it.
- 6. Click the **Background eye dropper** tool, hover over and click the background color.
- 7. Check and compare the ratio to 4:5:1

9. Color & Contrast (Contrast Ratio)

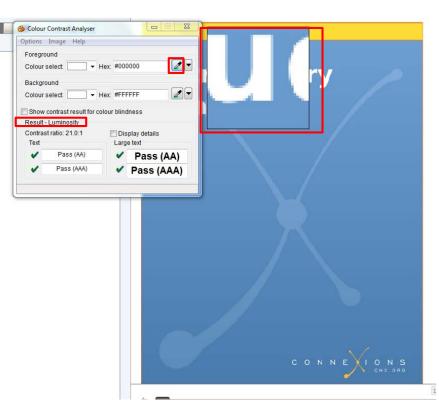
Colour Contrast Analyzer (CCA)

- 1. <u>Download Colour</u> <u>Contrast Analyzer</u> <u>Tool</u>
- 2. Open the document you want to evaluate
- 3. Open the application



9. Color & Contrast (Contrast Ratio)

- Make sure you are in the **Result --**Luminosity mode.
- 5. Click the **Foreground eye dropper** tool, hover over and click the foreground color to select it.

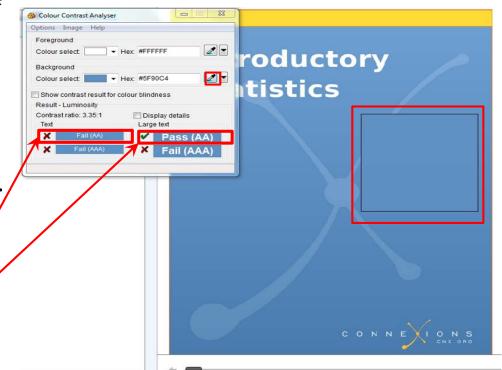


Color & Contrast (Contrast Ratio)

- 6. Click the **Background eye dropper** tool, hover over and click the background color.
- 7. Determine if the text is greater than 18 points (e.g. Header).

Small text: Check under "Text" Large text (18+): Check under

"Large text"



9. Color & Contrast (Contrast Ratio)

Amount of Material to Be Evaluated

Contrast Ratio

*** Sample 15% of the chapters***

9. Color & Contrast (Color Redundancy)

- Amount of Material to Be Evaluated
 - *** Sample 15% of the pages ***

- ☑ The text of the digital resource includes markup that declares the language of the content in a manner that is compatible with assistive technology
- If the digital resource includes passages in a foreign language, these passages include markup that declares the language in a manner that is compatible with assistive technology

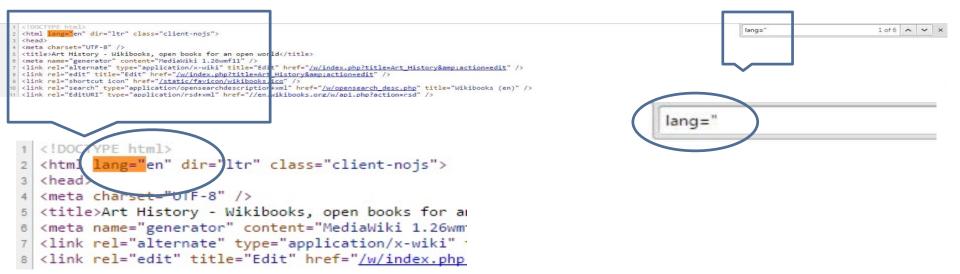
STEPS:

- 1. Open the file/document you want to evaluate in your browser
- 2. Click on Browser Menu > more tools > view source
- 3. Press on Ctrl + F to search
- 4. Type in <u>lang="</u>
- 5. Look for lang="language code" ex: lang="en"

- 1. Open the file/document you want to evaluate in your browser
- 2. Click on Browser Menu > more tools > view source

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ndom book		Create application shortcuts	Settings			
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nmunity	A discussion of what art is and can be, and what we mean by "art history" - a brief summary of the book.	Developer tools Ctrl+Shift+I	Help		5	
Reading room Community portal		View source Ctrl+U	Exit Ctrl+Shift+O			
ulletin Board	Prehistoric Art	JavaScript console Ctrl+Shift+J				
leip out!	Aboriginal art works, European "cavemen" artworks such as the drawings at Lascaux and Cauvet.	Inspect devices				
Policies and Juidelines	Ancient Art .					
Contact us				A Day		

- 4. Press on Ctrl + F to search
- 5. Type in <u>lang="</u>
- 6. Look for lang="language code" ex: lang="en"



- Non-decorative images have alternative text that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality)
- Decorative images are marked with null alternate text or contain markup that allows them to be ignored by assistive technology
- Complex images, charts, and graphs have longer text descriptions that are compatible with assistive technology

Non-decorative Images

• A description of the image should be found in the ""



114 cm (Toledo Art Museum)

A central premise of Postmodern criticism is that we are constructed in the codes, discourses, and languages of our cultural contexts. These codes do not seem to be artificial to us—instead, they seem natural. But this is an effect of the power of culture in defining us and the way we look at the world. Culture "naturalizes" codes of identity, and we forget that how we define ourselves—and others—depends on choices we make. We imagine instead that things "have always been this way." Postmodern art criticism offers a way to challenge that idea, by showing how visual (i.e., cultural)representations of race, class, gender, and sex are created, how they change, and how they shape identity.

The Rise of the Museum

 <img alt="" src="https://ka-</pre> perseusimages.s3.amazonaws.com/d8ed101f92c 5347c9691bd1b8b71eafca12730c4.jpg" /> James Tissot, London Visitors, 1874, oil on canvas, 160 x 114 cm (Toledo Art Museum)

STEPS:

- 1. Open W3C in your browser
- 2. Open the HTML file/document you want to evaluate in your browser
- 3. Copy the HTML file/document URL into the URL address box
- 4. Open the HTML file/document you want to evaluate in your browser
- 5. Copy the HTML file/document URL into the URL address box
- 6. Look for error messages related to images. If there are no error messages, the page passes.

For complex images, check a minimum of 25 images, if applicable.

1. Open W3C in your browser

https://validator.w3.org/#validate_by_uri

W3C*	Markup Validation Service Check the markup (HTML, XHTML,) of Web documents
Validate by URI Validate by	
Validate a docume Address:	
More Option	Check

This validator checks the <u>markup validity</u> of Web documents in HTML, XHTML, SMIL, MathML, etc. If you wish to validate specific content such as <u>RSS/Atom feeds</u> or <u>CSS stylesheets</u>, <u>MobileOK content</u>, or to <u>find</u> <u>broken links</u>, there are <u>other validators and tools</u> available. As an alternative you can also try our <u>non-DTD-based validator</u>.



Try now the W3C Validator SuiteTM premium service that checks your entire website and evaluates its conformance with W3C open standards to quickly identify those portions of your website that need your attention.



- 2. Open the HTML file/docuemnt you want to evaluate in your browser
- 3. Copy the HTML file/document URL into the URL address box

Markup Validation		
Validate by URI Validate by File Upload Validate by URI Validate a document online:	Validate by Direct Input	
Address:		
More Options	Check	

This validator checks the <u>markup validity</u> of Web documents in HTML, XHTML, SMIL, MathML, etc. If you wish to validate specific content such as <u>RSS/Atom feeds</u> or <u>CSS stylesheets</u>, <u>MobileOK content</u>, or to <u>find</u> <u>broken links</u>, there are <u>other validators and tools</u> available. As an alternative you can also try our <u>non-DTD-based validator</u>.



Try now the W3C Validator Suite[™] premium service that checks your entire website and evaluates its conformance with W3C open standards to quickly identify those portions of your website that need your attention.



- 4. Click on Check
- 5. Look for error messages related to what you want to check for

Markup Validation Service Check the markup (HTML, XHTML,) of Web documents
Validate by URI Validate by File Upload Validate by Direct Input
Validate by URI Validate a document online:
Address
More Options
Check

This validator checks the <u>markup validity</u> of Web documents in HTML, XHTML, SMIL, MathML, etc. If you wish to validate specific content such as <u>RSS/Atom feeds</u> or <u>CSS stylesheets</u>, <u>MobileOK content</u>, or to <u>find</u> <u>broken links</u>, there are <u>other validators and tools</u> available. As an alternative you can also try our <u>non-DTD-based validator</u>.



TOR <u>Try now the W3C Validator Suite™</u> premium service that checks your entire website and evaluates its conformance with W3C open standards to quickly identify those portions of your website that need your attention.



The W3C validators are developed with assistance from the Mozilla Foundation, and supported by community donations Donate and help us build better tools for a better web.

6. Look for error messages related to images. If there are no error messages, the page passes.

Ex: Any message that has "img" in it

3 Line 102, Column 8: The big element is obsolete. Use CSS instead.

<big>...

2 Line 103, Column 8: The big element is obsolete. Use CSS instead.

<big>Auth...

3 Line 105, Column 4: Element dl is missing a required child element.

<dd><i>Participants helping to develop this text.</i>

Content model for element d1

Zero or more groups each consisting of one or more dt elements followed by one or more dd elements, optionally intermixed with script-supporting elements.

3 Line 278, Column 178: Element link is missing required attribute property.

...gadget.extlinks%7Cext.wikimediaBadges&only=styles&skin=vector&*" />

Attributes for element <u>link</u>: Global attributes href crossorigin rel media hreflang type

Images

- Amount of Material to Be Evaluated For Complex images: Make sure the descriptions for the images are descriptive enough
- <u>Rule of thumb</u>: if the image cannot be described in one sentence, it's complex!
- Dependent on intentions of text if included in text, may be helpful to simply link them back

*** Sample 15% of the pages

12. Multimedia

- A synchronized text track (e.g., open or closed captions) is provided with all video content
- ☑ A transcript is provided with all audio content

STEPS:

- 1. Search webpages for multimedia content
- 2. Search for synchronized text tracks or transcripts

12. Multimedia

Audio/video content is delivered via a media player that is compatible with assistive technology

See 15. Interactive elements

12. Multimedia (Synchronized Text)

Find multimedia Search for availability of a text track (e.g., CC)

ALL CONTENT IN "FIRST THINGS FIRST"

First things first

New to art? This is a good place to start. Art gives us access to the way people at different moments in history have understood the world. Jump in and explore!

9	Cave painting, contemporary art and everything in between	Why look at art? Total energy points 162	
\odot	Why look at art?		14
0	A brief history of Western culture		the second s
0	Common questions about dates		
Ø	A brief history of representing of the body in Western sculpture		Jen C
Ø	A brief history of representing the body in Western painting	A COLOBE COLOR	
0	What made art valuable—then and now		
0	What maps tell us	But maybe sometimes art is	
Ø	The skill of describing	everywhere, in the street,	0 @ \$ []

12. Multimedia (Transcript)

- 1. Find multimedia
- 2. Search for availability of a transcript





proressional, and Da vid Torgersen whose voices and insights are included here Share - 🚯 Info Options •

12. Multimedia (Transcript)

Why look at art? This was the question we posed to several of our colleagues at a conference for museum professionals. Special thanks to Laura Mann, Anna Velez, an anonymous professional, and David Torgersen whose voices and insights are included here.

🔅 Options 👻 🕝 Share 👻 🚯 Info

0:00 [MUSIC PLAYING]

- 0:05 SPEAKER 1: I think it's important
- 0:07 that people look at art because we live in a visual world.
- 0:11 And understanding, and looking at,
- 0:14 and thinking about the way images
- 0:16 communicate in all kinds of ways is important to being alive
- 0:21 today.
- 0:22 SPEAKER 2: If one has heightened visual acumen, which
- 0:26 you get from spending time looking at things, whether it's

12. Multimedia

• Amount of Material to Be Evaluated

*** <u>Sample a minimum of three videos, if applicable</u>***

13. Flickering

Resources should not contain anything that flashes more than <u>three times</u> in any <u>one-second period</u>

STEM: Science, Technology, Engineering, and Math

STEM content is marked up in a manner that is compatible with assistive technology

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☑ The resource conveys both the notation (presentation) and meaning (semantics) of the STEM content

STEPS:

- 1. Manually check that the following have a description that conveys notation and meaning
 - Figures
 - Graphs
 - Tables

Manually check that all figures, graphs, and tables have a description that conveys notation and meaning

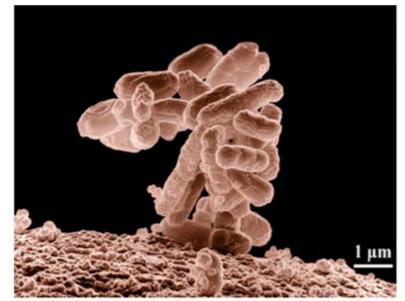


Figure 1.15 Biologists may choose to study *Escherichia coli* (*E. coli*), a bacterium that is a normal resident of our digestive tracts but which is also sometimes responsible for disease outbreaks. In this micrograph, the bacterium is visualized using a scanning electron microscope and digital colorization. (credit: Eric Erbe; digital colorization by Christopher Pooley, USDA-ARS)

Successive Ionization Energies (kJ/mol)

	Na	Mg	Al	Si	Р	s	Cl	Ar
IE1	496	738	578	787	1012	1000	1251	1520
IE_2	4562	1451	1817	1577	1903	2251	2297	2665
IE_3	6912	7733	2745	3231	2912	3361	3822	3931
IE_4	9543	10540	11575	4356	4956	4564	5158	5770
IE_5	13353	13630	14830	16091	6273	7013	6542	7238
IE_6	16610	17995	18376	19784	22233	8495	9458	8781
IE_7	20114	21703	23293	23783	25397	27106	11020	11995

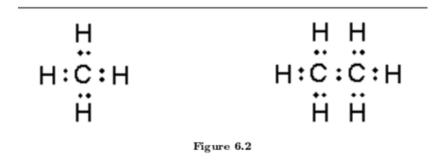


Table 4.1

Labels, descriptions, or tags should be descriptive

• Amount of Material to Be Evaluated

For BOTH Markup and Notation, find:

10 figures10 graphs10 equations

(as applicable)

☑ Keyboard

Interactive elements allow for keyboard-only operation WITH and WITHOUT assistive tech

**Evaluate 15% of the chapters in the file/document with assistive technology and another 15% without assistive technology.

- Without assistive technology, use the <u>TAB</u> key to navigate the menu
- Items that are selected will have a box around the link
- Use the ENTER key to select a link



• For navigation with assistive technologies..

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☑ Markup

Each interactive element conveys information to assistive technology regarding the element's ☑name ☑type ☑status

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Text prompts
 The following are conveyed with assistive technology:
 Instructions
 Prompts
 Error messages

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