

## W3C Web Content Accessibility Guidelines (WCAG) 2.0 Conformance Statement

Date: 10/8/2016

Name of Product: SharePoint Server 2016

Description of Product: SharePoint Server 2016 is designed to help you achieve new levels of reliability and performance and empower users while meeting their demands for greater business mobility. Information below refers to SharePoint Server 2016. For features in SharePoint Online and earlier versions, please also see [Accessibility features in SharePoint Online](#).

Platform: Web

Website: [Microsoft Accessibility](#)

Contact for more information: [Disability Answer Desk](#)

For assistance with this report or finding one for another product, please [email us](#).

### WCAG 2.0 Conformance Requirements

Criteria
<a href="#">1. Conformance Level</a>
<a href="#">2. Full pages</a>
<a href="#">3. Complete processes</a>
<a href="#">4. Only Accessibility-Supported Ways of Using Technologies</a>
<a href="#">5. Non-Interference</a>

## Web Content Accessibility Guidelines (WCAG) 2.0

### Principle 1: Perceivable

Information and user interface components must be presentable to users in ways they can perceive.

#### Guideline 1.1 Text Alternatives

Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.

Criteria	Supporting Feature	Remarks and Explanations
<p><b>1.1.1 Non-text Content:</b> All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below.</p> <ul style="list-style-type: none"><li>• <u>Controls, Input:</u> If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to <a href="#">Guideline 4.1</a> for additional requirements for controls and content that accepts user input.)</li><li>• <u>Time-Based Media:</u> If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to <a href="#">Guideline 1.2</a> for additional requirements for media.)</li><li>• <u>Test:</u> If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content.</li><li>• <u>Sensory:</u> If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content.</li><li>• <u>CAPTCHA:</u> If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for</li></ul>	Supported With Exceptions	In library settings, newsfeed, calendars, page authoring and the add web part experience, some non-text elements don't have appropriate alt text. In most cases the workaround is to use the ribbon as it contains the same controls with appropriate alt text that can be used.

Criteria	Supporting Feature	Remarks and Explanations
<p>different types of sensory perception are provided to accommodate different disabilities.</p> <ul style="list-style-type: none"> <li>• <u>Decoration, Formatting, Invisible</u>: If non-text content is pure decoration, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by assistive technology.</li> </ul>		

### Guideline 1.2 Time-based Media

Provide alternatives for time-based media.

Criteria	Supporting Feature	Remarks and Explanations
<p><b>1.2.1 Audio-only and Video-only (Prerecorded):</b> For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such:</p> <ul style="list-style-type: none"> <li>• <u>Prerecorded Audio-only</u>: An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.</li> <li>• <u>Prerecorded Video-only</u>: Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.</li> </ul>	Not Applicable	
<p><b>1.2.2 Captions (Prerecorded):</b> Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such.</p>	Not Applicable	
<p><b>1.2.3 Audio Description or Media Alternative (Prerecorded):</b> An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such.</p>	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
<b>1.2.4 Captions (Live):</b> Captions are provided for all live audio content in synchronized media.	Not Applicable	
<b>1.2.5 Audio Description (Prerecorded):</b> Audio description is provided for all prerecorded video content in synchronized media.	Not Applicable	

### Guideline 1.3 Adaptable

Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

Criteria	Supporting Feature	Remarks and Explanations
<b>1.3.1 Info and Relationships:</b> Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.	Supported With Exceptions	Decorative images do not contain alt-text as their purpose is decorative and does not block users from performing any tasks. Error "the specified name is already in use" not announced by screen reader when a page naming conflict takes place. In calendars, some non-text elements don't have appropriate alt text. Workaround - in most cases the ribbon contains the same controls with appropriate alt text that can be read. Tables are used for layouts but appropriately marked so they are ignored by screen readers. H3 headings used in view and edit properties instead of H2.
<b>1.3.2 Meaningful Sequence:</b> When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.	Supported	
<b>1.3.3 Sensory Characteristics:</b> Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound.	Supported	

## Guideline 1.4 Distinguishable

Make it easier for users to see and hear content including separating foreground from background.

Criteria	Supporting Feature	Remarks and Explanations
<b>1.4.1 Use of Color:</b> Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supported With Exceptions	In calendars, some controls only use color to convey it's a control.
<b>1.4.2 Audio Control:</b> If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.	Supported	
<b>1.4.3 Contrast (Minimum):</b> The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: <ul style="list-style-type: none"><li>• <u>Large Text:</u> Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;</li><li>• <u>Incidental:</u> Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.</li><li>• <u>Logotypes:</u> Text that is part of a logo or brand name has no minimum contrast requirement.</li></ul>	Supported	
<b>1.4.4 Resize text:</b> Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality.	Supported	
<b>1.4.5 Images of Text:</b> If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following:	Supported	

Criteria	Supporting Feature	Remarks and Explanations
<ul style="list-style-type: none"> <li>• <u>Customizable</u>: The image of text can be visually customized to the user's requirements;</li> <li>• <u>Essential</u>: A particular presentation of text is essential to the information being conveyed.</li> </ul>		

## Principle 2: Operable

User interface components and navigation must be operable.

### Guideline 2.1 Keyboard Accessible

Make all functionality available from a keyboard.

Criteria	Supporting Feature	Remarks and Explanations
<p><b>2.1.1 Keyboard:</b> All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.</p>	Supported With Exceptions	<p>Drag-n-drop operations are not supported via keyboard.</p> <p>The clear operation depicted as "x" on text boxes is not accessible via keyboard. The workaround for keyboard users is to use backspace or CTRL+A + delete.</p> <p>When online presence is not available, hover contact information is not keyboard accessible. The workaround is either to enable presence or for keyboard users to press enter on the user's name to be navigated to their profile information that displays the same information.</p> <p>In Calendar cannot access day boxes using keyboard.</p>
<p><b>2.1.2 No Keyboard Trap:</b> If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.</p>	Supported With Exceptions	<p>When term sets are enabled, keyboard focus is getting trapped when creating a new column.</p>

### Guideline 2.2 Enough Time

Provide users enough time to read and use content.

Criteria	Supporting Feature	Remarks and Explanations
<p><b>2.2.1 Timing Adjustable:</b> For each time limit that is set by the content, at least one of the following is true:</p> <ul style="list-style-type: none"> <li>• <u>Turn off:</u> User is allowed to turn off time limit before encountering it; or</li> <li>• <u>Adjust:</u> The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; or</li> <li>• <u>Extend:</u> The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, "press the space bar"), and the user is allowed to extend the time limit at least ten times; or</li> <li>• <u>Real-time Exception:</u> The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or</li> <li>• <u>Essential Exception:</u> The time limit is essential and extending it would invalidate the activity; or</li> <li>• <u>20 Hour Exception:</u> The time limit is longer than 20 hours.</li> </ul>	Not Applicable	
<p><b>2.2.2 Pause, Stop, Hide:</b> For moving, blinking, scrolling, or auto-updating information, all of the following are true:</p> <ul style="list-style-type: none"> <li>• <u>Moving, blinking, scrolling:</u> For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is essential; and</li> <li>• <u>Auto-updating:</u> For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause,</li> </ul>	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential.		

### Guideline 2.3 Seizures

Do not design content in a way that is known to cause seizures.

Criteria	Supporting Feature	Remarks and Explanations
<b>2.3.1 Three Flashes or Below Threshold:</b> Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds.	Not Applicable	

### Guideline 2.4 Navigable

Provide ways to help users navigate, find content, and determine where they are.

Criteria	Supporting Feature	Remarks and Explanations
<b>2.4.1 Bypass Blocks:</b> A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.	Supported	
<b>2.4.2 Page Titled:</b> Web pages have titles that describe topic or purpose.	Supported With Exceptions	Some pages in Settings keep the site name or library name as the page title instead of the page itself. One iFrame in Document Library doesn't have title/name.
<b>2.4.3 Focus Order:</b> If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.	Supported With Exceptions	Operations like adding a web part on the page, will set focus back to the start of the page. Focus order is not appropriate in places like when changing the position of a field in column ordering. When the user clicks on "Show these Items" Link on Permissions Page, the focus does not comes over Pop-up displayed.



Criteria	Supporting Feature	Remarks and Explanations
<b>2.4.4 Link Purpose (In Context):</b> The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.	Supported	
<b>2.4.5 Multiple Ways:</b> More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process.	Supported	
<b>2.4.6 Headings and Labels:</b> Headings and labels describe topic or purpose.	Supported	
<b>2.4.7 Focus Visible:</b> Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.	Supported	

### Principle 3: Understandable

Information and the operation of user interface must be understandable.

#### Guideline 3.1 Readable

Make text content readable and understandable.

Criteria	Supporting Feature	Remarks and Explanations
<b>3.1.1 Language of Page:</b> The default human language of each Web page can be programmatically determined.	Supported	
<b>3.1.2 Language of Parts:</b> The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text.	Supported	

#### Guideline 3.2 Predictable

Make Web pages appear and operate in predictable ways.

<b>Criteria</b>	<b>Supporting Feature</b>	<b>Remarks and Explanations</b>
<b>3.2.1 On Focus:</b> When any component receives focus, it does not initiate a change of context.	Supported	
<b>3.2.2 On Input:</b> Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component	Supported	
<b>3.2.3 Consistent Navigation:</b> Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user.	Supported	
<b>3.2.4 Consistent Identification:</b> Components that have the same functionality within a set of Web pages are identified consistently.	Supported With Exceptions	Checkbox is checked/unchecked using spacebar at one place ("Overwrite if file already exists") and Enter at the other place ("Add a web part").

### **Guideline 3.3 Input Assistance**

Help users avoid and correct mistakes.

<b>Criteria</b>	<b>Supporting Feature</b>	<b>Remarks and Explanations</b>
<b>3.3.1 Error Identification:</b> If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text.	Supported	
<b>3.3.2 Labels or Instructions:</b> Labels or instructions are provided when content requires user input.	Supported	
<b>3.3.3 Error Suggestion:</b> If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content.	Supported	

Criteria	Supporting Feature	Remarks and Explanations
<p><b>3.3.4 Error Prevention (Legal, Financial, Data):</b> For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true:</p> <ol style="list-style-type: none"> <li>1. Reversible: Submissions are reversible.</li> <li>2. Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.</li> <li>3. Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.</li> </ol>	Supported	

#### Principle 4: Robust

Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

##### Guideline 4.1 Compatible

Maximize compatibility with current and future user agents, including assistive technologies.

Criteria	Supporting Feature	Remarks and Explanations
<p><b>4.1.1 Parsing:</b> In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.</p>	Supported	

Criteria	Supporting Feature	Remarks and Explanations
<p><b>4.1.2 Name, Role, Value:</b> For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.</p> <p><i>Note: This success criterion is primarily for Web authors who develop or script their own user interface components. For example, standard HTML controls already meet this success criterion when used according to specification.</i></p>	Supported With Exceptions	<p>Information or help icons are incorrectly marked up as links but doesn't prevent users from getting the information.</p> <p>Theme name links in Change the Look could provide more descriptive text.</p> <p>In wiki editing "Text Layout" is marked up as a button, while actually a menu.</p> <p>In web part page editing, edit web part operation is marked up as a link, while actually a menu.</p> <p>In the site homepage, document library settings page and user permissions page, there are several controls not being read in a proper way by screen readers.</p>

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