



444 Broadway, Suite 301  
Saratoga Springs, NY 12866  
**(518) WEBSITE**

# ADA COMPLIANCE

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## OVERVIEW

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### **WHAT IS ADA COMPLIANCE?**

In 1990, the passage of the Americans With Disabilities Act (ADA) ensured equal opportunity for persons with disabilities. While its implications have had effects in our physical world (e.g. handicapped accessible bathrooms), it does have implications for the virtual world as well.

### **WHO IS AFFECTED?**

While we are not attorneys and cannot advise as to your legal obligations, the ADA typically covers:

- ✓ Public entities
- ✓ Businesses operating for the benefit of the public
- ✓ Non-Profits
- ✓ Private employers with 15 or more employees

Even if not required, ADA compliance may be important to organizations who serve populations who are more likely to be impaired, such as a retirement home.

## POUR STANDARDS

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### **POUR STANDARDS**

ADA's standards provide the goal that every website be:

- Perceivable
- Operable
- Understandable
- Robust

## **PERCEIVABLE**

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

- **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.
- **Time-based Media**  
Provide alternatives for time-based media.
- **Adaptable**  
Create content that can be presented in different ways (for example simpler layout) without losing information or structure.
- **Distinguishable**  
Make it easier for users to see and hear content including separating foreground from background.

## **OPERABLE**

User interface components and navigation must be operable Guidelines include:

- **Keyboard Accessible**  
Make all functionality available from a keyboard..
- **Enough Time**  
Provide users enough time to read and use content.
- **Seizures**  
Do not design content in a way that is known to cause seizures.
- **Navigable**  
Provide ways to help users navigate, find content, and determine where they are.

## **UNDERSTANDABLE**

Make text content readable and understandable. Guidelines include:

- **Readable**  
Make text content readable and understandable.
- **Predictable**  
Make Web pages appear and operate in predictable ways.
- **Input Assistance**  
Help users avoid and correct mistakes.

## **ROBUST**

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

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

## COMPLIANCE LEVELS

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Organizations can choose to meet the POUR standards at three levels of compliance.

<b>LEVEL</b>	<b>DESCRIPTION</b>
A	The easiest to implement, but provides the least benefit to impaired users.
AA	Makes a website accessible to a wider range of users.
AAA	The most demanding level but provides the access to the largest group of impaired users.

## COMPLIANCE

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Complying with POUR standards at any level requires commitment. We have outlined below what each level requires. **It is important to note that compliance is not simply found in the HTML code that we create, but the content that you provide and manage.** Ongoing updates to your website through the Content Management System will require adherence for your website to remain in compliance.

The table below can be found in detail here:

<https://www.w3.org/WAI/WCAG20/quickref/>

		<b>A</b>	<b>AA</b>	<b>AAA</b>
<b>PERCEIVABLE</b>				
Non-text content TEXT ALTERNATIVES	All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, with few exceptions. *	●	●	●
Prerecorded Audio TIME BASED MEDIA	An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.	●	●	●
Prerecorded Video TIME BASED MEDIA	Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.	●	●	●
Prerecorded Captions TIME BASED MEDIA	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.	●	●	●
Prerecorded Audio Description or Media Alternative TIME BASED MEDIA	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.	●	●	●
Live Captions TIME BASED MEDIA	Captions are provided for all live audio content in synchronized media.		●	●
Prerecorded Audio Description TIME BASED MEDIA	Audio description is provided for all prerecorded video content in synchronized media.		●	●
Prerecorded Sign Language TIME BASED MEDIA	Sign language interpretation is provided for all prerecorded audio content in synchronized media.			●
Prerecorded Extended Audio Description TIME BASED MEDIA	Where pauses in foreground audio are insufficient to allow audio descriptions to convey the sense of the video, extended audio description is provided for all prerecorded video content in synchronized media.			●

Prerecorded Media Alternative TIME BASED MEDIA	An alternative for time-based media is provided for all prerecorded synchronized media and for all prerecorded video-only media.			●
Audio Only (Live) TIME BASED MEDIA	An alternative for time-based media that presents equivalent information for live audio-only content is provided.			●
Info and Relationships ADAPTABLE	Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.	●	●	●
Meaningful Sequence ADAPTABLE	When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.	●	●	●
Sensory Characteristics ADAPTABLE	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.	●	●	●
Use of Color DISTINGUISHABLE	Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	●	●	●
Audio Control DISTINGUISHABLE	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.	●	●	●
Contrast (Minimum) DISTINGUISHABLE	The visual presentation of text and images of text has a contrast ratio of at least 4.5:1. *		●	●
Resize text DISTINGUISHABLE	Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality.		●	●
Images of Text DISTINGUISHABLE	If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text. *		●	●
Contrast (Enhanced) DISTINGUISHABLE	The visual presentation of text and images of text has a contrast ratio of at least 7:1. *			●

Low or No Background Audio DISTINGUISHABLE	For prerecorded audio-only content that (1) contains primarily speech in the foreground, (2) is not an audio CAPTCHA or audio logo, and (3) is not vocalization intended to be primarily musical expression such as singing or rapping, at least one of the following is true: the audio does not contain background sounds, the background sounds can be turned off, the background sounds are at least 20 decibels lower than the foreground speech content.			●
Visual Presentation DISTINGUISHABLE	For the visual presentation of blocks of text, a mechanism is available to achieve the following: Foreground and background colors can be selected by the user, width is no more than 80 characters or glyphs (40 if CJK), text is not justified (aligned to both the left and the right margins), line spacing (leading) is at least space-and-a-half within paragraphs, and paragraph spacing is at least 1.5 times larger than the line spacing, text can be resized without assistive technology up to 200 percent in a way that does not require the user to scroll horizontally to read a line of text on a full-screen window.			●
Images of Text (No Exception) DISTINGUISHABLE	Images of text are only used for pure decoration or where a particular presentation of text is essential to the information being conveyed.			●
<b>OPERABLE</b>				
Keyboard KEYBOARD ACCESSIBLE	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.	●	●	●
No Keyboard Trap KEYBOARD ACCESSIBLE	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.	●	●	●
Keyboard (No Exception) KEYBOARD ACCESSIBLE	All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes.			●



Timing Adjustable ENOUGH TIME	For each time limit that is set by the content, at least one of the following is true: The user is allowed to turn off the time limit before encountering it; or 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 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 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 the time limit is essential and extending it would invalidate the activity; or the time limit is longer than 20 hours.	●	●	●
Pause, Stop, Hide ENOUGH TIME	For moving, blinking, scrolling, or auto-updating information, all of the following are true: 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 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, 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.	●	●	●
No Timing ENOUGH TIME	Timing is not an essential part of the event or activity presented by the content, except for non-interactive synchronized media and real-time events.			●
Interruptions ENOUGH TIME	Interruptions can be postponed or suppressed by the user, except interruptions involving an emergency.			●
Re-authenticating ENOUGH TIME	When an authenticated session expires, the user can continue the activity without loss of data after re-authenticating.			●
Three Flashes or Below Threshold SIEZURES	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.	●	●	●

Three Flashes SEIZURES	Web pages do not contain anything that flashes more than three times in any one second period.			●
Bypass Blocks NAVIGABLE	A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.	●	●	●
Page Titled NAVIGABLE	Web pages have titles that describe topic or purpose.	●	●	●
Focus Order NAVIGABLE	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.	●	●	●
Link Purpose (In Context) NAVIGABLE	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.	●	●	●
Multiple Ways NAVIGABLE	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.		●	●
Headings and Labels NAVIGABLE	Headings and labels describe topic or purpose.		●	●
Focus Visible NAVIGABLE	Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.	●	●	●
Location NAVIGABLE	Information about the user's location within a set of Web pages is available.			●
Link Purpose (Link Only) NAVIGABLE	A mechanism is available to allow the purpose of each link to be identified from link text alone, except where the purpose of the link would be ambiguous to users in general.			●
Section Headings NAVIGABLE	Section headings are used to organize the content.			●
<b>UNDERSTANDABLE</b>				

Language of Page READABLE	The default human language of each Web page can be programmatically determined.	●	●	●
Language of Parts READABLE	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.		●	●
Unusual Words READABLE	A mechanism is available for identifying specific definitions of words or phrases used in an unusual or restricted way, including idioms and jargon.			●
Abbreviations READABLE	A mechanism for identifying the expanded form or meaning of abbreviations is available.			●
Reading Level READABLE	When text requires reading ability more advanced than the lower secondary education level after removal of proper names and titles, supplemental content, or a version that does not require reading ability more advanced than the lower secondary education level, is available.			●
Pronunciation READABLE	A mechanism is available for identifying specific pronunciation of words where meaning of the words, in context, is ambiguous without knowing the pronunciation.			●
On Focus PREDICTABLE	When any component receives focus, it does not initiate a change of context.	●	●	●
On Input PREDICTABLE	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.	●	●	●
Consistent Navigation PREDICTABLE	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.		●	●
Consistent Identification PREDICTABLE	Components that have the same functionality within a set of Web pages are identified consistently.		●	●
Change on Request PREDICTABLE	Changes of context are initiated only by user request or a mechanism is available to turn off such changes.			●

Error Identification INPUT ASSISTANCE	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.	●	●	●
Labels or Instructions INPUT ASSISTANCE	Labels or instructions are provided when content requires user input.	●	●	●
Error Suggestion INPUT ASSISTANCE	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.		●	●
Error Prevention (Legal, Financial, Data) INPUT ASSISTANCE	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: submissions are reversible, data entered by the user is checked for input errors and the user is provided an opportunity to correct them, a mechanism is available for reviewing, confirming and correcting information before finalizing the submission.		●	●
Help INPUT ASSISTANCE	Context-sensitive help is available.			●
Error Prevention (All) INPUT ASSISTANCE	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: submissions are reversible, data entered by the user is checked for input errors and the user is provided an opportunity to correct them, a mechanism is available for reviewing, confirming and correcting information before finalizing the submission.			●
<b>ROBUST</b>				
Parsing COMPATIBLE	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>Name, Role, Value COMPATIBLE</p>	<p>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>●</p>	<p>●</p>	<p>●</p>
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