



W3C Web Content Accessibility Guidelines (WCAG) 2.1 Conformance Statement

Date of Report: June 9, 2021

Name of Product: Sway

Description of Product: Sway is the newest Office app that lets you create and share visually striking presentations, interactive newsletters, and vibrant blogs in an instant.

Platform: Web

Accessibility website: [Microsoft Accessibility](#)

For assistance with this report, please [email us](#).

WCAG 2.1 Conformance Requirements

Criteria
1. Conformance Level
2. Full pages
3. Complete processes
4. Only Accessibility-Supported Ways of Using Technologies
5. Non-Interference

Web Content Accessibility Guidelines (WCAG) 2.1

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
1.1.1 Non-text Content: All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except in situations listed in WCAG 2.1 1.1.1 .	Supported	

Guideline 1.2 Time-based Media

Provide alternatives for time-based media.

Criteria	Supporting Feature	Remarks and Explanations
1.2.1 Audio-only and Video-only (Prerecorded): 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: • <u>Prerecorded Audio-only</u>: An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content. • <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.	Not Applicable	
1.2.2 Captions (Prerecorded): 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.	Supported	
1.2.3 Audio Description or Media Alternative (Prerecorded): 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.	Supported	
1.2.4 Captions (Live): Captions are provided for all live audio content in synchronized media.	Not Applicable	
1.2.5 Audio Description (Prerecorded): Audio description is provided for all prerecorded video content in synchronized media.	Supported	

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
1.3.1 Info and Relationships: Information, structure, and	Supported	

Criteria	Supporting Feature	Remarks and Explanations
relationships conveyed through presentation can be programmatically determined or are available in text.		
1.3.2 Meaningful Sequence: When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.	Supported	
1.3.3 Sensory Characteristics: 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	
1.3.4 Orientation: Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential.	Supported	
1.3.5 Identify Input Purpose: The purpose of each input field collecting information about the user can be programmatically determined when: • The input field serves a purpose identified in the Input Purposes for User Interface Components section; and • The content is implemented using technologies with support for identifying the expected meaning for form input data.	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
1.4.1 Use of Color: Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supported	
1.4.2 Audio Control: If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or	Supported	

Criteria	Supporting Feature	Remarks and Explanations
stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.		
1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: • <u>Large Text:</u> Large-scale text and images of large-scale text have a contrast ratio of at least 3:1; • <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. • <u>Logotypes:</u> Text that is part of a logo or brand name has no minimum contrast requirement.	Supported	
1.4.4 Resize text: 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	
1.4.5 Images of Text: 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: • <u>Customizable:</u> The image of text can be visually customized to the user's requirements; • <u>Essential:</u> A particular presentation of text is essential to the information being conveyed.	Supported	
1.4.10 Reflow: Content can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for: • Vertical scrolling content at a width equivalent to 320 CSS pixels; • Horizontal scrolling content at a height equivalent to 256 CSS pixels;	Supported	

Criteria	Supporting Feature	Remarks and Explanations
Except for parts of the content which require two-dimensional layout for usage or meaning.		
1.4.11 Non-Text Contrast: The visual presentation of the following have a contrast ratio of at least 3:1 against adjacent color(s): User Interface Components • Visual information used to indicate states and boundaries of user interface components, except for inactive components or where the appearance of the component is determined by the user agent and not modified by the author; Graphical Objects • Parts of graphics required to understand the content, except when a particular presentation of graphics is essential to the information being conveyed.	Supported	
1.4.12 Text Spacing: In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by setting all of the following and by changing no other style property: • Line height (line spacing) to at least 1.5 times the font size; • Spacing following paragraphs to at least 2 times the font size; • Letter spacing (tracking) to at least 0.12 times the font size; • Word spacing to at least 0.16 times the font size.	Not Supported	Accessibility View adds extra spacing as needed to improve the reading experience. However, there is no mechanism to manually override text spacing values.
1.4.13 Content on Hover or Focus: Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the following are true: Dismissable A mechanism is available to dismiss the additional content without moving pointer hover or keyboard focus, unless the additional content	Supported	

Criteria	Supporting Feature	Remarks and Explanations
communicates an input error or does not obscure or replace other content; Hoverable If pointer hover can trigger the additional content, then the pointer can be moved over the additional content without the additional content disappearing; Persistent The additional content remains visible until the hover or focus trigger is removed, the user dismisses it, or its information is no longer valid.		

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
2.1.1 Keyboard: 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.	Supported	
2.1.2 No Keyboard Trap: 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.	Supported	
2.1.4 Character Key Shortcuts: If a keyboard shortcut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or	Not Supported	Users can't remap or turn off character key shortcuts.

Criteria	Supporting Feature	Remarks and Explanations
symbol characters, then at least one of the following is true: Turn off A mechanism is available to turn the shortcut off; Remap A mechanism is available to remap the shortcut to use one or more non-printable keyboard characters (e.g. Ctrl, Alt, etc). Active only on focus The keyboard shortcut for a user interface component is only active when that component has focus.		

Guideline 2.2 Enough Time

Provide users enough time to read and use content.

Criteria	Supporting Feature	Remarks and Explanations
2.2.1 Timing Adjustable: For each time limit that is set by the content, at least one of the following is true: • <u>Turn off</u>: User is allowed to turn off time limit before encountering it; or • <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 • <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 • <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 • <u>Essential Exception</u>: The time limit is essential and extending it would invalidate the activity; or • <u>20 Hour Exception</u>: The time limit is longer than 20 hours.	Supported	

Criteria	Supporting Feature	Remarks and Explanations
2.2.2 Pause, Stop, Hide: For moving, blinking, scrolling, or auto-updating information, all of the following are true: • <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 • <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, 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.	Supported	

Guideline 2.3 Seizures

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

Criteria	Supporting Feature	Remarks and Explanations
2.3.1 Three Flashes or Below Threshold: 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.	Supported	

Guideline 2.4 Navigable

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

Criteria	Supporting Feature	Remarks and Explanations
2.4.1 Bypass Blocks: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.	Supported	

Criteria	Supporting Feature	Remarks and Explanations
2.4.2 Page Titled: Web pages have titles that describe topic or purpose.	Supported	
2.4.3 Focus Order: 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	
2.4.4 Link Purpose (In Context): 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	
2.4.5 Multiple Ways: 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	
2.4.6 Headings and Labels: Headings and labels describe topic or purpose.	Supported	
2.4.7 Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.	Supported	

Guideline 2.5 Input Modalities

Make it easier for users to operate functionality through various inputs beyond keyboard.

Criteria	Supporting Feature	Remarks and Explanations
2.5.1 Pointer Gestures: All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.	Not Applicable	
2.5.2 Pointer Cancellation: For functionality that can be operated using a single pointer, at least one of the following is true: No Down-Event	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
The down-event of the pointer is not used to execute any part of the function; Abort or Undo Completion of the function is on the up-event, and a mechanism is available to abort the function before completion or to undo the function after completion; Up Reversal The up-event reverses any outcome of the preceding down-event; Essential Completing the function on the down-event is essential.		
2.5.3 Label in Name: For user interface components with labels that include text or images of text, the name contains the text that is presented visually.	Supported	
2.5.4 Motion Actuation: Functionality that can be operated by device motion or user motion can also be operated by user interface components and responding to the motion can be disabled to prevent accidental actuation, except when: Supported Interface The motion is used to operate functionality through an accessibility supported interface; Essential The motion is essential for the function and doing so would invalidate the activity.	Not Applicable	

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
3.1.1 Language of Page: The default human language of each Web page can be programmatically determined.	Supported	

Criteria	Supporting Feature	Remarks and Explanations
3.1.2 Language of Parts: 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.	Not Applicable	

Guideline 3.2 Predictable

Make Web pages appear and operate in predictable ways.

Criteria	Supporting Feature	Remarks and Explanations
3.2.1 On Focus: When any component receives focus, it does not initiate a change of context.	Supported	
3.2.2 On Input: 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	
3.2.3 Consistent Navigation: 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	
3.2.4 Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently.	Supported	

Guideline 3.3 Input Assistance

Help users avoid and correct mistakes.

Criteria	Supporting Feature	Remarks and Explanations
3.3.1 Error Identification: 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	

Criteria	Supporting Feature	Remarks and Explanations
3.3.2 Labels or Instructions: Labels or instructions are provided when content requires user input.	Supported	
3.3.3 Error Suggestion: 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	
3.3.4 Error Prevention (Legal, Financial, Data): 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: 1. Reversible: Submissions are reversible. 2. Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them. 3. Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.	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
4.1.1 Parsing: 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.	Supported	

Criteria	Supporting Feature	Remarks and Explanations
4.1.2 Name, Role, Value: 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.	Supported	
4.1.3 Status Messages: In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.	Not Applicable	

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