

**NYS MANDATORY TECHNOLOGY STANDARD S04-001
ACCESSIBILITY OF STATE AGENCY WEB-BASED INTRANET AND INTERNET INFORMATION AND APPLICATIONS**

<http://www.oft.state.ny.us/policy/s04-001/index.htm>

Mandatory Technology Standards

Standard 1: Text Equivalents for Non-Text Content

- A text equivalent will be provided for all non-text element(s). Non-text *elements* will include, but are not limited to, images, graphical representations of text (including symbols), image map regions, animations (e.g., animated GIFs), applets and programmatic objects, ASCII art, *frames*, scripts, images used as list bullets, spacers, graphical buttons, sounds (played with or without user interaction), stand-alone audio files, audio tracks of video, and video.
- 1.1
 - 1.2 Ensure that equivalents for dynamic content are updated when the dynamic content changes.
 - 1.3 Ensure that pages are usable when scripts, applets, or other programmatic objects are turned off or not supported. If this is not possible, provide equivalent information on an alternative accessible page.
 - 1.4 A text equivalent will be provided for all non-text element(s) through the following means: "alt", "longdesc", or in element content.
 - 1.5 An *alt attribute* will convey the same information, in a textual manner, as intended by the image.
 - 1.6 Graphics which are strictly for decoration, such as bullets, will have an *alt attribute* filled with one space (e.g., alt=" ").
 - 1.7 An *alt attribute*, within an image element, will not exceed 150 characters.
 - 1.8 A *longdesc attribute* is required within an element if alt text exceeds 150 characters. A *descriptive link* will also be provided.

Standard 2: Use of Color for the Conveyance of Information

- 2.1 Information will be conveyed in a manner that is not solely dependent on color as the primary means of informing a user how to interpret information.
- 2.2 Foreground and background colors will provide sufficient contrast.

Standard 3: Document Structure

- 3.1 Web pages will be created using the most current web document specifications (e.g., HTML, XML, XHTML).
- 3.2 All web pages will include a valid *document type declaration (DTD)*.
- 3.3 The use of *deprecated elements* or attributes is not allowed (e.g., the usage of BLOCKQUOTE element to indent text is *deprecated*).
- 3.4 Web pages will be created using style sheets to achieve formatting and stylistic effects whenever possible. When style sheets are utilized the web pages must convey all relevant information in an accessible manner if the style sheet is disabled for any reason.
- 3.5 All natural language usage will be clarified using the Lang attribute when the written language is not English.

Standard 4: Navigation and Links

- 4.1 Web pages will be designed to enable users to skip repetitive navigation links.
- 4.2 All text links will indicate the destination or purpose.
- 4.3 All *state agency* web pages will allow the user to return to that *state agency's* home page.
- 4.4 Web pages will be designed to be device independent; for example, allow navigation with or without a mouse.

Standard 5: Flicker/Blink

- 5.1 Web site screen *elements* will not have a flicker rate with a frequency between 2Hz and 55Hz. (2 to

55 flashes per second).

5.2 A mechanism will be in place to allow users to turn off screen *elements* that flicker.

5.3 The use of the blink element is prohibited.

Standard 6: Timed Responses

6.1 When a programmed timed response is used on a web site, a notification will be provided on that web page, identifying the time limits and providing the option to extend or remove the limit.

6.2 Client-side auto-refresh or client-side auto-redirect will not be used without a mechanism in place to first alert the user.

Standard 7: Tables

7.1 All tables are required to have a summary attribute.

7.2 Tables used solely for formatting, will specify that purpose using a summary attribute (e.g., `summary="format"` or `summary="for layout only"`).

7.3 Tables with tabular data will use the scope attribute to identify both horizontal and vertical headings.

7.4 Row and column headers will be identified for data tables.

Standard 8: Frames, Context and Orientation

8.1 If *frames* are used, a *noframes* alternate will be provided.

If *frames* are used:

8.2 8.2.1 Each frame must be identified with a descriptive title attribute that describes the purpose of each *frame(s)* and how they relate to each other.

8.2.2 For title text greater than 150 characters a *longdesc* attribute will be used.

Standard 9: Image Mapping

9.1 Image mapping will be *client-side based*.

9.2 Redundant text links will be provided for each active region of a *client-side image map*.

Standard 10: Audio Only

10.1 Information will not be conveyed by single audio (audio clip sounds to provide instructions, warnings or other information) alone.

Standard 11: Multi-Media

11.1 Audio

State agencies will provide *synchronized text captions* for multi-media content containing speech, or other audio necessary to understand the content, in accordance with the following schedule:

- a. By January 1, 2005, 10 percent of all multi-media content containing speech, or other audio, will be captioned.
- b. By January 1, 2007, 25 percent of all multi-media content containing speech, or other audio, will be captioned.
- c. By January 1, 2009, 50 percent of all multi-media content containing speech, or other audio, will be captioned.
- d. For all multi-media content containing speech a transcript will be provided until a *synchronized text caption* is made available according to the schedule.

11.2 Video/Visual

State agencies will provide a *video description* for multi-media content that contains video, or other visual information necessary for the understanding of the content, in accordance with the following schedule:

- a. By January 1, 2005, 10 percent of all multi-media content containing video, or other visual information necessary for the understanding of the content, will include a *video description*.
- b. By January 1, 2007, 25 percent of all multi-media content containing video, or other visual information necessary for the understanding of the content, will include a *video description*.

- c. By January 1, 2009, 50 percent of all multi-media content containing video, or other visual information necessary for the understanding of the content, will include a *video description*.

11.3 Web Cast

All *state agency* web casts will have synchronized captioning of the speech, or other audio content contained in the web cast, in accordance with the following schedule:

- a. By January 1, 2005, 10 percent of all web cast hours, residing on the web site, transmitted during the preceding 12 months will include captioning.
- b. By January 1, 2007, 25 percent of all live web cast hours residing on the web site will include captioning.
- c. By January 1, 2009, 50 percent of all live web cast hours residing on the web site will include captioning.

Standard 12: Scripting

12.1 If web pages utilize scripting languages to display content or create interface *elements*, the information that is provided by the script will be identified with *functional text* that can be read by *assistive technology devices*.

12.2 *Event handlers* used in any script will be device independent. *Device-independent event handlers* will be used instead of *event handlers* that require a specific input device (e.g., mouse). If a generic *event handler* is not available, more than one *device-specific event handler* will be used.

12.3 The use of onDBLClick event will not be allowed.

12.4 A mechanism (e.g., a text notice - the following link will bring you to a new browser) will be in place to alert the user prior to the opening of an additional web browser, pop-up window or a redirect that disables a browser's back button.

12.5 All documents with client side scripting will provide equivalent content or functionality via a noscript element.

Standard 13 Forms

13.1 On-line forms will allow people using *assistive technology devices* to access the information, field *elements*, and functionality required for completion and submission of the form, including all directions and cues.

13.2 A label element will be used for all form controls that do not have implicit labels.

13.3 Forms *elements* will be in logical tab order.

Standard 14: Downloadable/Embedded Objects

14.1 When downloadable documents [e.g., word processing documents, spreadsheets, Portable Document Format (PDF), java applets] are used, a link to accessible HTML or text version(s) will be made available.

14.2 When hardware, software and *assistive technology devices* are controlled by a *state agency*, downloadable documents [e.g., word processing documents, spreadsheets, Portable Document Format (PDF)] available through an intranet or extranet will be allowed.