Scribe for Meetings Accessibility Conformance Report

WCAG Edition

(Based on VPAT® Version 2.4Rev)

Name of Product/Version:

Scribe for Meetings

Report Date:

April 2, 2024

Product Description:

Scribe for Meetings easily makes your Zoom or Microsoft Teams screen shares accessible to participants using a screen reader or screen magnification! We know accessibility compliance is important to you, especially when you're unsure if your original content is fully optimized for accessibility. Scribe for Meetings can easily make your screen shares simultaneously available as WCAG2.1 compliant HTML in as little as 5-minutes.

Contact Iinformation:

Mike Calvo (mike.calvo@pneumasolutions.com)

Matt Campbell (matt.campbell@pneumasolutions.com)

Notes:

This report only pertains to Web Content Accessibility Guidelines (WCAG) 2.1 (Double A) AA standards.

Evaluation Methods Used:

Scribe for Meetings was evaluated using NVDA screen reader on a Windows 11 desktop device, visually using default viewing setting, the WEB AIM Contrast Checker, from a keyboard only perspective, from a keyboard and mouse combination perspective, and with the use of built in accessibility features on Windows desktop devices.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports**: Some functionality of the product does not meet the criterion.
- **Does Not Support**: The majority of product functionality does not meet the criterion.
- **Not Applicable**: The criterion is not relevant to the product.
- **Not Evaluated**: The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.1 Report

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Supports	This requirement is fully supported. All non-text content has a text alternative within Scribe for Meetings.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Supports	This requirement is fully met. All video only and audio only content has proper alternatives within Scribe for Meetings.
1.2.2 Captions (Prerecorded) (Level A)	Supports	This requirement is fully met. All audio content has captions within Scribe for Meetings.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Partially Supports	This requirement is partially supported as there is one video on the main Scribe for Meetings page which does not offer audio descriptions.
1.3.1 Info and Relationships (Level A)	Supports	This requirement is fully supported. All information, structure, and relationships can be programmatically determined within Scribe for Meetings.
1.3.2 Meaningful Sequence (Level A)	Supports	This requirement is fully supported. A correct and accurate reading sequence is always available within Scibre for Meetings.
1.3.3 Sensory Characteristics (Level A)	Supports	This requirement is fully supported. Scribe for Meetings does not rely solely on sensory characteristics to complete operation.
1.4.1 Use of Color (Level A)	Supports	This requirement is fully supported. Color is never used as the only visual means of conveying information within Scribe for Meetings.
1.4.2 Audio Control (Level A)	Supports	This requirement is fully met. Scribe for Meetings provides control for all audio content.
2.1.1 Keyboard (Level A)	Supports	This requirement is fully supported. All content within Scribe for Meetings is fully functional and operational through a keyboard interface.
2.1.2 No Keyboard Trap (Level A)	Supports	This requirement is fully supported. All focusable content can be moved to and away from within Scribe for Meetings using a keyboard interface without the

Criteria	Conformance Level	Remarks and Explanations
		focus becoming trapped.
2.1.4 Character Key Shortcuts (Level A 2.1 only)	Supports	This requirement is fully supported. Scribe for Meetings does not make use character key shortcuts.
2.2.1 Timing Adjustable (Level A)	Supports	This requirement is fully met. Scribe for Meetings does not have time limits that need to be adjusted or extended.
2.2.2 Pause, Stop, Hide (Level A)	Supports	This requirement is fully met. Scribe for Meetings does not have content that flashes, blinks, scrolls, moves, or automatically updates that would need to be paused, stopped, or hidden.
2.3.1 Three Flashes or Below Threshold (Level A)	Supports	This requirement is fully met. Scribe for Meetings does not have content that flashes more than 3 times per second.
2.4.1 Bypass Blocks (Level A)	Supports	This requirement is fully met. Each Scribe for Meetings page features a skip to main content button that is functional.
2.4.2 Page Titled (Level A)	Supports	This requirement is fully supported. Each page has a unique title that accurately describes the topic or purpose of the page within Scribe for Meetings.
2.4.3 Focus Order (Level A)	Supports	This requirement is fully supported. All pages and elements can be navigated in a sequential order that is meaningful within Scribe for Meetings.
2.4.4 Link Purpose (In Context) (Level A)	Supports	This requirement is fully supported. In Scribe for Meetings, the purpose of each link can be determined from the link text or the surrounding content.
2.5.1 Pointer Gestures (Level A 2.1 only)	Supports	This requirement is fully met. Scribe for Meetings does not require multipoint or path-based gestures for operation.
2.5.2 Pointer Cancellation (Level A 2.1 only)	Partially Supports	This requirement is partially supported. With some keyboard inputs, the event is triggered on the down event. When using a mouse or other input methods, this criteria is fully supported.
2.5.3 Label in Name (Level A 2.1 only)	Supports	This requirement is fully supported. All user interface components within Scribe for Meetings have a name

Criteria	Conformance Level	Remarks and Explanations
		and a label that are presented visually and can be programmatically determined.
2.5.4 Motion Actuation (Level A 2.1 only)	Supports	This requirement is fully met. Scribe for Meetings does not require device or user movement for operation.
3.1.1 Language of Page (Level A)	Supports	This requirement is fully supported. Each pages has English set as the default language of the page within Scribe for Meetings. Some pages feature the option to switch the language and this is fully functional.
3.2.1 On Focus (Level A)	Partially Supports	This requirement is partially supported. Submenus within the main Scribe for Meetings page expand when they receive focus. This is related to the theme of the website and is consistent on all pages where the menu appears.
3.2.2 On Input (Level A)	Supports	This requirement is fully supported. When users change a setting of any user interface component, it does not automatically cause a change in context within Scribe for Meetings.
3.3.1 Error Identification (Level A)	Partially Supports	This requirement is partially supported. Within Scribe for Meetings and adding an invite link, if the invite link is invalid, the user is redirected to an error page which resets the field upon returning.
3.3.2 Labels or Instructions (Level A)	Supports	This requirement is fully supported. Whenever user input is required, labels and instructions are always present within Scribe for Meetings.
4.1.1 Parsing (Level A)	Supports	This requirement is fully supported. All content implemented through markup languages has complete start and end tags, nested according to specification, and do not contain any duplicate attributes unless specifications allow within Scribe for Meetings.
4.1.2 Name, Role, Value (Level A)	Supports	This requirement is fully supported. All user interface components have a name and role that can be programmatically determined. All states, properties, and values that can be set by the user can be programmatically set and notification of changes are available to the user within Scribe for Meetings.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Supports	This requirement is fully met. Scribe for Meetings does not have live media that requires captions.
1.2.5 Audio Description (Prerecorded) (Level AA)	Partially Supports	This requirement is partially met as it only partially supports at the single A level due to one video on the main Scribe for Meetings page not providing audio descriptions.
1.3.4 Orientation (Level AA 2.1 only)	Supports	This requirement is fully met. Scribe for Meetings does not require a specific device orientation.
1.3.5 Identify Input Purpose (Level AA 2.1 only)	Supports	This requirement is fully supported. The purpose of each input field collecting user information can be programmatically determined within Scribe for Meetings.
1.4.3 Contrast (Minimum) (Level AA)	Partially Supports	This requirement is partially supported. Anytime white text is placed over a white background, it falls below the minimum requirements for color contrast within Scribe for Meetings.
1.4.4 Resize text (Level AA)	Supports	This requirement is fully supported. Within Scribe for Meetings pages, the text can be resized by using standard magnification methods including the browser settings or keyboard commands.
1.4.5 Images of Text (Level AA)	Supports	This requirement is fully supported. Scribe for Meetings makes use of text to convey meaning and information rather than images of text.
1.4.10 Reflow (Level AA 2.1 only)	Supports	This requirement is fully supported. Content within Scribe for Meetings is always presented without requiring two axis of scrolling or without the loss of information or functionality when viewing on various screen sizes and magnifications.
1.4.11 Non-text Contrast (Level AA 2.1 only)	Supports	This requirement is fully supported. All non-text

Criteria	Conformance Level	Remarks and Explanations
		content has sufficient color contrast that exceeds the minimum requirements with Scribe for Meetings.
1.4.12 Text Spacing (Level AA 2.1 only)	Supports	This requirement is fully supported. In Scribe for Meetings, the default font has been set to Chromium's default sans-serif font and no additional text style properties have been applied or adjusted outside of color.
1.4.13 Content on Hover or Focus (Level AA 2.1 only)	Supports	This requirement is fully supported. When receiving pointer hover or keyboard focus, the content that is triggered is dismissible, hoverable, or persistent within Scribe for Meetings. The only element that does not follow typical behavior is the submenus on the primary navigation as they expand on focus.
2.4.5 Multiple Ways (Level AA)	Supports	This requirement is fully supported. There are multiple ways to locate pages within the set of pages within Scribe for Meetings.
2.4.6 Headings and Labels (Level AA)	Supports	This requirement is fully supported. Headings and labels are always present to describe topic and purpose. Headings follow a logical structure within the pages.
2.4.7 Focus Visible (Level AA)	Partially Supports	The element in focus is always visible, however, it can become difficult to see the indicator at times due to the styling being a dotted line. Specific elements where the indicator is difficult to see include YouTube videos and links.
3.1.2 Language of Parts (Level AA)	Supports	This requirement is fully supported. There are no instances where the language of a part is different from the page within Scribe for Meetings.
3.2.3 Consistent Navigation (Level AA)	Supports	This requirement is fully met. Within Scribe for Meetings, the navigation is always presented in the same order and features the same styling.
3.2.4 Consistent Identification (Level AA)	Supports	This requirement is fully supported. Components that serve the same purpose or have the same functionality are identified consistently within Scribe for Meetings.
3.3.3 Error Suggestion (Level AA)	Supports	This requirement is fully supported. When errors are identified and the solution or corrections to the errors

Criteria	Conformance Level	Remarks and Explanations
		are known they are presented to the user. This includes formatting for specific inputs like email address and invitation links.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Supports	This requirement is fully met. Scribe for Meetings provides previews and confirmation of transactions when purchasing Scribe for Meeting licenses.
4.1.3 Status Messages (Level AA 2.1 only)	Supports	This requirement is fully supported. Status messages throughScribe for Meetings are provided in a way that they can be programmatically determined and presented to users through assistive technologies.

Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA)	Not Evaluated	
1.2.7 Extended Audio Description (Prerecorded) (Level AAA)	Not Evaluated	
1.2.8 Media Alternative (Prerecorded) (Level AAA)	Not Evaluated	
1.2.9 Audio-only (Live) (Level AAA)	Not Evaluated	
1.3.6 Identify Purpose (Level AAA 2.1 only)	Not Evaluated	
1.4.6 Contrast (Enhanced) (Level AAA)	Not Evaluated	
1.4.7 Low or No Background Audio (Level AAA)	Not Evaluated	
1.4.8 Visual Presentation (Level AAA)	Not Evaluated	
1.4.9 Images of Text (No Exception) (Level AAA)	Not Evaluated	
2.1.3 Keyboard (No Exception) (Level AAA)	Not Evaluated	
2.2.3 No Timing (Level AAA)	Not Evaluated	
2.2.4 Interruptions (Level AAA)	Not Evaluated	
2.2.5 Re-authenticating (Level AAA)	Not Evaluated	
2.2.6 Timeouts (Level AAA 2.1 only)	Not Evaluated	
2.3.2 Three Flashes (Level AAA)	Not Evaluated	

Criteria	Conformance Level	Remarks and Explanations
2.3.3 Animation from Interactions (Level AAA 2.1 only)	Not Evaluated	
2.4.8 Location (Level AAA)	Not Evaluated	
2.4.9 Link Purpose (Link Only) (Level AAA)	Not Evaluated	
2.4.10 Section Headings (Level AAA)	Not Evaluated	
2.5.5 Target Size (Level AAA 2.1 only)	Not Evaluated	
2.5.6 Concurrent Input Mechanisms (Level AAA 2.1 only)	Not Evaluated	
3.1.3 Unusual Words (Level AAA)	Not Evaluated	
3.1.4 Abbreviations (Level AAA)	Not Evaluated	
3.1.5 Reading Level (Level AAA)	Not Evaluated	
3.1.6 Pronunciation (Level AAA)	Not Evaluated	
3.2.5 Change on Request (Level AAA)	Not Evaluated	
3.3.5 Help (Level AAA)	Not Evaluated	
3.3.6 Error Prevention (All) (Level AAA)	Not Evaluated	

Legal Disclaimer

Scribe for Meetings. As of April 2024, this report represents the current version of the product. This report has been created and prepared to reflect the status of Scribe for Meetings and its conformance to the Web Content Accessibility Guidelines version 2.1 double A standards. Each page, section, and element were carefully assessed for accessibility against the standards outlined in version 2.1 of the Web Content Accessibility Guidelines double A standards. Any errors, omissions, or missing information from this report can and will be amended. We ask that if you discover any issues within this report, or within Scribe for Meetings, share that information with us so that we can adjust and provide a more complete and accurate report. Using the testing methods noted above, we understand that each user has a unique set of preferences and solutions that work best for them, and with that, we aim to continue to enhance the user experience within product to include everyone and provide an equivalent experience to all. As Scribe for Meetings continues to develop, update, and change we will be updating this document to reflect the latest versions and how it impacts user experience and accessibility. As new versions are released, older versions of this document will no longer be applicable. This report is provided "as is" and is for informational purposes only.

It is important to note that this report does not reflect the current accessibility of Zoom or Microsoft Teams. Scribe for Meetings operates and runs separately from both Zoom and Microsoft Teams. The accessibility of these platforms is out of our control and is something that we take into

account, but do not work to improve. Our goal is to make the meetings that take place on these platforms more accessible, not the platforms themselves.