



## **User's Guide to CommonLook Clarity 4.3.1**

Updated: October 2012

More Information at:

[www.commonlook.com](http://www.commonlook.com)



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## Introduction to CommonLook Clarity

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CommonLook Clarity analyzes PDF files found on websites and in networked and local folders to reveal the accessibility status of PDF-based content.

The software provides a way for organizations to effectively ensure their PDF files are accessible to users with disabilities and in compliance with US Section 508 regulations. Beyond Section 508, CommonLook Clarity provides information to help drive efforts to achieve conformance with other accessibility standards such as PDF/UA and WCAG 2.0.

A variety of reports may be generated to express the information CommonLook Clarity gathers from PDF files for reporting, cross-referencing, archiving and other purposes.

Use CommonLook Clarity to quickly and easily identify PDF documents that fail to meet Section 508 standards, identify files that require human verification, or identify files already checked with CommonLook Office or CommonLook PDF. This information helps define the scope of work necessary to achieve conformance with applicable accessibility standards and to tracking progress towards that objective.

Other, more advanced uses of CommonLook Clarity provide the means of directing accessibility-directed authoring, training and remediation efforts across the enterprise.



# Installation Instructions

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**IMPORTANT:** Before installing CommonLook Clarity, please ensure that your system meets the following minimal requirements.

## System Requirements

- ❑ Windows Vista, XP or 7
- ❑ Windows Internet Explorer version 6.0 (SP1) or higher.
- ❑ Disk space: Approximately 600 MB with additional allowance for database requirements
- ❑ Memory: 1 GB or more recommended.
- ❑ By default, this product is distributed with SQLite. If you are interested in the Microsoft SQL Server-based edition, please contact [sales@commonlook.com](mailto:sales@commonlook.com).

## Installation

The installation **MUST** be performed while logged in to Windows as a user with **administrative privileges on the local machine**.

If you received the software on CD, insert the CD into your CD ROM drive. Start the setup by double clicking on the setup program. A setup window should appear with a welcome message.

If you downloaded CommonLook Clarity from the web, the file is self-extracting, and will begin the installation process when the download has completed.

The following software components are required for the operation of CommonLook Clarity. If any component does not already exist setup will install it.

- ❑ .NET Framework 4.0
- ❑ SQLite 3.0
- ❑ Visual C++ runtime libraries 2010

Follow the installation instructions as prompted. Once all prerequisites are installed CommonLook Clarity will start.



### SQL Server edition ONLY

During installation, you will be prompted to enter the password of the database administrator (sa) user. This is the password you will use to login to the application. Please make note of this password. The password you choose will need to adhere to any policies in place on your network. Any rules that dictate length, special characters, etc. will apply here as well.

CommonLook Clarity

### Database Information

Please specify the following database information:

Database Server Name:  
.\SQLEXPRESS

Database Name:  
ECMF

Database Administrator User Name:  
sa

Database Administrator (sa) Password:

Cancel < Back Next >

### Customer Name & System Key

You will be prompted to enter your Customer Name and System Key. This should have been sent to you in an email with the download link. It can be found inside of the CD case for boxed copies.

CommonLook Clarity

### License Information

Please specify the following licensing information provided to you by your NetCentric support representative:

Customer Name:

System Key:

Cancel < Back Next >

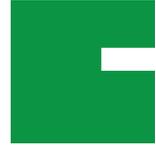
Once installation is complete, the system may prompt you to restart before running CommonLook Clarity.

## Introduction and Getting Started

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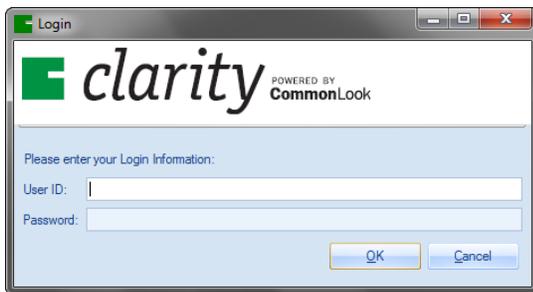
In a typical usage of CommonLook Clarity, you might want to define a new site for scanning, define the type of scan, set up reports, and so on.

First start the CommonLook Clarity Manager. Running CommonLook Clarity requires a Windows login. Administrative privileges are required for scheduling tasks only.



### Login

The login screen is the first screen displayed after launching CommonLook Clarity Manager. Enter your Windows login credentials, then click enter.



**CommonLook Clarity running SQL Server:** Enter the same server database's login credentials you entered when installing the software. Click OK to start CommonLook Clarity.

### Typical Activities

A typical CommonLook Clarity session may involve the following activities:

1. Define a Verification Domain  
Specify a website or network drive to be scanned
2. Define a Verification Task  
Set the options and schedule the scan, including automatic repeats
3. Configuration  
Set detailed configuration options for advanced operation
4. Generate Reports  
Set options for six types of report generated by CommonLook Clarity.

### Navigating the User Interface

Note that each Verification Domain, Task, Configuration and so on in CommonLook Clarity exists in its own window. Certain windows may only refresh if closed and then reopened.

The rest of this manual introduces you to each of the administration and application functions available in CommonLook Clarity.



## Define Domains

---

To use CommonLook Clarity you first define a “Verification Domain” to be analyzed for accessibility characteristics, including compliance with Section 508.

The user may specify a Verification Domain with one of three methods:

- ❏ The root URL of a website. All PDF files that fall under that URL will be listed and checked.
- ❏ The network or local path of a folder containing the PDF documents to be checked.
- ❏ A text file containing URLs or file paths of the PDF files to be verified.

Once files have been listed for a given Verification Domain you may use Domain Filters to include or exclude PDF files that pass one, several or all checkpoints.

**NOTE:** In order to use CommonLook Clarity to break out reports for each subsection of a website you will need to define additional Verification Domains for each subsection.

CommonLook Clarity can perform two distinct processes on each Verification Domain.

- ❏ **Discovery:** Spider through a Verification Domain to identify PDF files for Verification processing.
- ❏ **Verification:** Analyze discovered PDF files to determine accessibility status and degree of compliance with Section 508.

These processes may be run immediately by any Windows user, or scheduled to run at pre-defined times by users with administrative rights as detailed in the section on setting up Tasks.

**NOTE:** Some websites do not expose a complete path to PDF files on the server. In such cases CommonLook Clarity reports may not contain the name of Discovered files.

### Defining a new Verification Domain

Click on the Define Domains button and then New.



The Add/Edit Verification domain window opens.

First, enter a name and description for the Verification Domain. For the URL field, enter a website URL, a folder path or the address of a text file.

### Website URL

An example would be `http://www.commonlook.com/`. All PDF files under this URL will be verified. If a default page exists in that site's folder (i.e. "home"), the URL must end with a `/`.

A site without a default page must have a specific page at the end of the web address. For example, `http://www.commonlook.com/home`.

### Folder Path

A network or local folder path can be provided to limit the scan to PDF files contained within. An example would be:

`Z:\NovemberDocuments\CurrentCases\`

Note that the file path ends with a folder, not a document.

### Text File

The full path of a text file (e.g. `c:\verification\urls.txt`) containing URLs or file paths of the PDF files to be verified. Each URL or path in the text file must be on its own line as in this example:

```
http://www.commonlook.com/home/example.pdf
Z:\PDFholdings\currentIssues\November\document.pdf
T:\documents\newsletters\currentTopics\document.pdf
```



Set **Max# of files** if you wish CommonLook Clarity to stop after that number of PDF files has been discovered. Enter “0” or leave empty to find all PDF files in the Verification Domain.

Click the Save button when you are done.

Scan start and end times and Discovery metrics are displayed once the first scan is complete.

### Deleting a Verification Domain

Click the Define Domains button. A list of existing Verification Domains will appear. Check the checkbox for the Verification Domain you wish to delete, and click the Delete button.

### Viewing or Editing a Verification Domain

Click the Define Domains button. A list of existing Verification Domains will appear. Check the checkbox for the Verification Domain you wish to view or edit, and click the Edit button to display the Verification Domain’s settings.

You may edit the Name, Description, Max# of files or set a Domain Filter. Click Save when done.

**NOTE:** The Verification Domain’s URL may not be modified once set. To change the URL, delete and then re-create the Verification Domain.

### Verification Domain Filters

When CommonLook Clarity is used to evaluate websites the application has the ability to narrow its reports to include or exclude folders or files from processing via Domain Filters.

**NOTE:** Verification Domain filtering is not available for folders or lists of files provided in a text file. Only websites may use Verification Domains.

After saving new or changed Domain Filters it is necessary to run a Full Discovery and either Incremental or Full Verification on the Verification Domain.

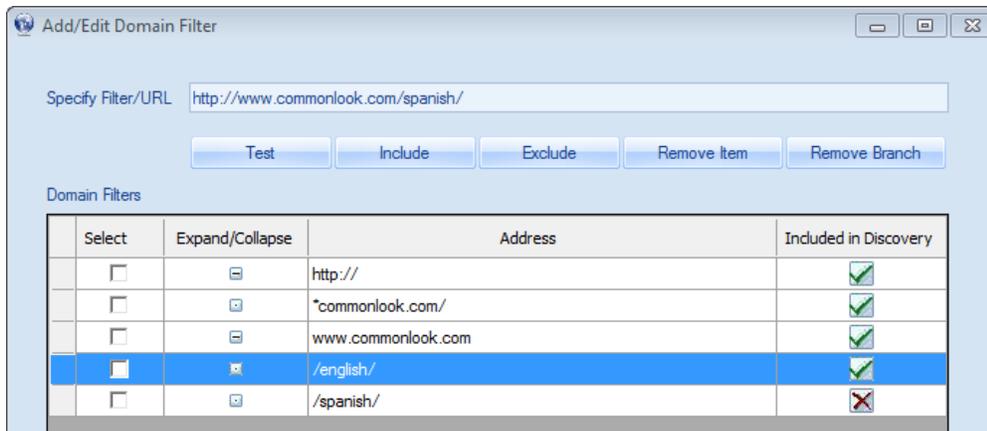
### Adding a Domain Filter

To add a Domain filter, first select a Verification Domain by checking its checkbox and click on the Domain Filter button to bring up the Add/Edit Domain Filter window.

Type the full URL or file path into the Specify Filters / URL field. Click either Include or Exclude to add that URL or path to the list of filters. Entries are grouped by the path name.

Note that “http://” is set to Exclude by default to prevent scanning outside the Verification Domain.





**Example:** In order to ensure that all subsites of “federalgovernment.gov” are scanned except for www.federalgovernment.gov/internal, first, create a new Verification Domain for your site and click the Domain Filter button. Enter the following text, then click the “Include” button:

http://\*federalgovernment.gov/ [Click the Include button to add this filter]

This filter will include:           www.federalgovernment.gov  
   admin.federalgovernment.gov  
   accounting.federalgovernment.gov

http://www.federalgovernment.gov/internal           [Click the Exclude button to add this filter]

This filter will exclude:           www.federalgovernment.gov/internal, but will allow  
   admin.federalgovernment.gov/internal

If you want to test whether or not a file will be included given the filters you have set, enter the URL in the Specify Filter / URL field, for example:

http://subsite.federalgovernment.gov/something.pdf

Click the “Test” button.

The “Included in Discovery” checkbox column reflects the “Include” or “Exclude” button used to add the filter. You may change filters between Include and Exclude modes by clicking on the red X or green checkmark.

### Removing a Domain Filter

To remove a Filter select its checkbox and click the Remove Item button to delete it.

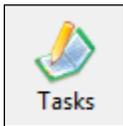
Selecting the top level of a filter and clicking Remove Branch will delete it and each filter that falls below it.

## Tasks

---

Schedule CommonLook Clarity scans using the Tasks function. Each Task may be set to run once, or on a recurring basis. Only users with administrative rights may set scheduled tasks.

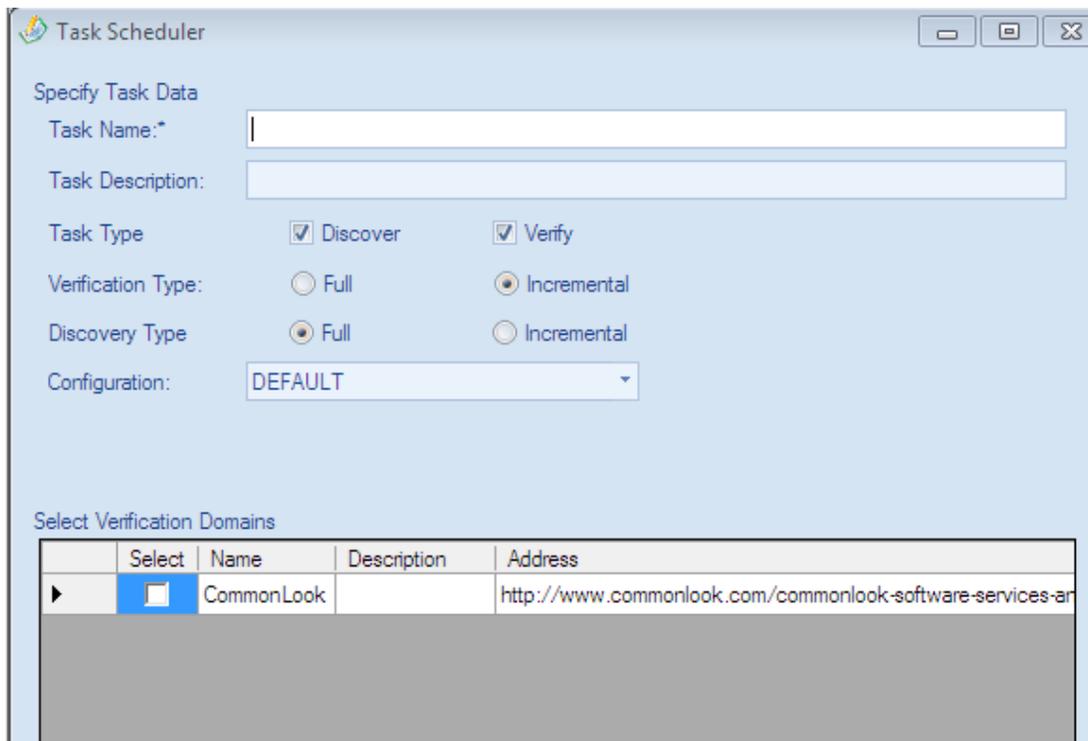
To begin creating Tasks, click on the Tasks button.



CommonLook Clarity displays the tasks that are either in-process or scheduled for processing. To refresh the list of running or scheduled tasks it may be necessary to close the window and click on the Tasks button again.

### Creating a Task to be run immediately

Users without administrative rights may create Tasks to be run right away. Click the “New” button to create a new Verification Task.

A screenshot of the "Task Scheduler" dialog box. The window title is "Task Scheduler". It has a "Specify Task Data" section with fields for "Task Name:\*" (empty), "Task Description:" (empty), "Task Type" (with checked boxes for "Discover" and "Verify"), "Verification Type:" (with radio buttons for "Full" and "Incremental", where "Incremental" is selected), "Discovery Type" (with radio buttons for "Full" and "Incremental", where "Full" is selected), and "Configuration:" (a dropdown menu set to "DEFAULT"). Below this is a "Select Verification Domains" section with a table. The table has columns for "Select", "Name", "Description", and "Address". One row is visible with "CommonLook" in the "Name" column and a URL in the "Address" column. The "Select" checkbox for this row is checked.

Select	Name	Description	Address
<input checked="" type="checkbox"/>	CommonLook		http://www.commonlook.com/commonlook-software-services-ar

**Task Name (required):** For compatibility with the Windows Scheduler, Task names may consist of numbers or letters; spaces, hyphens and underscores are not allowed.

**Description:** Describe your task for easy reference. The description field allows all characters.

**Discovery** finds PDF files for Verification, listing them in the Verification Domain view.

**Verification** captures information and performs accessibility testing on Discovered PDF files.

Both Discovery and Verification may be run in either *Incremental* or *Full* modes.

MODE	Discovery	Verification
<b>Incremental</b>	Resumes an incomplete Discovery caused by (for example) logging out or machine restart. Records for existing files are not updated.	Tests files that have changed since the last time the task was run.
<b>Full</b>	Create an all-new Discovery, replacing the previous one run on this Verification Domain.	Causes all PDF files listed to be tested again, deleting prior results.

**CAUTION:** Files may appear or disappear from CommonLook Clarity reports generated following a Full Discovery based on whether a link to the file existed at the time Discovery was run. If a file's report is unavailable, be sure that a hyperlink exists targeting that file, and run a Full Discovery.

**Configuration:** Apply a Configuration to the Task (See the "Configuration" section for details).

Select the Verification Domain(s) to be discovered and/or tested by this Task.

Click Save. If the Task was scheduled to begin immediately it will begin at this time.

#### **Reviewing or Editing a Task**

Click on the Tasks button. CommonLook Clarity displays all running or scheduled tasks. Check the box for the task to be edited and click the edit button.

Make the necessary changes and click Save.

While scheduled tasks may be viewed or edited, running tasks cannot. To edit a running task, first select and delete the task, then re-create it.

#### **Deleting a Task**

Click on the Tasks button. CommonLook Clarity displays all running or scheduled tasks. Check the box for the task to be deleted and click the delete button.



## Creating a Scheduled Task

Scheduling a Task requires a Windows login with administrative rights. Select the desired frequency and then provide scheduling details.

- ❑ For Daily tasks specify the start time and date and the daily frequency (default is daily but can be set to any value between 1 and 365).
- ❑ For Weekly tasks specify the start time and date, the weekly frequency (default is weekly but can be set to any value between 1 and 52), and the day of week to run.
- ❑ For Monthly tasks specify the start time and either the day of the month (a value between 1 and 31) or select a specific weekday (2<sup>nd</sup> Monday, 3<sup>rd</sup> Tuesday, etc). You may also choose specific months in which the task should run.
- ❑ For one-time tasks, select either “Run immediately” or specify a start time and date.
- ❑ Tasks scheduled to run when the server machine starts do not require any additional scheduling parameters.

**EXAMPLE:** The following Task runs a full Discovery and Verification every other week on Tuesdays at 9:00 pm.

Task Scheduler

Specify Task Data

Task Name:\* Progress Update

Task Description:

Task Type  Discover  Verify

Verification Type:  Full  Incremental

Discovery Type  Full  Incremental

Configuration: DEFAULT

Schedule Task to be Run

Daily  Weekly  Monthly  One Time Only  When the Server Machine Starts

Start Time:\* (h:mm tt) 9:00 PM

Every:\* 2 Weeks

Select Day(s) of Week:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Select Verification Domains

Select	Name	Description	Address
<input checked="" type="checkbox"/>	CommonLook	CommonLook website	http://www.commonlook.com/commonlook-software-servic

# Configuration

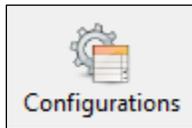
The configuration feature allows customization of Tasks with a variety of parameters, including:

- ❑ Control which checkpoints to use in automated testing.
- ❑ Use Regular Expressions to set criteria for alternative text assessment.
- ❑ Whether to ignore previous verification with CommonLook Office or CommonLook PDF.

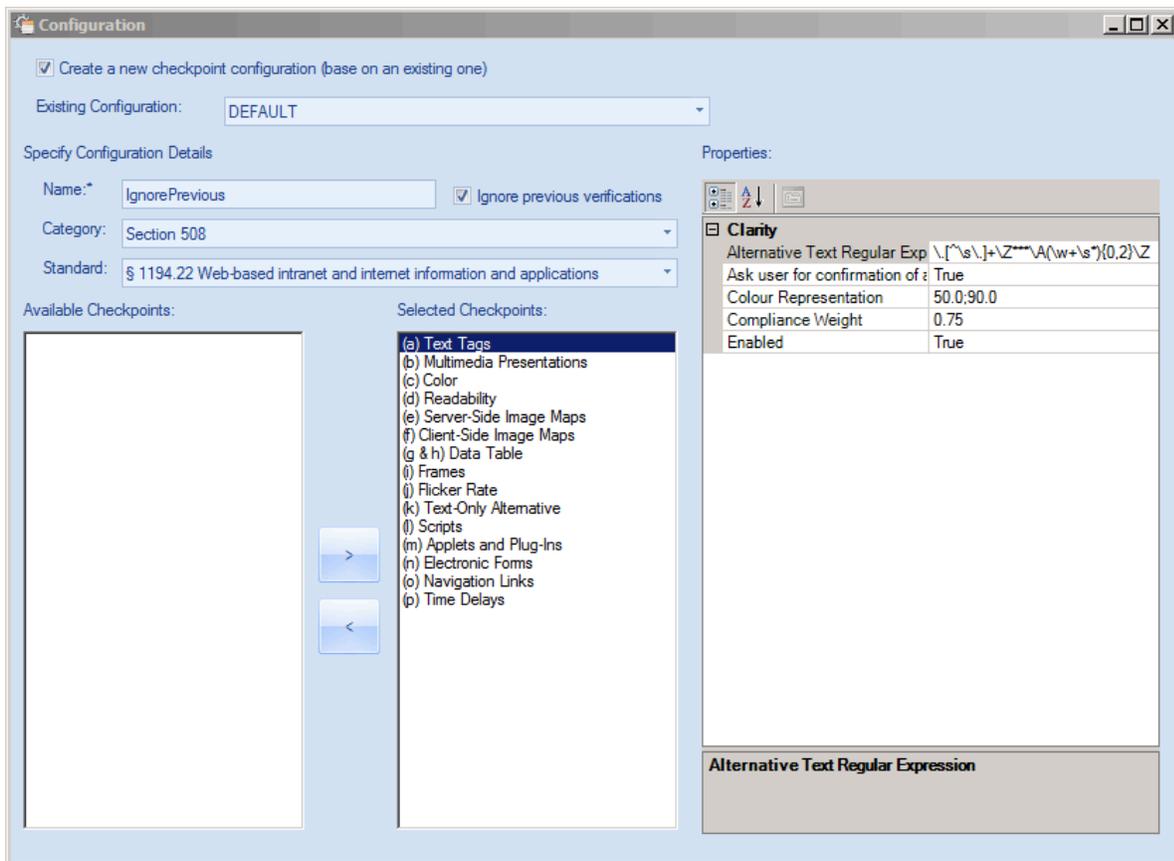
By default, CommonLook Clarity will test all Section 508 checkpoints.

## Create a New Configuration

Click on the Configurations button, and then click the New button.



To begin, check **Create a New Checkpoint Configuration** and select the DEFAULT configuration.



Ignore previous Verification scans by selecting the “Ignore previous verifications” checkbox.

You may add or remove Section 508 checkpoints by highlighting them and clicking the arrow buttons to move them between the “Available” and “Selected” columns.

To review and change detailed configuration options, click on the desired checkpoint to update the properties window. As of CommonLook Clarity 4.3.1 the following options are available:

Checkpoint	Options
<b>(a) Text Tags</b>	Manage alt. text quality via Regular Expressions. User verification required to ensure alternative text is adequate. (Default is True)
<b>(b) Multimedia</b>	No user verification required (assume all media files are accessible). (Default is False)
<b>(c) Color</b>	User verification required to ensure that color is not used to convey information. (Default is True)
<b>(d) Readability</b>	Optional settings allowing override of automated readability checks with a PASS: <ol style="list-style-type: none"> <li><b>None (default)</b> Fails untagged content, user verification required for reading order and semantics.</li> <li><b>Generating application</b> (identify via Regular Expressions)</li> <li><b>Untagged elements</b> (acceptance percentage).</li> <li><b>Either 2 or 3.</b></li> </ol>
<b>(e) Server Image Maps</b>	Set resolution of IsMap scan (Default is 10 pixels)
<b>(f) Client Image Maps</b>	Not applicable
<b>(g) &amp; (h) Tables</b>	Require row headers in addition to column headers (Default: False)
<b>(i) Frames</b>	Not applicable in PDF
<b>(j) Flicker</b>	User verification required to ensure scripts or multimedia are accessible. (Default: True)
<b>(k) Text Only</b>	Not applicable
<b>(l) Scripts</b>	User verification required to ensure scripts are accessible. (Default: True)
<b>(m) Applets &amp; Plugins</b>	User verification required to ensure multimedia annotations are accessible. (Default: True)
<b>(n) Electronic forms</b>	No configurable options
<b>(o) Navigation Links</b>	User verification required to ensure all links are not repetitive, or if repetitive, may be skipped. (Default: False)
<b>(p) Time Delays</b>	User verification required to ensure all scripts and applications do not require a timed response. (Default: True)

**Note:** Color Representation and Compliance Weight are not used in this version of CommonLook Clarity.

### Deleting a Configuration

Click on the Configurations button. All defined configurations are displayed. Select the configuration to be deleted and click the Delete button.

### Editing a Configuration

Click on the configurations button. CommonLook Clarity displays all defined configurations. Select the configuration to be changed and click the Edit button. Make your changes, then Save.

## Reporting Scan Results

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CommonLook Clarity provides six customizable CommonLook Reports for tested files, that is, files that have undergone a CommonLook Clarity verification process.



### Saving and Using Reports

For each report, buttons at the top of the window allow you to save the report to an HTML file, print the report. You may also display Checkpoint Properties for a savable and printable report detailing the exact Configuration used to process data in this case.

**NOTE:** Each report may include specific accessibility metrics. Once set, the selected metrics will be used for all subsequent instances of the same report until different metrics are selected.

### Types of Reports

#### Institutional

Current compliance status (using automated testing) for all Verification Domains.

#### Document

Compliance statistics for an individual PDF document.

#### Summary

Current compliance status (using automated testing) of one Verification Domain.

#### Active

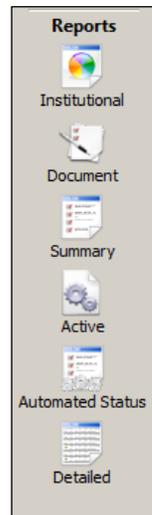
Select one or more Verification Domains to list specific documents based on CommonLook Clarity accessibility metrics. Use with [CommonLook PDF](#) for efficient manual testing, verification and remediation of PDF documents.

#### Automated Status

Automated test results for a Verification Domain, including CommonLook Office and/or CommonLook PDF testing.

#### Detailed File Status

Document, page and object-level detail on individual checkpoint failures.



### Limitations

CommonLook Clarity reports are based on data generated by automated testing procedures. The application does not check for appropriateness of tags.

**EXAMPLE:** PDF creation software may occasionally tag a data table with a <Figure> tag. In such a case CommonLook Clarity requires alt. text because a Figure tag is present, but will not run a Tables check, nor will it Fail the document due to the inappropriate tagging of content.

Use CommonLook Office and/or CommonLook PDF to verify tags are appropriate for the content.



## Institutional Report

Similar to a dashboard, this report provides an overview of current compliance status for all Verification Domains as determined by automated testing.

Section 508-Standard 1194.22																
Serial	Domain Name	Root URL	Total Pages	Pages Failing												
				a) Text Tags	b) Multimedia Presentation	c) Color	d) Readability	e) Server-side image maps	g & h) Data Tables	j) Flicker	k) Text-Only Alternatives	l) Scripts	m) Applets and Plug-ins	n) Forms	o) Navigation Links	p) Timed Response
1	CommonLook	http://www.commonlook.com/commonlook-software-services-and-training-for-accessible-pdf	98	2	0	0	0	0	0	0	0	0	0	0	0	0

Document Source											
Serial	Domain Name	Root URL	Total Number of Files	Document Source				Verified by			
				MS Word	MS PowerPoint	MS Excel	Other	CommonLook PDF	CommonLook Office	CommonLook Clarity	Other
1	CommonLook	http://www.commonlook.com/commonlook-software-services-and-training-for-accessible-pdf	9	1	2	0	6	0	0	9	0

### Data Retrieved by Report

The top section of this report shows the total number of PDF pages tested across all Verification Domains as well as the total number of PDF pages failing automated testing.

The bottom section of the report lists PDF files by Verification Domain including authoring application and testing status.

The report includes the following data:

- ❑ All defined Verification Domain Names and Root URLs.
- ❑ Summary information including the total number of PDF files and pages tested.
- ❑ The number of pages failing automated testing.
- ❑ Generating applications used (MS Word, PowerPoint, Excel or Other)
- ❑ Verification status (for files verified by CommonLook Office 1.2.1 or higher and/or CommonLook PDF 4.3.4 or higher)

**NOTE:** MS Word and MS PowerPoint-generated PDF documents may be checked and re-created using CommonLook Office 1.2.1 or higher to improve verification status. Any existing PDF file may be checked using CommonLook PDF 4.3.4 or higher for improved verification status.

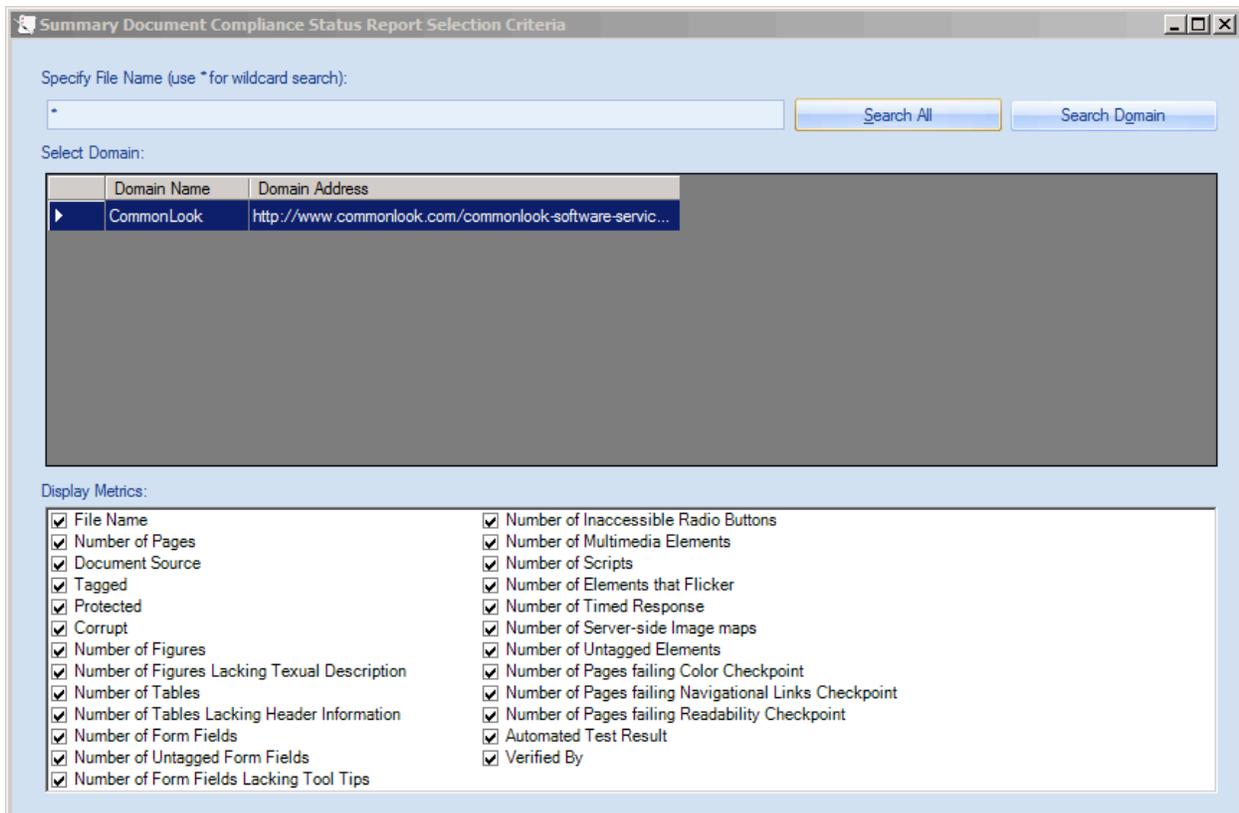


## Document Report

This report provides metadata and accessibility statistics for an individual PDF document. This information is especially useful to management, developers and content authors.

When running the report, you need to specify the following:

- ❏ The Verification Domain containing the document of interest.
- ❏ The full path of the document.  
The path can be specified by either typing or pasting the full path or by searching the Verification results for that Verification Domain. To search, enter any part of the document's name and click Search. Select your desired document from the results.
- ❏ Metrics to display in the report.  
Select or deselect items in the Display Metrics window to add and remove these data points.



Once you have specified your desired metrics, click the Generate Report button to run the report.

### Data Retrieved by the Document Report

CommonLook Clarity collects detailed information about the PDF files tested. You may include some or all of this data in the report. By default, all options are selected. Report options include:

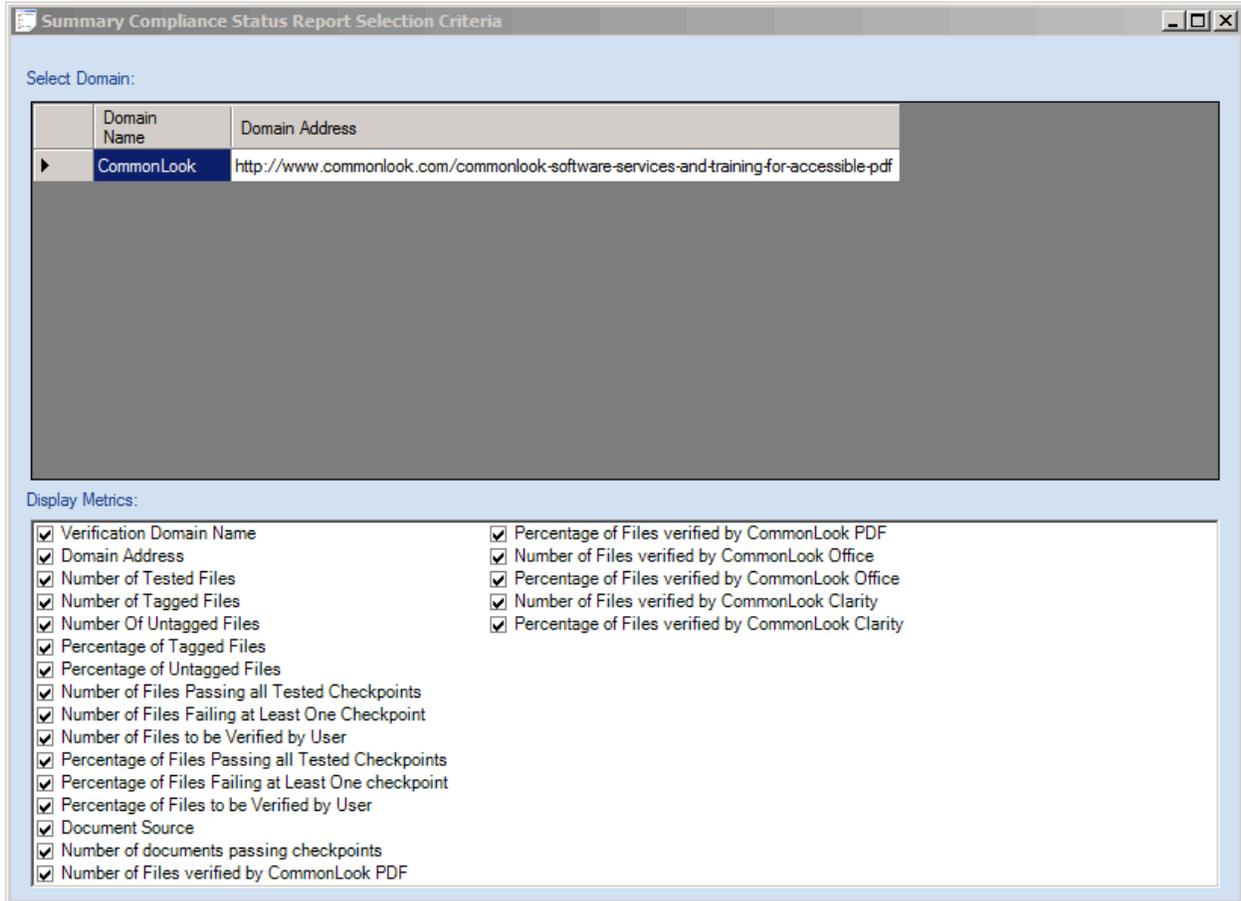
- ❏ File name, number of pages and document source.
- ❏ Whether or not the file is tagged, protected or corrupt.
- ❏ Number of Figure tags and the number of figures lacking textual description.

- ❏ Number of objects tagged as a table and the number of tables lacking heading information.
- ❏ Number of form elements, untagged form elements and form elements lacking tool tips.
- ❏ Number of radio buttons (Radio buttons are inaccessible; convert to “forced” checkboxes).
- ❏ Number of multimedia elements.
- ❏ Number of scripts.
- ❏ Number of elements with potential to flicker (scripts and multimedia).
- ❏ Number of elements that may require a timed response (scripts and applications, including multimedia).
- ❏ Number of server side image maps.
- ❏ Number of untagged (and thus inaccessible) elements.
- ❏ Number of pages failing each of the configurable automatic accessibility tests. See Configurations for more information.
- ❏ Test status based on automated accessibility checks including verification in CommonLook Office and/or CommonLook PDF. Possible status values include: Passed, Failed (Untagged), Failed, and User Verification Required.

## Summary Report

This high level report provides an overview of the compliance status of a given Verification Domain as determined by automated testing.

When running the report, you need to specify a Verification Domain and choose report metrics. Click Generate Report to run the report.



The screenshot shows a dialog box titled "Summary Compliance Status Report Selection Criteria". It has two main sections: "Select Domain:" and "Display Metrics:".

**Select Domain:**

Domain Name	Domain Address
CommonLook	http://www.commonlook.com/commonlook-software-services-and-training-for-accessible-pdf

**Display Metrics:**

- Verification Domain Name
- Domain Address
- Number of Tested Files
- Number of Tagged Files
- Number Of Untagged Files
- Percentage of Tagged Files
- Percentage of Untagged Files
- Number of Files Passing all Tested Checkpoints
- Number of Files Failing at Least One Checkpoint
- Number of Files to be Verified by User
- Percentage of Files Passing all Tested Checkpoints
- Percentage of Files Failing at Least One checkpoint
- Percentage of Files to be Verified by User
- Document Source
- Number of documents passing checkpoints
- Number of Files verified by CommonLook PDF
- Percentage of Files verified by CommonLook PDF
- Number of Files verified by CommonLook Office
- Percentage of Files verified by CommonLook Office
- Number of Files verified by CommonLook Clarity
- Percentage of Files verified by CommonLook Clarity

## Data Retrieved by Report

The Summary Compliance Status Report may contain the following information:

- Verification Domain, URL or path
- Whether or not a filter has been applied to the domain
- Number of files tested and the number and percentage of tagged and untagged files
- Number and percentage of files passing all checkpoints
- Number and percentage of files failing at least one checkpoint
- Number and percentage of files requiring user verification
- List of the authoring applications (e.g. Adobe Acrobat PDFMaker 8.0 for Word, Adobe Illustrator, etc.) and the number of files created by each. **NOTE:** Some files do not include the identity of the generating application; these are reported as blank.



## Active Report

The Active Report searches and sorts test results based on accessibility criteria selected from the CommonLook Clarity database. PDF file names in the Report are hyperlinks.

Save and share CommonLook Clarity Active Reports with [CommonLook PDF](#) users for efficient manual testing, verification and remediation of PDF documents.

When running the report, you need to specify the following:

- ❑ A Verification Domain
- ❑ Selection Criteria  
You can select PDF files meeting one or several criteria (e.g. Number of pages > 10, Number of Tables >= 1, Number of Figures >= 1, etc.).
- ❑ Display Criteria  
Select the information you want to include in the report.
- ❑ Sort Criteria  
You can specify how the report's data is sorted on a per field basis.

**Active Report Selection Criteria**

Select Domain:

Domain Name	Domain Address
CommonLook	http://www.commonlook.com...

Selection Criteria:

Operator	Field Name	Value	Logical Operator
>	Number of Pages	10	OR
>=	Number of Tables	1	AND
>=	Number of Figures	1	AND

Display Criteria:

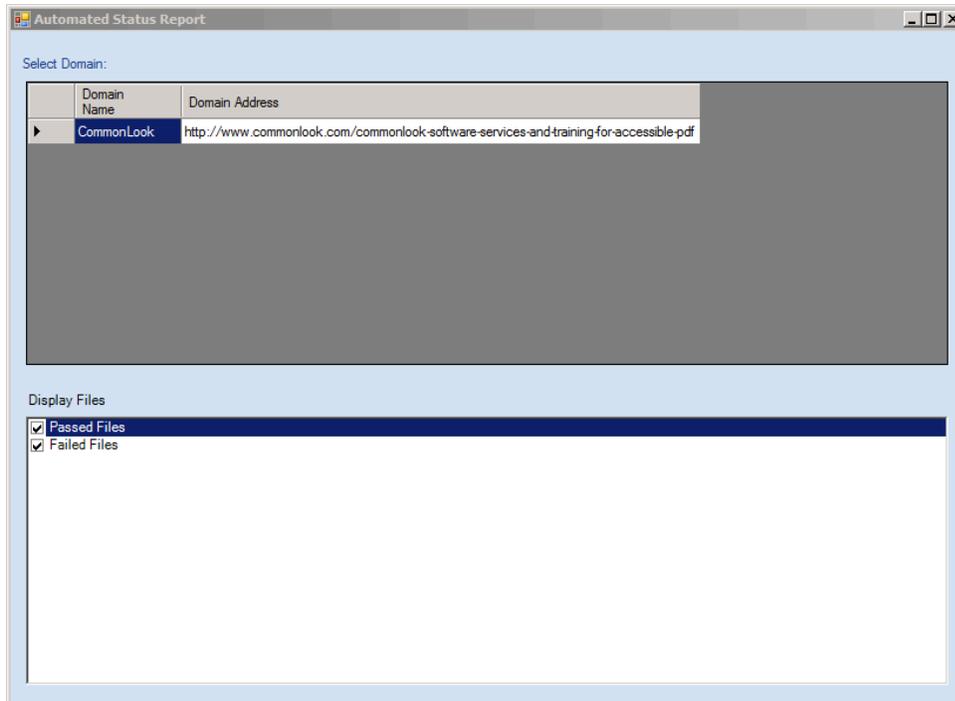
<input checked="" type="checkbox"/> File Name	<input checked="" type="checkbox"/> Number of Scripts
<input checked="" type="checkbox"/> Number of Pages	<input checked="" type="checkbox"/> Number of Server-side Image maps
<input checked="" type="checkbox"/> Tagged	<input checked="" type="checkbox"/> Number of Elements that Flicker
<input checked="" type="checkbox"/> Corrupt	<input checked="" type="checkbox"/> Number of Timed Response
<input checked="" type="checkbox"/> Protected	<input checked="" type="checkbox"/> Number of Untagged Elements
<input checked="" type="checkbox"/> Document Source	<input checked="" type="checkbox"/> Number of Pages failing Color Checkpoint
<input checked="" type="checkbox"/> Number of Figures	<input checked="" type="checkbox"/> Number of Pages failing Navigational Links Checkpoint
<input checked="" type="checkbox"/> Number of Figures Lacking Alt Text	<input checked="" type="checkbox"/> Number of Pages failing Readability Checkpoint
<input checked="" type="checkbox"/> Number of Tables	<input checked="" type="checkbox"/> Automated Test Result
<input checked="" type="checkbox"/> Number of Tables Lacking Headers	<input checked="" type="checkbox"/> Verified By
<input checked="" type="checkbox"/> Number of Form Fields	
<input checked="" type="checkbox"/> Number of Untagged Form Fields	
<input checked="" type="checkbox"/> Number of Form Fields Lacking Tool Tips	
<input checked="" type="checkbox"/> Number of Inaccessible Radio Buttons	
<input checked="" type="checkbox"/> Number of Multimedia Elements	

Sort Criteria:

Sort By	Sort Order
Corrupt	DESC
Protected	DESC
Tagged	ASC
Number of Pages	DESC

## Automated Status Report

The automated status report lists files that either pass or fail automated testing. To run the report, specify passing, failing or both.



### Data Retrieved by Report

The report provides:

- ❏ File name and location
- ❏ Authoring application
- ❏ Verification method
- ❏ Number of Pages

**Specify Passed or Failed files:** Check one or both options as desired. Files requiring user verification will be found in the "Passed" results list.

## Detailed File Status Report

This report details why one or more specific documents passed, failed or requires user verification on one or more checkpoints. In order to run the report you need to:

- ❑ Specify the document(s)
- ❑ Select Failed, Passed or both
- ❑ Specify which checkpoints to use in the report
- ❑ Select the metrics you want to see in the report

The screenshot shows the 'Detailed File Status Report' application window. It features a search bar at the top with a 'Search' button. Below the search bar is a list of search results with checkboxes for 'Failed Files' and 'Passed Files'. A 'Select Domain:' section contains a table with columns for 'Domain Name' and 'Domain Address'. Below this is a 'Select Verifier:' section with a table listing various checkpoints (a) through (e) with their respective categories and standards. At the bottom, there are checkboxes for 'Select All Verifiers', 'Select All', and a 'Display Metrics:' section with a list of metrics to be displayed.

Specify File Name (use \* for wildcard search)

Search

Search Results (click to select):

- Failed Files
- Passed Files

Select Domain:

Domain Name	Domain Address
CommonLook	http://www.commonlook.com/commonlook-software-services-and-training-for-accessible.pdf

Select All Verifiers

Select Verifier:

Select Verifier	Checkpoint Name	Category	Standard
<input checked="" type="checkbox"/>	(a) Text Tags	Section 508	§ 1194.22 Web-based intranet and internet information and applications
<input checked="" type="checkbox"/>	(b) Multimedia Presentations	Section 508	§ 1194.22 Web-based intranet and internet information and applications
<input checked="" type="checkbox"/>	(c) Color	Section 508	§ 1194.22 Web-based intranet and internet information and applications
<input checked="" type="checkbox"/>	(d) Readability	Section 508	§ 1194.22 Web-based intranet and internet information and applications
<input checked="" type="checkbox"/>	(e) Server-Side Image Maps	Section 508	§ 1194.22 Web-based intranet and internet information and applications

Select All

Display Metrics:

- File Name
- Standard Name
- Document Status
- Checkpoint Name
- Checkpoint Status
- Page Number

**Specify File Name:** Choose the Verification Domain to be searched. Using the wildcard of “\*” will list all files tested in that Verification Domain. Click on a file to select it for this report. There is no need to hold down the shift or control key to select other files; just click them. Clicking a highlighted file will deselect it.

**Specify Passed or Failed files:** Check one or both options as desired. Files requiring user verification will be found in the “Passed” results list.

**Select Verifiers** (verification checkpoints): Select the Section 508 checkpoints to be included in the report.

**Select Metrics:** Select the metrics to show in the report.

### Data Retrieved by Report

The report lists test results by page, and includes the following information.

- 🚩 File name, the standard used, and document status
- 🚩 Page Number
- 🚩 Checkpoint Name
- 🚩 Checkpoint Status (passed, failed, not applicable)
- 🚩 Reason

The comment field is not applicable in this version of CommonLook Clarity.

Detailed File Status Report

CommonLook Clarity

## Detailed File Status Report

**File Name:** CSUN\_2012\_PDFUA\_Presentation.pdf  
**Standard Name:** § 1194.22 Web-based intranet and internet information and applications  
**Document Status:** To be Verified by User

Page Number	Checkpoint Name	Checkpoint Status	Reason	Comments
12	(g & h) Data Table	Not Applicable	No data tables detected.	
12	(i) Frames	Not Applicable	Checkpoint is not applicable to PDF documents.	
12	(j) Flicker Rate	Not Applicable	Property set indicates no elements flicker on this page.	
12	(l) Scripts	Not Applicable	Page does not contain scripts.	
12	(m) Applets and Plug-Ins	Not Applicable	No applets/plugin-ins or applications are required to interpret this page.	
12	(n) Electronic Forms	Not Applicable	No form elements detected.	

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