CommonLook PDF
VPAT
(Voluntary Product Accessibility Template)

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Name of Product: CommonLook PDF
version 4.2.3 for Adobe Acrobat Professional

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Summary Table

Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Supported.	Please refer to the attached VPAT.
Section 1194.22 Web-based internet information and applications	Not Applicable.	CommonLook is not a Web-based product.
Section 1194.23 Telecommunications Products	Not Applicable.	CommonLook PDF is not a telecommunications product.
Section 1194.24 Video and Multi-media Products	Not Applicable.	CommonLook PDF does not use multimedia.
Section 1194.25 Self-Contained, Closed Products	Not Applicable.	CommonLook PDF is not a self-contained product.
Section 1194.26 Desktop and Portable Computers	Not Applicable.	CommonLook PDF is software as defined under section 1194.21
Section 1194.31 Functional Performance Criteria	Supported.	Please refer to the attached VPAT.
Section 1194.41 (a) Information, Documentation and Support	Supported.	Please refer to the attached VPAT.

Section 1194.21 Software Applications and Operating Systems

Criteria	Supporting Features	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supported with minor exceptions	Keyboard access is provided throughout CommonLook PDF. Keyboard shortcuts, shortcut keys, and menu commands are readily available. Contiguous and noncontiguous selection of document elements, keyboard shortcuts, arrow navigation, and other features enable users to navigate through menus, navigation panels, dialog boxes and other parts of the user interface using the keyboard. Some functions, such as selecting areas in the document's physical view, are not keyboard accessible. CommonLook PDF supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, SerialKeys, and ToggleKeys. CommonLook PDF includes easily accessible reference guides for keyboard accessibility.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supported	CommonLook PDF does not disrupt or disable any accessibility features of the operating system or other products.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supported	CommonLook PDF provides well- defined on-screen indication of the current focus and tracking of the focus throughout the application.
(d) Sufficient information about a user interface element including the identity,	Supported	CommonLook PDF provides information about user interface elements through the

Criteria	Supporting Features	Remarks and explanations
operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.		Microsoft® Active Accessibility® API.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supported	CommonLook PDF utilizes standard and consistent images throughout the application.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supported	CommonLook PDF uses standard system functions to send textual information to the operating system. The application provides textual information through the Microsoft® Active Accessibility® API, including text content and text input caret location.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supported	CommonLook PDF does not override user elected contrast and color selections.
(h) When animation is displayed, the information shall be displayable in at least one non- animated presentation mode at the option of the user.	Supported	CommonLook PDF does not use animation to display information to the user.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supported	CommonLook PDF does not use color to convey information.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Supported	CommonLook PDF automatically adopts the color and contrast settings of the operating system.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supported	CommonLook PDF does not use flashing or blinking objects or text in any application User Interface.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Not Applicable	CommonLook PDF does not use electronic forms.

Section 1194.31 Functional Performance Criteria - Detail

Criteria	Supporting Features	Remarks and explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supported with minor exceptions.	CommonLook PDF supports screen readers that use Microsoft® Active Accessibility® or the object model to access user interface information. Other commonly-used Assistive Technology may be used with CommonLook PDF with the exceptions noted above.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supported	CommonLook PDF supports the use of screen readers to access user interface information. Users can access Magnifier in the Microsoft Windows Accessibility Options.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.	Not Applicable	CommonLook PDF does not require user hearing for access to any application functionality.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not Applicable	CommonLook PDF does not require user hearing for access to any application functionality.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not Applicable	CommonLook PDF does not require user speech for access to any application functionality.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supported	Keyboard access is provided throughout CommonLook PDF. Keyboard shortcuts, shortcut keys, and menu commands are readily available. CommonLook PDF supports operating system tools such as StickyKeys and FilterKeys, as well as assistive technology that supports Microsoft® Active Accessibility®.

Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and explanations
Section 1194.41 (a) Product Support Documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supported	CommonLook PDF documentation is provided in digital format with the installation files at no additional charge. This documentation is fully accessible using Adobe® Acrobat® Professional 6.0 or above, required for use with CommonLook PDF.
Section 1194.41 (b) Accessibility and Compatibility Features. End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supported	CommonLook PDF documentation is provided in digital format with the installation files. The documentation contains a description of the accessibility features.
1194.41 (c) Support Services for products shall accommodate the communication needs of end-users with disabilities.	Supported	The NetCentric Product Support Services Help Desk is familiar with such features as keyboard access and other options important to people with disabilities. NetCentric's CommonLook website http://www.commonLook.com has been tested for accessibility.