

CommonLook Office VPAT 2.1

APRIL 2019

(VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE)

Date:	April 2019
Name of Product	CommonLook Office Version 2.0.8 and above
Contact for more information	support@commonlook.com

Product Description

CommonLook Office is a software application and add-in for Microsoft Office (Word & PowerPoint) that simplifies converting Word and PowerPoint documents into accessibility standard compliant PDFs.

Evaluation Methods Used:

APPLICABLE STANDARDS/GUIDELINES

Notes:

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

Standard/Guideline	Included in the Report
Web Content Accessibility Guidelines 2.0, at http://www.w3.org/TR/2008/REC-WCAG20-20081211/	YES (AA)
<p><u>Revised Section 508 standards</u> as published by the U.S. Access Board in the Federal Register on January 18, 2017</p> <p><u>Corrections to the ICT Final Rule</u> as published by the US Access Board in the Federal Register on January 22, 2018</p>	Yes
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V1.1.2 (2015-04) at http://mandate376.standards.eu/standard	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.
- **Supports with Exceptions:** 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 2.0 Report

TABLE 2: SUCCESS CRITERIA, LEVEL AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<u>1.2.4 Captions (Live)</u> (Level AA)	Not Applicable	The Software does not include any Live Audio content.
<u>1.2.5 Audio Description (Prerecorded)</u> (Level AA)	Not Applicable	The software does not include any Audio functionality.
<u>1.4.3 Contrast (Minimum)</u> (Level AA)	Supports	
<u>1.4.4 Resize text</u> (Level AA)	Supports	Product displays can be resized using the operating system zoom feature without loss of functionality. Text can be resized up to 175% without loss of content or functionality.
<u>1.4.5 Images of Text</u> (Level AA)	Supports	Text is used to convey information rather than images of text.
<u>2.4.5 Multiple Ways</u> (Level AA)	Supports	User can navigate/interact with the application using different methods.

Criteria	Conformance Level	Remarks and Explanations
<u>2.4.6 Headings and Labels</u> (Level AA)	Supports	<p>User interface component labels are associated with the fields they are labeling</p> <p>Header markup of data tables for generated reports.</p>
<u>2.4.7 Focus Visible</u> (Level AA)	Supports	Visual indication of the focused component exists on software controls.
<u>3.1.2 Language of Parts</u> (Level AA)	Not Applicable	Does not apply on the software
<u>3.2.3 Consistent Navigation</u> (Level AA)	Not Applicable	Does not apply on the software
<u>3.2.4 Consistent Identification</u> (Level AA)	Not Applicable	Does not apply on the software
<u>3.3.3 Error Suggestion</u> (Level AA)	Supports	When errors are detected, the software prompts the user to correct the error.
<u>3.3.4 Error Prevention (Legal, Financial, Data)</u> (Level AA)	Supports	<p>Data is checked for input errors with an opportunity for the user to correct them.</p> <p>Data can be reviewed, corrected, and confirmed by the user before they are finalized.</p>

Section 508 Conformance Tables

CHAPTER 3: FUNCTIONAL PERFORMANCE CRITERIA (FPC)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports with Exception	When an activity requires that the user use vision to provide information (for example, provide alternative text to a Figure) the application is not able to provide an alternative method to help the user identify the image.
302.2 With Limited Vision	Supports with Exceptions	When an activity requires that the user use vision to provide (for example, provide alternative text to a Figure) the application is not able to provide an alternative method to help the user identify the image.

Criteria	Conformance Level	Remarks and Explanations
302.3 Without Perception of Color	Supports with Exceptions	When an activity requires that the user use their perception of color (for example to determine contrast or that information is only conveyed using color) the application is unable to provide this information in an alternative method.
302.4 Without Hearing	Supports	Sound is not used to convey information.
302.5 With Limited Hearing	Supports	Sound is not used to convey information.
302.6 Without Speech	Supports	Speech is not used to control the application
302.7 With Limited Manipulation	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.

Criteria	Conformance Level	Remarks and Explanations
302.8 With Limited Reach and Strength	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports with Exceptions	Certain terms and descriptions of checkpoints use standards terms which may not be understandable by users with limited language, cognitive or learning abilities.

CHAPTER 4: HARDWARE.

Notes:

The product does not consist of any Hardware.

CHAPTER 5: SOFTWARE

Notes:

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG section
502 Interoperability with Assistive Technology	-	

Criteria	Conformance Level	Remarks and Explanations
502.2.1 User Control of Accessibility Features	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.2.2 No Disruption of Accessibility Features	Supports	Shortcuts provided do not conflict with Accessibility features.
502.3 Accessibility Services	-	
502.3.1 Object Information	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.2 Modification of Object Information	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.

Criteria	Conformance Level	Remarks and Explanations
502.3.3 Row, Column, and Headers	Supports	In all objects provided in data tables, the occupied rows and columns, and any headers associated with those rows or columns, are programmatically determinable.
502.3.4 Values	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.5 Modification of Values	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.6 Label Relationships	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.

Criteria	Conformance Level	Remarks and Explanations
502.3.7 Hierarchical Relationships	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.8 Text	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.9 Modification of Text	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.10 List of Actions	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.

Criteria	Conformance Level	Remarks and Explanations
502.3.11 Actions on Objects	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.12 Focus Cursor	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.13 Modification of Focus Cursor	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
502.3.14 Event Notification	Supports	CommonLook Office components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.

Criteria	Conformance Level	Remarks and Explanations
502.4 Platform Accessibility Features	Supports	CommonLook Office does not block any Platform accessibility features from being used in the application.
503 Applications	-	
503.2 User Preferences	Supports	CommonLook does not change preferences from platform settings for color, contrast, font type, font size, and focus cursor.
503.3 Alternative User Interfaces	Not Applicable	No alternative user interfaces have been provided.
503.4 User Controls for Captions and Audio Description	Not Applicable	No audio/video components exist in the application
503.4.1 Caption Controls	Not Applicable	No audio/video components exist in the application
503.4.2 Audio Description Controls	Not Applicable	No audio/video components exist in the application

Criteria	Conformance Level	Remarks and Explanations
504 Authoring Tools		
504.2 Content Creation or Editing (if not authoring tool, enter “not applicable”)	See WCAG 2.0 section	
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Supports	CommonLook Office does not remove any content or meta data provided for accessibility
504.2.2 PDF Export	Supports	CommonLook Office supports generating documents that are 14289-1 (PDF/UA) compliant
504.3 Prompts	Supports	CommonLook Office supports generating documents that are WCAG 2.0 Level A and AA compliant.
504.4 Templates	Not applicable	Templates are not provided in CommonLook Office.

CHAPTER 6: SUPPORT DOCUMENTATION AND SERVICES

Notes:

Criteria	Conformance Level	Remarks and Explanations
602 Support Documentation		
602.2 Accessibility and Compatibility Features	Supports	Documentation includes the accessibility features in CommonLook Office.
602.3 Electronic Support Documentation	Supports	Documentation conforms to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0
602.4 Alternate Formats for Non-Electronic Support Documentation	Not applicable	The documentation is only available in electronic format
603 Support Services		
603.2 Information on Accessibility and Compatibility Features	Supports	Phone, email and online chat support are provided for all users
603.3 Accommodation of Communication Needs	Supports	Phone, email and online chat are provided for all users