

COMMONLOOK OFFICE STANDARD & COMMONLOOK OFFICE PROFESSIONAL VPAT (VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE)

Date: July 30, 2012

Name of Product: CommonLook Office Standard &
CommonLook Office Professional
version 1.2 for Microsoft Office ©

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SUMMARY TABLE

| Criteria | Supporting Features | Remarks and explanations |
|--|---------------------|--|
| Section 1194.21 Software Applications and Operating Systems | Supported | Details provided in this document. |
| Section 1194.22 Web-based internet information and applications | N/A | CommonLook Office is not a Web-based product. |
| Section 1194.23 Telecommunications Products | N/A | CommonLook Office is not a telecommunications product. |
| Section 1194.24 Video and Multi-media Products | N/A | CommonLook Office does not use multimedia. |
| Section 1194.25 Self-Contained, Closed Products | N/A | CommonLook Office is not a self-contained product. |
| Section 1194.26 Desktop and Portable Computers | N/A | CommonLook Office is software as defined under section 1194.21 |
| Section 1194.31 Functional Performance Criteria | Supported | Details provided in this document. |
| Section 1194.41 (a) Information, Documentation and Support | Supported | Details provided in this document. |

SECTION 1194.21 SOFTWARE APPLICATIONS AND OPERATING SYSTEMS

| Criteria | Supporting Features | Remarks and explanations |
|--|--|--|
| <p>(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.</p> | <p>Supported with minor exceptions</p> | <p>Keyboard access is provided throughout CommonLook Office including shortcut keys, and menu commands.</p> <p>CommonLook Office can perform 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.</p> <p>CommonLook Office supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, SerialKeys, and ToggleKeys.</p> |
| <p>(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.</p> <p>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.</p> | <p>Supported</p> | <p>CommonLook Office does not disrupt or disable any accessibility features of the operating system or other products.</p> |
| <p>(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.</p> | <p>Supported</p> | <p>CommonLook Office provides well-defined on-screen indication of the current focus and tracking of the focus throughout the application.</p> |
| <p>(d) Sufficient information about a user interface element including the identity, 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.</p> | <p>Supported</p> | <p>CommonLook Office provides information about user interface elements through the Microsoft® Active Accessibility® API.</p> |

| Criteria | Supporting Features | Remarks and explanations |
|--|---------------------|--|
| (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 Office 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 Office uses standard system functions to send textual information to the operating system 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 Office 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. | N/A | CommonLook Office 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. | N/A | CommonLook Office 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 Office 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. | N/A | CommonLook Office does not use flashing or blinking objects or text. |
| (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. | N/A | CommonLook Office 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 | CommonLook Office 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 Office 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 Office 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. | N/A | CommonLook Office does not require user hearing for 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. | N/A | CommonLook Office does not require user hearing for 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. | N/A | CommonLook Office does not require user speech for 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 Office. Keyboard shortcuts, shortcut keys, and menu commands are readily available. CommonLook Office 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 Office documentation is provided in accessible digital format with the installation files at no additional charge. |
| 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 | The accessibility and compatibility features of CommonLook Office are described using accessible electronic documentation, at no additional charge. |
| 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. |