Date: October 2009

Name of Product: Microsoft® Windows® 7

Contact for more Information: <u>Microsoft Windows</u> <u>Microsoft Enable</u>

Microsoft® Windows® 7

This VPAT document covers the following editions of Windows 7:
   ▪   Windows 7 Home Basic
   ▪   Windows 7 Home Premium
   ▪   Windows 7 Professional
   ▪   Windows 7 Enterprise
   ▪   Windows 7 Ultimate
   ▪   Windows 7 Starter
 	
Internet Explorer is covered in a separate VPAT.

Summary Table
Voluntary Product Accessibility Template

Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Generally Supported	Windows 7 includes multiple improvements in the assistive technology and accessibility feature. The on-screen keyboard and Magnifier have been extensively updated and the Windows Automation Application Programming Interface (API), has been updated to facilitate assistive technology and information technology interoperability. The Windows Automation API includes improved performance and features of User Interface (UI) Automation, increased interoperability between the Microsoft Active Accessibility (MSAA), and support for W3C Accessible Rich Internet Applications Specification (ARIA). Please refer to the Microsoft Developer Network Windows Automation API: Overview for additional information. Windows 7 follows standard conventions for keyboard navigation. For instances where the keyboard interface is not intuitive (for example, by using the Tab, Enter, Escape keys or the arrow keys), the keyboard interface is documented in the online help. Minor exceptions in individual features are noted in the main VPAT. Additional Windows accessibility features information can be found on the Windows 7 features site.
Section 1194.22 Web-based internet information and applications	Not applicable	
Section 1194.23 Telecommunications Products	Supported	Closed-Captioning within Windows Media Player and Windows Media Center related areas are supported; all else are not applicable.
Section 1194.24 Video and Multi-media Products	Supported	Windows Media Player and Windows Media Center are applicable; all else are not applicable
Section 1194.25 Self-Contained, Closed Products	Not applicable	

Criteria	Supporting Features	Remarks and explanations
Section 1194.26 Desktop and Portable Computers	Not applicable	
Section 1194.31 Functional Performance Criteria	Generally Supported	Windows 7 provides numerous features for improving the visibility of user interfaces, such as a built-in magnifier, several high-contrast modes, different themes, several high-DPI (dots per inch) modes, various screen resolutions (if supported by the hardware), and additional features from the Ease of Access center for changing the size of the cursor, changing the thickness of the focus rectangle, and others. The Windows 7 Magnifier application now supports two new modes of operation – full-screen and lens mode – as well as color inverting and many new features which improve and facilitate the user experience. It should be noted that an Aero-capable machine is needed for full-screen mode. Please refer to the Windows 7 Magnifier site for additional information. The high-DPI mode specifically has been significantly improved – the feature is easier to discover and understand, switching between different modes now does not require a machine reboot, and the high-DPI modes can now be configured per user. The on-screen keyboard in Windows 7 includes some significant improvements such as the addition of text prediction (except on Windows 7 Starter and Home Basic) in the following languages – English (UK and US), French, Italian, German, and Spanish – a resizable keyboard, improved user experience for hover and scan modes, and the ability to restore an accidentally minimized on-screen keyboard. Please refer to the Windows 7 on-screen keyboard site for additional information.
Section 1194.41 (a) Information, Documentation and Support	Supported	

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	Windows 7 follows standard conventions for navigating around the user interface from the keyboard. For instances where the keyboard interface is not intuitive (for example, by using the Tab, Enter, or Escape key or the arrow keys), the keyboard interface is documented in the online help. Users can adjust the way Windows responds to mouse or keyboard input so that key combinations are easier to press, typing is easier, and inadvertent key presses are ignored. For more information, see <u>Make the keyboard easier to use</u>. Please note the following minor exceptions: Drawing on the canvas of the Paint program is not possible through keyboard-only navigation. In Explorer windows, the user can use the System menu (ALT+SPACEBAR) to resize the window. However, there is no keyboard method to resize individual panes (such as the navigation pane or the preview pane) or columns. Certain applications using the list view control do not expose a keyboard-only navigation mechanism for the user to change the sort-order or sort-by-column of the list view. The XPS Viewer does not expose a mechanism for the user to activate a hyperlink through keyboard-only navigation. The hyperlink information is exposed programmatically to assistive technologies. The icons on the taskbar cannot be arranged through keyboard-only navigation unless the user closes all applications and restarts them in the desired order. The Color Selection control in the Paint ribbon does not support keyboard navigation, and does not expose programmatically its state or selected color. The Paint application provides additional user interfaces (buttons in Paint's ribbon) which allow the user to change the color through keyboard navigation.

Criteria	Supporting Features	Remarks and explanations
(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	There are no known instances of Windows 7 applications or individual features that disable or disrupt the operation of the Windows accessibility features.

Criteria	Supporting Features	Remarks and explanations
(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 with minor exception	Programmatic and visual focus can be determined in all themes and color schemes. For improved visual appearance, the Ease of Access Center allows the user to increase the thickness of the focus rectangle and the cursor. The built-in magnifier provides the capabilities to track the location of the currently focused item. There is one minor note of interest: When locking a machine (after pressing CTRL+ALT+DELETE) the keyboard-focus rectangle may be difficult to see, due to low contrast between the color of the focus rectangle and the colors of the background images. The Windows OEM Preinstallation Kits (OPK) and Windows Automated Installation Kit (WAIK) document how users can change the background image to one of their choice that could improve the contrast ratio. There are also third-party applications that allow a user to change the background of the logon screen. Please note the following minor exception: When an FTP protocol is used in Windows Explorer to access files, the FTP Protocol dialog for changing Read/Write/Execute properties does not specify individual names for the checkboxes, making it difficult for a user to determine which checkbox has currently the focus.

Criteria	Supporting Features	Remarks and explanations
(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.	Supported with minor exceptions	Windows 7 includes multiple improvements in the Windows Automation Application Programming Interface (API), which will enable more powerful accessibility solutions to be created for the platform. The Windows Automation API includes improved performance and features of User Interface (UI) Automation, increased interoperability between the Microsoft Active Accessibility (MSAA), and support for W3C Accessible Rich Internet Applications Specification. Please refer to the Windows Automation API: Overview site for additional information. User interface information is available programmatically to assistive technology vendors through Microsoft Active Accessibility, User Interface Automation, and other publicly available APIs. Graphics are also accompanied by explanatory text throughout the UI, when the graphic's sole purpose is not branding or secondary background information (such as desktop wallpaper). Please note the following minor exceptions: When User Account Control is modified from its default settings, such that consent or credential UI is displayed on the interactive desktop rather than the secure desktop, some controls will be inaccessible through Microsoft Active Accessibility. The solution to this is to accept UAC's default behavior of displaying that UI on the secure desktop. The Windows Media Center user interface does not support the Microsoft Active Accessibility API for determining the accessible object by specifying screen position. The assistive technology vendors who need this information can obtain it through alternative means, for example by traversing the accessible tree. Some expandable buttons in Credentials Manager and Action Center do not consistently expose their state, thus requiring the user to determine whether they are expanded or collapsed from the context

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	Windows 7 consistently uses icons, graphics, status indicators, and other visuals to give feedback to the user and to indicate what actions can be taken.
(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 with minor exceptions	Textual information is available programmatically to assistive technology vendors through Microsoft Active Accessibility, User Interface Automation, and other publicly available APIs. Please note the following minor exceptions: In Windows Media Player, the dialog New Auto Playlist does not expose textually certain details on configuring criteria for the playlists. The graph chart in the Reliability Monitor exposes the information textually in a non-standard way, which may confuse certain assistive technologies.

Criteria	Supporting Features	Remarks and explanations
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supported with minor exceptions	Windows 7 provides and follows settings for customizing specific color selections and display attributes, with the following minor exceptions: Some gadgets may have low contrast between the text and the background color in certain high-contrast modes. The Tablet PC calibration tool includes text that will be invisible in certain high-contrast modes. The user should first read the instructions in normal mode or high-contrast White, or calibrate the monitor in one of these two modes. The speech recognition tutorial does not switch colors in high-contrast modes, however the tutorial is not required to be completed by a user to use Windows speech recognition and an alternate means to train the speech system is available to the user. Basic operating information concerning speech commanding and dictation are also available in the help system. Launching the Memory Diagnostics tool in high-contrast does not use the appropriate colors, making some texts invisible. Switching back and forth to that same high-contrast mode while the tool is running fixes the problem. In Windows Media Player, hover preview does not work in high-contrast mode. The user can preview songs through other WMP mechanisms. Windows Media Center does not use the Windows-wide settings for high-contrast mode. Instead it defines two independent high-contrast modes which are consistently supported across all Windows Media Center UI surfaces. Due to their non-standard visual nature, the games do not support the standard high-contrast modes. Instead, they provide a mechanism for the user to change their appearances and colors.

Criteria	Supporting Features	Remarks and explanations
(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	Windows 7 consistently uses icons, graphics, status indicators, and other visuals to give feedback to the user and to indicate what actions can be taken. Animation is not relied upon as the sole means of communicating concepts in the user interface or documentation.
(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	Windows 7 consistently uses icons, graphics, status indicators, and other visuals to give feedback to the user and to indicate what actions can be taken. Color coding is not relied upon as the sole means of communicating concepts in the user interface or documentation.
(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	
(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	Flashing and blinking in Windows 7 visual surfaces respect the prescribed frequency range. As in Windows Vista, the Ease of Access center allows the user to change the rate of blinking of the system caret.
(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	

Section 1194.22 Web-based Internet information and applications - Detail
Voluntary Product Accessibility Template

Criteria	Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(g) Row and column headers shall be identified for data tables.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not applicable	This section of the VPAT does not apply to Windows 7 overall.

Criteria	Supporting Features	Remarks and explanations
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(n) When electronic forms are designed to be completed on-line, 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	This section of the VPAT does not apply to Windows 7 overall.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	This section of the VPAT does not apply to Windows 7 overall.

Section 1194.23 Telecommunications Products - Detail
Voluntary Product Accessibility Template

Criteria	Supporting Features	Remarks and explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not applicable	Support is dependent on implementation by separate product.
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not applicable	Support is dependent on implementation by separate product.
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not applicable	Support is dependent on implementation by separate product.
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not applicable	Support is dependent on implementation by separate product.
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not applicable	Support is dependent on implementation by separate product.
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not applicable	Support is dependent on implementation by separate product.

Criteria	Supporting Features	Remarks and explanations
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	Support is dependent on implementation by separate product.
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not applicable	Support is dependent on implementation by separate product.
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not applicable	Support is dependent on implementation by separate product.
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Supported	Media Player and Media Center meet this requirement
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not applicable	Support is dependent on implementation by separate product.

Criteria	Supporting Features	Remarks and explanations
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not applicable	Support is dependent on implementation by separate product.
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not applicable	Support is dependent on implementation by separate product.
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not applicable	Support is dependent on implementation by separate product.

Section 1194.24 Video and Multi-media Products - Detail
Voluntary Product Accessibility Template

Criteria	Supporting Features	Remarks and explanations
a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not applicable	Support is dependent on implementation by separate product.
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not applicable	Support is dependent on implementation by separate product.
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Supported	All audio/visual training included in Windows 7 is also available (either in the box or through a separate request) in alternative textual formats. For example, the animated tutorial for speech input conveys all instructions with text, using animation and video as supplementary information.

Criteria	Supporting Features	Remarks and explanations
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Supported	All audio/visual training included in Windows 7 is also available (either in the box or through a separate request) in alternative textual formats. For example, the animated tutorial for speech input conveys all instructions with text, using animation and video as supplementary information.
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Supported	The Windows Media Center and Windows Media Player allow for user control of display of alternate text or audio description, provided such is available with the media being viewed.

Section 1194.25 Self-Contained, Closed Products - Detail
Voluntary Product Accessibility Template

Criteria	Supporting Features	Remarks and explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not applicable	Support is dependent on implementation by separate product.
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	Support is dependent on implementation by separate product.
(c) Where a product utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not applicable	Support is dependent on implementation by separate product.
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	Support is dependent on implementation by separate product.
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Not applicable	Support is dependent on implementation by separate product.

Criteria	Supporting Features	Remarks and explanations
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	Support is dependent on implementation by separate product.
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not applicable	Support is dependent on implementation by separate product.
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not applicable	Support is dependent on implementation by separate product.
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	Support is dependent on implementation by separate product.
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Not applicable	Support is dependent on implementation by separate product.

Criteria	Supporting Features	Remarks and explanations
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not applicable	Support is dependent on implementation by separate product.
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not applicable	Support is dependent on implementation by separate product.
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not applicable	Support is dependent on implementation by separate product.

Section 1194.26 Desktop and Portable Computers - Detail
Voluntary Product Accessibility Template

Criteria	Supporting Features	Remarks and explanations
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).	Not applicable	Support is dependent on implementation by separate product.
(b) If a product utilizes touch screens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not applicable	For devices that use Windows 7, please refer to the VPAT for those devices to evaluate these criteria. Windows 7 offers multi-touch functionality for devices that support multi-touch. All operations that can be done via multi-touch can also be performed via other user interfaces that do not require touch screen.
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	For devices that use Windows 7, please refer to the VPAT for those devices to evaluate these criteria. Windows 7 offers biometric sign-in through finger scanning, however it is offered as an additional option and is not required.
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not applicable	Support is dependent on implementation by separate product.

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	The vast majority of features and scenarios in Windows 7 can be used through assistive technologies such as screen-readers and therefore do not require user vision. Windows comes with a basic screen reader called Narrator that will read aloud text that appears on the screen. Windows also has settings for providing audio descriptions for videos and controlling how dialog boxes appear. For more information, see Use the computer without a display. Many other programs and hardware are compatible with Windows and available to help individuals who are blind, including screen readers, Braille output devices, and other useful products. For more information, go to the Microsoft Accessibility website. The Windows 7 Magnifier application now supports two new modes of operation – full-screen and lens mode – as well as color inverting and many new features which improve and facilitate the user experience. It should be noted that an Aero-capable machine is needed for full-screen mode. The limitations listed in sections 1194.21(a) and 1194.21(d) may present difficulties for some users depending on their choice of and skills with specific assistive technologies.

Criteria	Supporting Features	Remarks and explanations
(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 with minor exceptions	Windows 7 provides numerous features for improving the visibility of user interfaces, such as a built-in magnifier, several high-contrast modes, different themes, several high-DPI modes, different screen resolutions (if supported by the hardware), and additional features from Ease of Access center for changing the size of the cursor, changing the thickness of the focus rectangle, and others. The high-DPI mode specifically has been significantly improved – the feature is easier to discover and understand, switching between different modes now does not require a machine reboot, and the high-DPI modes can now be configured per user. Please reference minor exceptions details in 1194.21.
(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	Supported	In Windows 7, all sounds can be turned off without affecting the use of the operating system. Visual notifications or the Sound Sentry feature could alert the user to important information and tell them if sound events have occurred. Windows can replace two types of audio information with visual equivalents. Users can replace system sounds with visual alerts and can display text captions for spoken dialog in multimedia programs. For more information, see Use text or visual alternatives to sounds.

Criteria	Supporting Features	Remarks and explanations
(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.	Supported	Windows 7 consistently uses icons, graphics, status indicators and other visuals to give feedback to the user and to indicate what actions can be taken next. Sound is not relied upon as the sole means of communicating concepts in the user interface or documentation. Windows can replace two types of audio information with visual equivalents. Users can replace system sounds with visual alerts and you can display text captions for spoken dialog in multimedia programs. For more information, see Use text or visual alternatives to sounds.
(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.	Supported	While Windows 7 provides in-box support for speech input, speech is not required in order to use any feature.
(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 with minor exceptions	Windows includes an on-screen keyboard that user can use to type. Users can also use speech recognition to control the computer with voice commands, and dictate text into programs. For more information, see Use the computer without the mouse or keyboard. Please reference minor exceptions details in 1194.21.

Section 1194.41 Information, Documentation, and Support - Detail
Voluntary Product Accessibility Template

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	Documentation is provided in digital format for customers.
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	As with Windows Vista, Windows 7 includes extensive Help File documentation listing accessibility and compatibility features. An individual may access and view Help File topics online or may select a topic for print.
1194.41 (c) Support Services for products shall accommodate the communication needs of end-users with disabilities.	Supported	The Microsoft Product Support Services Help Desk is familiar with such features as keyboard access and other options important to people with disabilities. Microsoft offers a teletypewriter (TTY) service for customers who are hearing impaired. For assistance in the United States, contact Microsoft Technical Support on a TTY at 1-800-892-5234. This service is available Monday through Friday 6:00 A.M. to 6:00 P.M. PST. For information on additional support services, visit the Microsoft Accessibility site.

the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

Revised October, 2009. Microsoft regularly updates its websites and provides new information about the accessibility of products as that information becomes available.

Date: October 11, 2012

Name of Product: Microsoft® Office 2013 Shared Features

For more information about support services, visit the Microsoft Accessibility website at
http://www.microsoft.com/enable/

Summary Table

Voluntary Product Accessibility Template

The Shared Services VPAT includes the following technologies that are used in numerous Microsoft Office products:

- Enterprise Content Management features, including the Document Information Panel
- Globalization Experience Platform features
- Input Method Editors and the English Assistant
- Shared connectivity features of SharePoint Designer
- Shared Office Graphics features including imaging and SmartArt graphics
- Shared Rich Edit controls
- Shared Trustworthy Computing features including security and privacy functionality
- Shared user interface features including the Ribbon and Backstage
- Shared file I/O functionality
- Shared features of Office meeting functionality
- Natural language selection and search
- The Office Telemetry Dashboard, which is a compatibility tool that helps IT professionals assess how Office solutions are used in the workplace and helps speed up Office deployments by reducing the overall time that is needed for migration planning and compatibility assessment
- Forms3, a legacy forms control that is used in Microsoft Visual Basic® for Applications
- The Open Office XML Software Developers Kit (SDK)
- Add-in Manager, which is used to enable or disable add-ins for Office applications by using the registry.
- Office applications and Web videos.

In addition, several Microsoft Office products take advantage of shared communications functionality. Documentation for these features is available in the Microsoft Office Lync VPAT. Additional communications functionality that is shared throughout Office applications is available on request.

Criteria	Supporting Feature	Remarks and Explanations
Section 1194.21 Software Applications and Operating Systems	Generally Supported	See section details for more information.
Section 1194.22 Web-based internet information and applications	Supported	

Section 1194.23 Telecommunications Products	Not Applicable	
Section 1194.24 Video and Multi-media Products	Supported	Supported where applicable.
Section 1194.25 Self-Contained, Closed Products	Not Applicable	
Section 1194.26 Desktop and Portable Computers	Not Applicable	
Section 1194.31 Functional Performance Criteria	Generally Supported	See section details for more information.
Section 1194.41 Information, Documentation and Support	Supported	

Section 1194.21 Software Applications and Operating Systems - Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	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	Some buttons are not keyboard accessible. However, in these cases there is an alternative, keyboard-accessible way to access the UI. For example, users can access controls on the mini toolbar or use the menu.
		Tooltips are not accessible by using the keyboard. However, the information that is provided in tooltips is available in Help.
		In some cases a keyboard user must use uncommon or multiple keyboard shortcuts to achieve the required results. For example, it may be necessary to press Esc twice to close a menu, or tabbing in the Outlook People Pane is not optimal.
		The Edit Wrap Points feature (in Word and Publisher) is not keyboard accessible but is used only in edge-case scenarios.
		The VBA Forms Control toolbox is not accessible.
		The Silverlight video player does not support keyboard navigation.The HTML video player offers limited keyboard navigation. For example, the Embed and Maximize buttons cannot be accessed by using the Tab key.

Criteria	Supporting Feature	Remarks and Explanations
(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	It is recommended that users exit Office applications before switching to or from High Contrast mode. While core functionality and features are fully supported, there are exceptions in some less frequently used High Contrast mode and high DPI scenarios. Some SmartArt editor controls do not display in High Contrast mode. The cascade barcode type sample used in the Japanese version of Microsoft Word is not visible in High Contrast mode.
(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 with Minor Exceptions	In some cases, when moving the focus, the focus may be transferred to the wrong window. In addition, a focus event may not be raised correctly or not raised at all. These errors do not occur in core scenarios and can be worked around. For example, a focus event might not be raised correctly when moving the focus to a message bar or task pane. However, these UI elements are available because they are included in the F6 loop and thus are programmatically exposed. The visual keyboard focus is present for all Office shared UI elements. However, in a few places the visual keyboard focus could be more clearly indicated, such as when you use the Alt key to place the focus on the Ribbon while in auto hide mode.

Criteria	Supporting Feature	Remarks and Explanations
(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.	Supported with Minor Exceptions	Most features are exposed via accessibility APIs and the Office object model; in some infrequently encountered scenarios, API support is not optimal. Office shared features include state-of-the-art features and UI controls that are not yet fully supported by common accessibility APIs. These features may exhibit unexpected behaviors due to the varying level of support provided by different APIs. A few features and UI controls lack some nonessential API properties; these properties do not block the user from accomplishing the corresponding tasks via accessibility. The user must navigate into the explorable text box to read recipient names in Outlook. When a user signs into Office and the sign-in fails, users requiring assistive technology (such as a screen reader) for vision impairments are not notified of the reason for the error. However the text of the sign-in error is programmatically accessible. Some controls are missing text labels; therefore, screen readers cannot read the control name. The nickname cache in Outlook is not exposed to screen readers. The status text that is displayed in an Excel worksheet cell is not exposed.

Criteria	Supporting Feature	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	
(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	
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supported	See applicable comments in section 1194.21(b).
(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	The short video that plays the first time the user starts Office does not display in a non-animated way; however, the video runs only once. Non-essential animations (such as animations that are used to enhance the overall experience and that are not required in order to use the product and do not add any semantic meaning) can be turned off by using the setting in the Ease of Access center. However, some essential animations (such as transitions that were added by a user in PowerPoint) cannot be turned off by using this setting.
(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	
(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	

Criteria	Supporting Feature	Remarks and Explanations
(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	Office fully supports this requirement. Certain operating system settings relating to animations may cause behavior that approaches flashing limits.
(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.	Supported	See section 1194.21(d) where applicable.

Section 1194.22 Web-based Internet information and applications – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supported	Supported only by Office applications and Web videos.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supported	
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supported	Supported only by Office applications and Web videos.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supported	Supported only by Office applications and Web videos.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Supported	
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Supported	
(g) Row and column headers shall be identified for data tables.	Supported	Supported only by Office applications and Web videos.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supported	Supported only by Office applications and Web videos.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Supported	Supported only by Office applications and Web videos.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supported	Supported only by Office applications and Web videos.

Criteria	Supporting Feature	Remarks and Explanations
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supported	Supported only by Office applications and Web videos.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supported	Supported only by Office applications and Web videos.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Supported	Supported only by Office applications and Web videos.
(n) When electronic forms are designed to be completed on-line, 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.	Supported	Supported only by Office applications and Web videos.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supported	Supported only by Office applications and Web videos.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supported	Supported only by Office applications and Web videos.

Section 1194.23 Telecommunications Products – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	Remarks and Explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not Applicable	
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not Applicable	
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not Applicable	
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not Applicable	
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not Applicable	
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not Applicable	
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not Applicable	
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not Applicable	
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Not Applicable	
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not Applicable	
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not Applicable	
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not Applicable	

Section 1194.24 Video and Multi-media Products – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	Remarks and Explanations
a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not Applicable	
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not Applicable	
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Supported	

Criteria	Supporting Feature	Remarks and Explanations
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Supported	The content of the short video that plays the first time the user starts Office does not warrant audio descriptions.
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Supported	

Section 1194.25 Self-Contained, Closed Products – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	Remarks and Explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not Applicable	
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not Applicable	
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not Applicable	
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not Applicable	
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not Applicable	
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not Applicable	
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not Applicable	
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Not Applicable	

Criteria	Supporting Feature	Remarks and Explanations
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not Applicable	
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not Applicable	
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not Applicable	

Section 1194.26 Desktop and Portable Computers – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	Remarks and Explanations
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).	Not Applicable	
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not Applicable	
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not Applicable	
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not Applicable	

Section 1194.31 Functional Performance Criteria – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	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	OrgChart, a rarely used add-in, does not have accessibility features with the exception of keyboard alternatives. Support for UI elements depends on programmatic access and object model support. See section 1194.21(d) where applicable.
(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	See section 1194.21(b) where applicable. Note that operating system settings and accessibility features must be set correctly.
(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	Supported	
(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.	Supported	
(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.	Supported	See comments in section 1194.21(a) where applicable.

Criteria	Supporting Feature	Remarks and Explanations
(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	

Section 1194.41 Information, Documentation and Support – Detail

Voluntary Product Accessibility Template

Criteria	Supporting Feature	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supported	Online documentation is available at http://www.office.com
(b) 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	
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supported	Microsoft Product Support Services is familiar with features such as keyboard access and other options that are important to people with disabilities. Microsoft offers a teletypewriter (TTY) service for customers who are hearing impaired. For assistance in the United States, contact Microsoft Technical Support on a TTY at 1-800-892-5234. This service is available Monday through Friday, 6:00 A.M. to 6:00 P.M. PST, excluding holidays. For information about additional support services, visit the Microsoft Accessibility website at http://www.microsoft.com/enable/.

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Microsoft regularly updates its websites and provides new information about the accessibility of products as that information becomes available.