

VPAT™

Voluntary Product Accessibility Template®

Version 1.3

The purpose of the **Voluntary Product Accessibility Template**, or **VPAT™**, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial “Electronic and Information Technology” products and services with features that support accessibility. It is assumed and recommended that offerers will provide additional contact information to facilitate more detailed inquiries.

The first table of the Template provides a summary view of the Section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, e.g., “equivalent facilitation.” The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

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Name of Product: Minitab 16

Contact for more Information (name/phone/email): Michelle Paret – mparet@minitab.com

Summary Table

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Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Supports through Equivalent Facilitation	Current problem areas being: (a) Focus is not exposed programmatically through any API. (b) User cannot tell Minitab® not use some of its default settings at the click of a button.
Section 1194.22 Web-based Internet Information and Applications	Supports	This section completed in relation to www.minitab.com . Minitab 16 is not a web-based application.
Section 1194.23 Telecommunications Products	Not Applicable	
Section 1194.24 Video and Multi-media Products	Not 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	Supports through Equivalent Facilitation	Minitab does not yet make use of any specialized API to communicate with the current assistive technology. Still, it appears that much assistive functionality is already supported through the underlying operating system.
Section 1194.41 Information, Documentation and Support	Supports through Equivalent Facilitation	Information and support are already provided in convenient formats. However, the list will be reviewed again when needs for alternative formats arise.

Section 1194.21 Software Applications and Operating Systems – Detail

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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.	Supports through Equivalent Facilitation	<p>While <i>keyboard navigation</i> for the menu functions—with the exception of generating random data for the Bernoulli, Geometric, Negative Binomial and Multivariate Normal distributions—is provided by default, <i>direct access</i> to some menu functions and toolbar functions using shortcuts will need to be assigned first through customization.</p> <p>However, a Minitab user can always switch to the session commands as alternatives to the menu commands.</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. 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.	Supports	Minitab does not disrupt or disable features of other products or operating systems.
(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	Supports through Equivalent Facilitation	Minitab <i>does</i> provide the usual on-screen indication of current focus that moves among interactive interface elements as the input focus changes.

be programmatically exposed so that Assistive Technology can track focus and focus changes.		However, even though the focus is not programmatically exposed through any API at present, Minitab is still able to interact very well with the accessibility tools tested.
(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.	Supports	Every relevant user interface element and icon has a textual description either written next to it or is available through a tooltip.
(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.	Supports	Minitab uses bitmap images consistently throughout its design.
(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.	Supports	Standard operating system functions are used for displaying texts in Minitab.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports through Equivalent Facilitation	It is not possible currently to tell Minitab, <i>at the click of a button</i> , not to use some of its default settings—font sizes and color choices.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not Applicable	No animation is displayed by Minitab.
(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.	Supports	The use of color is standard in most graphs, and in those cases, Minitab also provides tooltips to convey the necessary information. However, the use of color is optional and fully customizable by the user.

<p>(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.</p>	<p>Supports</p>	<p>Color controls are fully customizable by the user.</p>
<p>(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.</p>	<p>Supports</p>	<p>The only blinking object in Minitab is the editing cursor and its blinking frequency is controlled by the operating system.</p>
<p>(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.</p>	<p>Not Applicable</p>	<p>Minitab in itself does not use electronic forms.</p>

Section 1194.22 Web-based Internet information and applications – Detail

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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).	Supports with Exceptions	For the majority of image instances, this information is provided.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports with Exceptions	Some multimedia presentations include captioning, but not all.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	Notifications conveyed through color are also accompanied by character/image references to denote importance.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	Source ordering is in use on all pages and is readable without CSS.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	The website does not use server-side maps.
(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	The website does not use client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All tables have row and column headers.
(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	Tables do not have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not Applicable	The website does not use frames.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	There are no blinking or flickering objects on the website.
(k) A text-only page, with equivalent	Does Not Support	The website does not provide

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.		accompanying text-only pages.
(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.	Supports	Script elements are used to manipulate content display via CSS. The core content is therefore still available to Assistive Technology that can read the raw page.
(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).	Supports	The website contains links for necessary external resources.
(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.	Supports	The website uses standard form elements.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	“Skip to content” and “Skip to navigation” links are both provided.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supports	A pop up is displayed and allows the user to continue, if they choose.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

Section 1194.31 Functional Performance Criteria – Detail

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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.	Supports through Equivalent Facilitation	Minitab does not use any API capable of communicating with screen readers yet. However, it has interacted very well with the screen readers tested.
(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.	Supports through Equivalent Facilitation	Assistive technology appears to work fine here even though Minitab does not currently make use any specialized API to communicate with it.
(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	Minitab does not require user to hear anything.
(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	Minitab does not use sound.
(e) At least one mode of operation and information	Not Applicable	Speech is not required to use Minitab.

retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.		
(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.	Supports	Minitab works well here with assistive technologies such as StickyKeys and FilterKeys.

Section 1194.41 Information, Documentation and Support

– Detail

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Criteria	Supporting Features	Remarks and explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supports with Exceptions	Product information is given in a PDF file and on-line help is provided in the compiled HTML format. Product support is also available at the website.
(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.	Supports through Equivalent Facilitation	Description of the accessibility and compatibility features of Minitab is available currently in this written format only.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	Users can communicate with support services at Minitab through a variety of methods including, telephone, email and forms submitted on-line.