

LiquidOffice and Section 508 of the Rehabilitation Act

Voluntary Product Accessibility Template (VSAT)

LiquidOffice eForm Management System and Accessibility

What is Section 508?

“In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. ‘ 794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others ... The Center for Information Technology Accommodation (CITA), in the U.S. General Services Administration's Office of Government wide Policy, has been charged with the task of educating Federal employees and building the infrastructure necessary to support Section 508 implementation.” – <http://www.section508.gov/>

LiquidOffice and Section 508

Cardiff is committed to providing accessible eForm solutions that improves the usability of electronic forms for users with disabilities. Cardiff's LiquidOffice includes usability enhancements in the LiquidOffice Form Designer, the LiquidOffice Web Desktop, and the forms that are published from the LiquidOffice Form Designer that help organizations adhere to legislative accessibility requirements like Section 508 of the Rehabilitation Act of 1973.

This document provides information pertaining to LiquidOffice's compliance to the Electronic and Information Technology Accessibility Standards as published in 36 CFR (Code of Federal Regulations) Part 1194 of section 508 of the Rehabilitation Act. Assistive technologies like screen readers, screen magnifiers, speech-to-text converters and on-screen keyboards should be used with the LiquidOffice Form Designer, the LiquidOffice Web Desktop and/or the forms published from the LiquidOffice Form Designer to meet certain criteria's described in the sections below.

This document is intended as an informational document that lists the Section 508 standards that LiquidOffice addresses, and also the standards that are not applicable to the software.

The following tables list the LiquidOffice Web Desktop, the LiquidOffice Form Designer, and the supported form filling formats that make up the LiquidOffice product. Adobe PDF Forms that are published from the LiquidOffice Form Designer are designed to leverage Adobe Acrobat 5.0 accessibility features. For specific information pertaining to Adobe Acrobat and Section 508, please refer to Adobe's Section 508 White Paper at <http://www.adobe.com/products/acrobat/solutionsacc.html>.

Section 1194.21 Software applications and operating systems

<u>Section 508 Reference</u>	LiquidOffice Web Desktop	LiquidOffice Form Designer	Adobe PDF Form Filling	HTML Form Filling
(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.	Yes	Yes	Yes	Yes
(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.	Yes	Yes	Yes	Yes
(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.	Yes	Yes	Yes	Yes
(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.	Yes	Yes	Yes	Yes
(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	Yes	Yes	Yes	Yes

application's performance.				
(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.	Yes	Yes	Yes	Yes
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Yes	Yes	Yes	Yes
(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	Not Applicable	Not Applicable	Not Applicable
(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.	Yes	Yes	Yes	Yes
(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.	Yes	Yes	Yes	Yes
(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.	Yes	Yes	Yes	Yes
(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.	Yes	Yes	Yes	Yes

Section 1194.22 Web-based intranet and Internet information and applications.

<u>Section 508 Reference</u>	LiquidOffice Web Desktop	LiquidOffice Form Designer	Adobe PDF Form Filling	HTML Form Filling
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Yes	Not Applicable	Yes (Author's Discretion)	Yes (Author's Discretion)
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not Applicable	Not Applicable	Not Applicable	Not Applicable
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Yes	Not Applicable	Not Applicable	Yes (Author's Discretion)
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Yes	Not Applicable	Not Applicable	Yes
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	Not Applicable	Not Applicable	Not Applicable
(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	Not Applicable	Not Applicable	Not Applicable
(g) Row and column headers shall be identified for data tables.	Yes	Not Applicable	Not Applicable	Not Applicable
(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.	Yes	Not Applicable	Not Applicable	Not Applicable
(i) Frames shall be titled with text that facilitates frame identification and navigation	Yes	Not Applicable	Not Applicable	Yes
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Yes	Not Applicable	Not Applicable	Not Applicable

(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	Not Applicable	Yes (Author's Discretion)	Yes (Author's Discretion)
(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.	Yes	Not Applicable	Yes	Yes
(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	Not Applicable	Not Applicable	Not Applicable
(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.	Yes	Not Applicable	Yes (Author's Discretion)	Yes (Author's Discretion)
(o) A method shall be provided that permits users to skip repetitive navigation links.	Not Applicable	Not Applicable	Not Applicable	Yes (Author's Discretion)
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Section 1194.31 Functional Performance Criteria

<u>Section 508 Reference</u>	LiquidOffice Web Desktop	LiquidOffice Form Designer	Adobe PDF Form Filling	HTML Form Filling
(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.	Yes	Not Applicable	Yes	Yes
(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.	Yes	Yes	Yes	Yes
(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	Not Applicable	Not Applicable	Not Applicable
(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	Not Applicable	Not Applicable	Not Applicable
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not Applicable	Not Applicable	Not Applicable	Not Applicable
(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.	Yes	Yes	Yes	Yes