

VPAT

Matrix Forms/PDF/Documents 508 Compliance Status

Section 508 of the Rehabilitation Act requires that all “Electronic and Information Technology” products, programs, and services developed or purchased by a federal agency are “comparable and usable” by employees and citizens with disabilities.

Matrix Publishing Services offers the Service of making forms/documents/PDFs/PowerPoints 508 compliant. This VPAT is written for serviceability of Matrix produced forms/PDFs/documents.

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Service: Making 508 Compliant Forms/PDFs

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VPAT - Voluntary Product Accessibility Template

The following table summarizes the compliance of the service Matrix provides with the Section 508 accessibility requirements.

[Summary Table](#)

[Software Applications and Operating Systems](#)

[Web-based Internet Information and Applications](#)

[Self-Contained, Closed Products](#)

[Functional Performance Criteria](#)

All criteria relevant to Forms/PDFs/documents are supported. Criteria within sections that do not apply to forms/PDFs/documents are lightly shaded in the tables below.

Summary Table
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<i>Criteria</i>	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems		
Section 1194.22 Web-based Internet Information and Applications		
Section 1194.23 Telecommunications Products	Not applicable	
Section 1194.24 Video and Multi-media Products	Not applicable	
Section 1194.25 Self-Contained, Closed Products		
Section 1194.26 Desktop and Portable Computers	Not applicable	
Section 1194.31 Functional Performance Criteria		
Section 1194.41 Information, Documentation and Support	Not applicable	

Section 1194.21 Software Applications and Operating Systems –

Detail

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<i>Criteria</i>	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.	Compliant: All files are 508 compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(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.	Not applicable	
(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.	Not applicable	
(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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic	Compliant	All content within Matrix 508 compliant files are tested for

elements, the meaning assigned to those images shall be consistent throughout an application's performance.		reader accessibility.
(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.	Compliant	All text within Matrix 508 files are tested for reader accessibility.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Not applicable	
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Compliant	Matrix ensures that animation is either not used or turned off in all 508 files.
(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.	Compliant: No color is used to convey information	Matrix ensures that color is not the only means of conveying information.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not applicable	
(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.	Compliant	Matrix ensures that the acceptable guidelines for flash or blink frequencies are maintained.
(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.	Compliant	Matrix forms are completely 508 compliant and functional according to Access Board standards as well as specific agency usability protocol.

Section 1194.22 Web-based Internet information and applications –

Detail

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<i>Criteria</i>	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).	Compliant	Matrix ensures alternative text for all non-text elements.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable	Matrix files do not contain multimedia.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Compliant: No color is used to convey information	Matrix ensures that color is not the only means of conveying information.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Compliant: Forms follow tagging order	All elements are tagged to ensure proper reading order.
(e) Redundant text links shall be provided for each active region of a server-side image map.	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	
(g) Row and column headers shall be identified for data tables.	Compliant: Columns and rows are identified	All tables are identified by appropriate heads.
(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	
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not applicable	
(j) Pages shall be designed to avoid causing the	Compliant	Matrix ensures that the

screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.		acceptable guidelines for screen flickering frequencies are maintained.
(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	
(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.	Compliant	Matrix files identify scripting functions with functional text that can be read by Assistive Technology.
(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	
(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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Not applicable	
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	

Section 1194.25 Self-Contained, Closed Products – Detail

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<i>Criteria</i>	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	
(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	
(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.	Compliant: Color is not used to convey information	Matrix ensures that color is not the only means of conveying information.
(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.	Compliant	Matrix ensures that the acceptable guidelines for screen flickering frequencies are maintained.
(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	
(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 1194.31 Functional Performance Criteria - Detail

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<i>Criteria</i>	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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(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	Compliant	Matrix files s are both 508 compliant and in accordance with specific agency creation and usability protocol.
(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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.
(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.	Compliant	Matrix files are both 508 compliant and in accordance with specific agency creation and usability protocol.