

# Information Mapping Accessibility Conformance Report

## Revised Section 508 Edition

(Based on VPAT® Version 2.4Rev)

**Name of Product/Version:** FS Pro for Word

**Product Description:** FS Pro for Word is an easy-to-use authoring software for structured content writing. With this add-in for MS Word, you can present complex information in a clear and standardized structure, share and reuse content with colleagues, and publish to online formats.

**Report Date:** February 21, 2023

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**Notes:** This document has been completed based on the current tested and specified functionality of the named Application. The evaluation was conducted by an external consultant of Pure Accessibility LLC, Certified Professional in Accessibility Core Competencies (CPACC) by the International Association of Accessibility Professionals.

**Evaluation Methods Used:** Conformance to the listed accessibility standards has been evaluated using manual testing. The accessibility testing include: (i) semi-automated scans, (ii) human judgement tests such as tool-assisted tests, visual inspection (iii) testing with assistive technology.

## Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

| Standard/Guideline  | Included In Report                                |
|---|---|
| <a href="#">Web Content Accessibility Guidelines 2.0</a>  | Level A (Yes)<br>Level AA (Yes)<br>Level AAA (No) |
| <a href="#">Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018</a> | (Yes)   |

## Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

## WCAG 2.0 Report

Tables 1 and 2 also document conformance with Revised Section 508:

- Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 – 602.3 Electronic Support Documentation

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

## Table 1: Success Criteria, Level A

| Criteria  | Conformance Level | Remarks and Explanations  |
|---|-------------------|---|
| <p><b><u>1.1.1 Non-text Content</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                                     | Supports          | FS Pro for Word supports text alternatives for the non-text content, including controls, input, sensory content and images.               |
| <p><b><u>1.2.1 Audio-only and Video-only (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>              | Not Applicable    | There is no audio or video only content available in FS Pro for Word.   |
| <p><b><u>1.2.2 Captions (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                               | Not Applicable    | There are no pre-recorded videos in FS Pro for Word.  |
| <p><b><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul> | Not Applicable    | There is no pre-recorded audio described videos in FS Pro for Word.   |
| <p><b><u>1.3.1 Info and Relationships</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                               | Supports          | FS Pro for Word uses a logical structure where information and relationships can be programmatically determined or are available in text. |

| Criteria   | Conformance Level | Remarks and Explanations  |
|--|-------------------|---|
| <p><b><u>1.3.2 Meaningful Sequence</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>     | Supports          | FS Pro for Word presents content in a meaningful order.   |
| <p><b><u>1.3.3 Sensory Characteristics</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul> | Supports          | FS Pro for Word does not rely on sensory information alone to convey meaning.   |
| <p><b><u>1.4.1 Use of Color</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>            | Supports          | FS Pro for Word does not rely only on color coding to convey information.   |
| <p><b><u>1.4.2 Audio Control</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>           | Not Applicable    | There are no pre-recorded audio and videos in FS Pro for Word.  |
| <p><b><u>2.1.1 Keyboard</u></b> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                | Supports          | All FS Pro for Word core functionality can be accessed by the keyboard. All active elements like, links, buttons, form fields receive keyboard tab focus. |

| Criteria   | Conformance Level | Remarks and Explanations  |
|--|-------------------|---|
| <p><a href="#">2.1.2 No Keyboard Trap</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>  | Supports          | There are no keyboard traps in FS Pro for Word.                                   |
| <p><a href="#">2.2.1 Timing Adjustable</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Supports          | FS Pro for Word does not have any timed activities that requires additional time. |
| <p><a href="#">2.2.2 Pause, Stop, Hide</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Supports          | FS Pro for Word does not use moving or blinking content.                          |
| <p><a href="#">2.3.1 Three Flashes or Below Threshold</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>  | Supports          | FS Pro for Word does not use flashing content.                                    |
| <p><a href="#">2.4.1 Bypass Blocks</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul> | Supports          | FS Pro for Word provides a way to bypass blocks for users.                        |

| Criteria  | Conformance Level | Remarks and Explanations   |
|---|-------------------|--|
| <p><a href="#">2.4.2 Page Titled</a> (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>               | Supports          | FS Pro for Word uses clear page titles.                              |
| <p><a href="#">2.4.3 Focus Order</a> (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>               | Supports          | Components receive focus in an order that preserves meaning.         |
| <p><a href="#">2.4.4 Link Purpose (In Context)</a> (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul> | Supports          | FS Pro for Word uses meaningful link names.                          |
| <p><a href="#">3.1.1 Language of Page</a> (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>          | Supports          | FS Pro for Word uses html language attributes in the pages.          |
| <p><a href="#">3.2.1 On Focus</a> (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                  | Supports          | Elements in FS Pro for Word does not change when they receive focus. |

| Criteria  | Conformance Level | Remarks and Explanations   |
|---|-------------------|--|
| <p><a href="#">3.2.2 On Input</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>               | Supports          | Changing the setting of any user interface component does not automatically cause a change of context.               |
| <p><a href="#">3.3.1 Error Identification</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Supports          | Error messages are identified by assistive technology.   |
| <p><a href="#">3.3.2 Labels or Instructions</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul> | Supports          | Input fields are associated with its corresponding labels and clear instructions are given around the form controls. |
| <p><a href="#">4.1.1 Parsing</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                | Supports          | FS Pro for Word is coded according to the industry standards.  |
| <p><a href="#">4.1.2 Name, Role, Value</a> (Level A)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>      | Supports          | Name, role, and value of interface elements are available to assistive technology.                                   |

## Table 2: Success Criteria, Level AA

| Criteria  | Conformance Level | Remarks and Explanations  |
|---|-------------------|---|
| <p><b><u>1.2.4 Captions (Live)</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                 | Not Applicable    | There are no live media used for FS Pro for Word.   |
| <p><b><u>1.2.5 Audio Description (Prerecorded)</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul> | Not Applicable    | There is no video content in FS Pro for Word that require audio descriptions.                   |
| <p><b><u>1.4.3 Contrast (Minimum)</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>              | Supports          | FS Pro for Word interface text meets minimum color contrast ratio against its background color. |
| <p><b><u>1.4.4 Resize text</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                     | Supports          | FS Pro for Word does not lose content or functionality using the 200% zooming.                  |
| <p><b><u>1.4.5 Images of Text</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>                  | Supports          | FS Pro for Word does not use any images of text to convey information to the user.              |



| Criteria  | Conformance Level | Remarks and Explanations  |
|---|-------------------|---|
| <p><a href="#">2.4.5 Multiple Ways</a> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>         | Supports          | FS Pro for Word provides multiple ways to reach a page.                                   |
| <p><a href="#">2.4.6 Headings and Labels</a> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Supports          | Page headings and labels are meaningful.  |
| <p><a href="#">2.4.7 Focus Visible</a> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Supports          | Visual focus is available for keyboard only users across FS Pro for Word.                 |
| <p><a href="#">3.1.2 Language of Parts</a> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Not Applicable    | FS Pro for Word does not have a requirement to use language attributes for content parts. |
| <p><a href="#">3.2.3 Consistent Navigation</a> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul> | Supports          | FS Pro for Word uses consistent menu navigation across the application.                   |

| Criteria  | Conformance Level | Remarks and Explanations  |
|---|-------------------|---|
| <p><b><u>3.2.4 Consistent Identification</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul> | Supports          | FS Pro for Word uses icons and buttons consistently across the application. |
| <p><b><u>3.3.3 Error Suggestion</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>  | Supports          | FS Pro for Word suggest corrections when users make mistakes.               |
| <p><b><u>3.3.4 Error Prevention (Legal, Financial, Data)</u></b> (Level AA)</p> <p>Also applies to:<br/>Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>   | Supports          | FS Pro for Word reduces the risk of input errors for sensitive data.        |

# Revised Section 508 Report

## Chapter 3: Functional Performance Criteria (FPC)

| Criteria   | Conformance Level | Remarks and Explanations  |
|--|-------------------|---|
| 302.1 Without Vision   | <b>Supports</b>   | FS Pro for Word supports users without vision.  |
| 302.2 With Limited Vision                                      | <b>Supports</b>   | Text can be resized to at least 200% without loss of content or function.                               |
| 302.3 Without Perception of Color                              | <b>Supports</b>   | FS Pro for Word does not rely only on color coding to convey information.                               |
| 302.4 Without Hearing  | <b>Supports</b>   | FS Pro for Word does not rely on sound alone to access any of its core functionality.                   |
| 302.5 With Limited Hearing                                     | <b>Supports</b>   | FS Pro for Word does not rely only on audio to present information.                                     |
| 302.6 Without Speech   | <b>Supports</b>   | FS Pro for Word does not rely on speech input alone to access any of its core functionality.            |
| 302.7 With Limited Manipulation                                | <b>Supports</b>   | FS Pro for Word supports alternative forms of input that are compatible with the keyboard/mouse driver. |
| 302.8 With Limited Reach and Strength                          | <b>Supports</b>   | FS Pro for Word does not require simultaneous actions.  |
| 302.9 With Limited Language, Cognitive, and Learning Abilities | <b>Supports</b>   | FS Pro for Word uses a simplified language to convey meaning of functions within the application.       |

## Chapter 4: Hardware

Note: This section is not applicable to the application, as there are no hardware components.

## Chapter 5: Software

Note: This section is not applicable as the application is not a platform software.

## Chapter 6: Support Documentation and Services

| Criteria   | Conformance Level                    | Remarks and Explanations   |
|--|--------------------------------------|--|
| <b>601.1 Scope</b>   | Heading cell – no response required  | Heading cell – no response required  |
| <b>602 Support Documentation</b>                                 | Heading cell – no response required  | Heading cell – no response required  |
| 602.2 Accessibility and Compatibility Features                   | <b>Supports</b>                      | Accessibility and compatibility features of the web application documentation can be made available in accessible versions of HTML, Word, and PDF formats at no additional charge. |
| 602.3 Electronic Support Documentation                           | See <a href="#">WCAG 2.0</a> section | See information in WCAG section  |
| 602.4 Alternate Formats for Non-Electronic Support Documentation | <b>Supports</b>                      | Alternate Formats for non-electronic support documentation can be made available on request at no additional charge.   |
| <b>603 Support Services</b>                                      | Heading cell – no response required  | Heading cell – no response required  |
| 603.2 Information on Accessibility and Compatibility Features    | <b>Supports</b>                      | Support services are provided online, over the phone, or by email to provide information on accessibility and compatibility features to end users with disabilities.               |
| 603.3 Accommodation of Communication Needs                       | <b>Supports</b>                      | Support services are provided online, over the phone, or by email to meet the communication needs of end users with disabilities.  |

## Legal Disclaimer

*Information Mapping has made every attempt to ensure the accuracy and reliability of the information provided in this report as of the date of the report. We cannot guarantee that FS Pro for Word is free from accessibility defects. The contents of this document are subject to change without notice. No contractual obligations are formed either directly or indirectly by this document, and this document shall not be interpreted to be included in any contract between the parties.*