Minitab Accessibility Conformance Report

Revised Section 508 Edition

(Based on VPAT® Version 2.4)

|  |  |
| --- | --- |
| **Name of Product/Version** | Minitab Statistical Software (Online) |
| **Product Description** | Minitab provides convenient features that streamline your workflow, a comprehensive set of statistics for exploring your data, and graphs for communicating your success. |
| **Date** | October 2021 |
| **Contact Information** | Dawn Keller, dkeller@minitab.com |
| **Notes** | This document is for information purposes only. Minitab, LLC makes no warranties, express or implied, in this document. |
| **Evaluation Methods Used** | Testing is based on general product knowledge. Screen reader testing completed using VoiceOver for Mac and JAWS 2021 for Windows. |

## Applicable Standards/Guidelines

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

| **Standard/Guideline** | **Included In Report** |
| --- | --- |
| [Web Content Accessibility Guidelines 2.0](http://www.w3.org/TR/2008/REC-WCAG20-20081211) | Level A (Yes)  Level AA (Yes)  Level AAA (No) |
| [Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines) | (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](https://www.w3.org/TR/WCAG20/#conformance-reqs).

### Table 1: Success Criteria, Level A

Notes:

| **Criteria** | | **Conformance Level** | **Remarks and Explanations** | |
| --- | --- | --- | --- | --- |
| [**1.1.1 Non-text Content**](http://www.w3.org/TR/WCAG20/#text-equiv-all) (Level A) | | Partially Supports | | The alt text for outputs that are complex images, such as graphs and reports, is only the title plus a list of the graph’s tooltip information. The visible text from the graph is not all included in the alt text. Some, but not all, commands include tables along with the images that provide similar information. **Workaround**: Users can select an alternative command if possible. |
| [**1.2.1 Audio-only and Video-only (Prerecorded)**](http://www.w3.org/TR/WCAG20/#media-equiv-av-only-alt) (Level A) | | Not Applicable | | The software does not contain audio, video, or synchronized media. |
| [**1.2.2 Captions (Prerecorded)**](http://www.w3.org/TR/WCAG20/#media-equiv-captions) (Level A) | | Not Applicable | | The software does not contain audio, video, or synchronized media. |
| [**1.2.3 Audio Description or Media Alternative (Prerecorded)**](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc) (Level A) | | Not Applicable | | The software does not contain audio, video, or synchronized media. |
| [**1.3.1 Info and Relationships**](http://www.w3.org/TR/WCAG20/#content-structure-separation-programmatic) (Level A) | | Partially Supports | | The structure and relationships of the controls and related error messages in the graph options pane is not accessible to AT.  There are certain ARIA roles (menu, menu bar) that do not contain the required children.  Visually, there can be two headers associated with each column of data in a worksheet. The column id (e.g. C1) is programmatically associated with each column, but the optional Name header is not. |
| [**1.3.2 Meaningful Sequence**](http://www.w3.org/TR/WCAG20/#content-structure-separation-sequence) (Level A) | | Supports | |  |
| [**1.3.3 Sensory Characteristics**](http://www.w3.org/TR/WCAG20/#content-structure-separation-understanding) (Level A) | | Supports | |  |
| [**1.4.1 Use of Color**](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-without-color) (Level A) | | Supports | |  |
| [**1.4.2 Audio Control**](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-dis-audio) (Level A) | | Not Applicable | | The software does not contain audio, video, or synchronized media. |
| [**2.1.1 Keyboard**](http://www.w3.org/TR/WCAG20/#keyboard-operation-keyboard-operable) (Level A) | | Partially Supports | | * An extensive list of shortcut keys to navigate Minitab can be found in the application’s Help. * Interactive graphs (e.g., Binned Scatterplot, Heatmap) are not accessible by keyboard. * The column select list in dialogs cannot be easily accessed via the keyboard. The input fields can, however, be populated by typing the column number/name. * To select a range of columns in the graph builder, a user must use a mouse. * There is not a way to resize graphs using the keyboard. **Workaround:** Use Output only view and turn off the Navigator and Command Line and History. Then, zoom so that the graph fills the screen. * There are no workarounds for these exceptions, but they are not essential functions for the use of the application:   + Response Optimizer graphs do not support keyboard access to zoom and editable elements on the graph.   + The Data Pane’s context menu contains Insert options that are not accessible and not available elsewhere in the application.   + There is not a way to resize columns in the data pane. |
| [**2.1.2 No Keyboard Trap**](http://www.w3.org/TR/WCAG20/#keyboard-operation-trapping) (Level A) | | Supports | | Focus may appear to be trapped in the Output pane, Data pane and Graph Options Pane because tab only navigates within the pane, but there are well-documented shortcut keys to navigate to all other keyboard accessible areas of the interface. Additionally, Ctrl + Shift + Left/Right arrow keys will move focus between the panes. |
| [**2.2.1 Timing Adjustable**](http://www.w3.org/TR/WCAG20/#time-limits-required-behaviors) (Level A) | | Supports | |  |
| [**2.2.2 Pause, Stop, Hide**](http://www.w3.org/TR/WCAG20/#time-limits-pause) (Level A) | | Supports | |  |
| [**2.3.1 Three Flashes or Below Threshold**](http://www.w3.org/TR/WCAG20/#seizure-does-not-violate) (Level A) | | Supports | |  |
| [**2.4.1 Bypass Blocks**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-skip) (Level A) | | Supports | |  |
| [**2.4.2 Page Titled**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-title) (Level A) | | Supports | |  |
| [**2.4.3 Focus Order**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-focus-order) (Level A) | | Supports | |  |
| [**2.4.4 Link Purpose (In Context)**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-refs) (Level A) | | Supports | |  |
| [**3.1.1 Language of Page**](http://www.w3.org/TR/WCAG20/#meaning-doc-lang-id) (Level A) | | Supports | |  |
| [**3.2.1 On Focus**](http://www.w3.org/TR/WCAG20/#consistent-behavior-receive-focus) (Level A) | | Supports | |  |
| [**3.2.2 On Input**](http://www.w3.org/TR/WCAG20/#consistent-behavior-unpredictable-change) (Level A) | | Supports | |  |
| [**3.3.1 Error Identification**](http://www.w3.org/TR/WCAG20/#minimize-error-identified) (Level A) | | Supports | | There are some cases where an error is not identified before the dialog is closed, but the error is identified in the output pane. In all cases, the user can return to edit the last dialog after the errors are identified. |
| [**3.3.2 Labels or Instructions**](http://www.w3.org/TR/WCAG20/#minimize-error-cues) (Level A) | | Partially Supports | | * The column selection list in the dialogs has no visible label. It is present throughout the dialogs and its behavior and placement is consistent. * There are a few controls in dialogs that do not have visible labels. * Instructions are not present in each dialog, but context-sensitive help, including instructions and examples, is available. |
| [**4.1.1 Parsing**](http://www.w3.org/TR/WCAG20/#ensure-compat-parses) (Level A) | | Supports | |  |
| [**4.1.2 Name, Role, Value**](http://www.w3.org/TR/WCAG20/#ensure-compat-rsv) (Level A) | | Partially Supports | | * There are examples of buttons that do not have discernible text, for example, the button to close the graph options pane. * All of the labels of the controls in the graph options pane are not programmatically associated. |

### Table 2: Success Criteria, Level AA

Notes:

| **Criteria** | | **Conformance Level** | **Remarks and Explanations** | |
| --- | --- | --- | --- | --- |
| [**1.2.4 Captions (Live)**](http://www.w3.org/TR/WCAG20/#media-equiv-real-time-captions) (Level AA) | | Not Applicable | | The software does not contain audio, video, or synchronized media. |
| [**1.2.5 Audio Description (Prerecorded)**](http://www.w3.org/TR/WCAG20/#media-equiv-audio-desc-only) (Level AA) | | Not Applicable | | The software does not contain audio, video, or synchronized media. |
| [**1.4.3 Contrast (Minimum)**](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-contrast) (Level AA) | | Supports | |  |
| [**1.4.4 Resize text**](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-scale) (Level AA) | | Supports | |  |
| [**1.4.5 Images of Text**](http://www.w3.org/TR/WCAG20/#visual-audio-contrast-text-presentation) (Level AA) | | Supports | | There are no instances of images of text. |
| [**2.4.5 Multiple Ways**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-mult-loc) (Level AA) | | Supports | | Does not apply to non-web software. |
| [**2.4.6 Headings and Labels**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-descriptive) (Level AA) | | Supports | |  |
| [**2.4.7 Focus Visible**](http://www.w3.org/TR/WCAG20/#navigation-mechanisms-focus-visible) (Level AA) | | Supports | |  |
| [**3.1.2 Language of Parts**](http://www.w3.org/TR/WCAG20/#meaning-other-lang-id) (Level AA) | | Supports | |  |
| [**3.2.3 Consistent Navigation**](http://www.w3.org/TR/WCAG20/#consistent-behavior-consistent-locations) (Level AA) | | Supports | |  |
| [**3.2.4 Consistent Identification**](http://www.w3.org/TR/WCAG20/#consistent-behavior-consistent-functionality) (Level AA) | | Supports | |  |
| [**3.3.3 Error Suggestion**](http://www.w3.org/TR/WCAG20/#minimize-error-suggestions) (Level AA) | | Supports | |  |
| [**3.3.4 Error Prevention (Legal, Financial, Data)**](http://www.w3.org/TR/WCAG20/#minimize-error-reversible) (Level AA) | | Partially Supports | | When any command or command update modifies the worksheet data, the undo stack is cleared to prevent unintended consequences.  **Workaround**: set up automatic updates with a version of the command without storage. |

### Table 3: Success Criteria, Level AAA

Notes: Minitab Statistical Software has not been evaluated for WCAG 2.0 Level AAA conformance.

## Revised Section 508 Report

Notes:

### Chapter 3: [Functional Performance Criteria](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#302-functional-performance-criteria) (FPC)

Notes:

| **Criteria** | **Conformance Level** | **Remarks and Explanations** |
| --- | --- | --- |
| 302.1Without Vision | Partially Supports | * AT does not recognize certain changes to the worksheet view, such as changing worksheets, home/end/page up/page down. **Workaround**: Leave the Data pane and then return to sync the VO cursor with application focus. * When using the keyboard shortcut to switch to another worksheet, the name of the new worksheet is not announced by VoiceOver. **Workaround**: Navigate away from the Data Pane and then back. When focus returns, the current worksheet’s name is announced.   See related exceptions in WCAG 2.0 Table 1.   * 1.1.1: Non-text Content * 1.3.1: Info and Relationships * 2.1.1: Keyboard |
| 302.2 With Limited Vision | Supports |  |
| 302.3Without Perception of Color | Supports |  |
| 302.4Without Hearing | Not Applicable | The application does not include any audio-only features that require hearing to be used. |
| 302.5With Limited Hearing | Not Applicable | The application does not include any audio-only features that require hearing to be used. |
| 302.6Without Speech | Not Applicable | The application does not require speech input. |
| 302.7With Limited Manipulation | Partially Supports | The application supports standard input mechanisms such as user-provided keyboards and pointing devices. The application does not require fine motor controls nor simultaneous actions. Exceptions are noted in WCAG 2.0 Table 1; 2.1.1: Keyboard. |
| 302.8With Limited Reach and Strength | Not Applicable |  |
| 302.9With Limited Language, Cognitive, and Learning Abilities | Supports |  |

### Chapter 4: [Hardware](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#401-general)

Notes: Not applicable

### Chapter 5: [Software](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#501-general)

Notes:

| **Criteria** | **Conformance Level** | **Remarks and Explanations** |
| --- | --- | --- |
| **501.1 Scope – Incorporation of WCAG 2.0 AA** | See [WCAG 2.0](#WCAG) section | See information in WCAG 2.0 section |
| [***502 Interoperability with Assistive Technology***](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#502-interoperability-assistive-technology) | Heading cell – no response required | Heading cell – no response required |
| 502.2.1 User Control of Accessibility Features | Not Applicable | This checkpoint applies only to platform and platform software such as operating systems. |
| 502.2.2 No Disruption of Accessibility Features | Supports | The application is compatible with operating system accessibility features configured by the user. |
| ***502.3 Accessibility Services*** | Heading cell – no response required | Heading cell – no response required |
| 502.3.1 Object Information | Partially Supports | Exceptions are noted in WCAG 2.0 Table 1; 4.1.2: Name, Role, Value |
| 502.3.2 Modification of Object Information | Supports |  |
| 502.3.3 Row, Column, and Headers | Partially Supports | Exception are noted in WCAG 2.0 Table 1; 1.3.1: Info and Relationships |
| 502.3.4 Values | Supports |  |
| 502.3.5 Modification of Values | Supports |  |
| 502.3.6 Label Relationships | Supports |  |
| 502.3.7 Hierarchical Relationships | Supports |  |
| 502.3.8 Text | Supports |  |
| 502.3.9 Modification of Text | Supports |  |
| 502.3.10 List of Actions | Does not support | Many actions are only available in context menus or application menus. |
| 502.3.11 Actions on Objects | Does not support | Many actions are only available in context menus or application menus. |
| 502.3.12 Focus Cursor | Partially Supports | Exceptions are noted in Chapter 3: Functional Performance Criteria (FPC): 302.1Without Vision |
| 502.3.13 Modification of Focus Cursor | Partially Supports | Exceptions are noted in Chapter 3: Functional Performance Criteria (FPC): 302.1Without Vision |
| 502.3.14 Event Notification | Does not support | When the layout of the application changes, there is no notification. The data pane does not provide programmatic access to focus, text insertion point, or selection attributes. |
| 502.4 Platform Accessibility Features | Not applicable | This checkpoint applies only to platform and platform software such as operating systems. |
| [***503 Applications***](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#503-applications) | Heading cell – no response required | Heading cell – no response required |
| 503.2 User Preferences | Partially Supports | Browser settings for fonts and font size are not honored consistently throughout the application. |
| 503.3 Alternative User Interfaces | Not applicable | Minitab does not provide an alternative user interface that functions as assistive technology. |
| ***503.4 User Controls for Captions and Audio Description*** | Heading cell – no response required | Heading cell – no response required |
| 503.4.1 Caption Controls | Not applicable |  |
| 503.4.2 Audio Description Controls | Not applicable |  |
| [***504 Authoring Tools***](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#504-authoring-tools) | Heading cell – no response required | Heading cell – no response required |
| 504.2 Content Creation or Editing (if not authoring tool, enter “not applicable”) | See [WCAG 2.0](#WCAG) section | See information in WCAG 2.0 section |
| 504.2.1 Preservation of Information Provided for Accessibility in Format Conversion | Not applicable |  |
| 504.2.2 PDF Export | Not applicable |  |
| 504.3 Prompts | Not applicable |  |
| 504.4 Templates | Not applicable |  |
|  | Not applicable |  |

### Chapter 6: [Support Documentation and Services](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#601-general)

Notes:

| **Criteria** | **Conformance Level** | **Remarks and Explanations** |
| --- | --- | --- |
| ***601.1 Scope*** | Heading cell – no response required | Heading cell – no response required |
| [***602 Support Documentation***](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#602-support-documentation) | Heading cell – no response required | Heading cell – no response required |
| 602.2 Accessibility and Compatibility Features | Supports | A list of shortcut keys to navigate Minitab can be found in the application’s Help. |
| 602.3 Electronic Support Documentation | See [WCAG 2.0](#WCAG) section | See information in WCAG 2.0 section |
| 602.4 Alternate Formats for Non-Electronic Support Documentation | Does not support | Currently, documentation in electronic format, including Web-based self-service support, does not conform to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0. |
| [***603 Support Services***](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-guidelines#603-support-services) | Heading cell – no response required | Heading cell – no response required |
| 603.2 Information on Accessibility and Compatibility Features | Partially Supports | Minitab provides free technical support through phone and email. |
| 603.3 Accommodation of Communication Needs | Partially Supports | Minitab provides free technical support through phone and email. However, phone service does not include support for TTY / TDD functions and/or visual and text relay services. |

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