

WordPerfect[®] OFFICE 12

Accessibility white paper

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Contents

What is accessibility?	4
Section 508	4
Assistive technologies.	4
Types of disability	4
Corel's commitment to accessibility	5
WordPerfect Office 12 accessibility features	6
Changing display settings.	6
Customizing your interaction with applications.	6
Working with text.	7
Working with sound	7
Customizing the display of Help topics	8
Additional Help	8
Corel corporate profile	9

What is accessibility?

Accessibility means that computer hardware and software is usable by everyone — regardless of physical limitation or disability. Today, over 60 million North Americans live with some degree of disability. At Corel®, we strive to ensure that all individuals, including those with disabilities or special needs, find our products as easy to use as possible.

Section 508

Section 508 of the *United States Rehabilitation Act* provides guidelines that will 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. Corel is committed to ensuring its products meet these accessibility guidelines.

Assistive technologies

To develop accessible software, it is important to understand how people with disabilities interact with their computers. Many will customize their computers to include additional hardware, such as Braille readers for the blind, and software, such as speech recognition technology for those with limited mobility. It is, therefore, critical that our software support these assistive technologies and that we understand how people will use those technologies with the software.

Types of disability

In our ongoing efforts to comply with U.S. government accessibility standards, we focus on four types of disability, each with its own varying level of need.

Visual: Generally, variance in degree of visual impairment ranges from people who are blind, to people who suffer from low vision, to people who are color blind. A blind person would obviously not use a mouse or pointing device due to the hand-eye coordination required to effectively operate such a device. It is also likely that this person would not have a monitor and, instead, would use a screen reader. People with low vision may also use a screen magnifier to enlarge text.

Hearing: Hearing impairments make it difficult, or impossible, for individuals to heed various levels of audible cues, such as warning alerts or special audible indicators. People dealing with hearing impairments require visual representations of auditory information provided by computer applications and operating systems. Therefore, it is imperative that audio information is also provided in a visual format.

Mobility: Mobility or dexterity impairments often limit a person's movement or fine motor skills. This can affect their ability to type or, to use a mouse or pointing device. People suffering from mobility impairments may use alternate input devices for interacting with their computer, such as voice dictation software.

Cognitive: Cognitive or learning impairments can take many forms, including perceptual differences, and language or learning disabilities. People dealing with cognitive or learning disabilities may benefit from information that is presented in multiple formats simultaneously.

Our commitment to accessibility

Corel is a proud developer of accessible software that promotes quality of life, employability, and independence for people coping with disabilities. We are striving to enhance our products to ensure that all people can work easily and efficiently with our products. It is our goal to ensure that:

- keyboard equivalents are available for all mouse actions
- screen objects are clearly labeled
- keyboard focus is clearly indicated and exposed for use with screen reader software
- a logical order exists for all Tab elements
- documentation prominently identifies keystroke procedures for online functions
- software supports visual contrast
- text sizes and colors can be changed by users for maximum readability
- software adheres to Windows® operating system standards for accessibility

WordPerfect® Office 12 accessibility features

WordPerfect® Office 12 includes many accessibility features developed to ensure application ease-of-use, to provide multiple methods of accomplishing tasks, and to provide flexibility for workspace customization.

Changing display settings

To facilitate readability, WordPerfect Office 12 lets you change application display settings in several ways. In Quattro Pro® and Presentations™, a Zoom Level dialog box provides easy access to these settings. In WordPerfect, before you can enlarge or reduce the page display, the document must be in either Draft or Page view. For convenience, you can access Zoom Level commands from the property bar, by using the PerfectExpert™, or by using keyboard shortcuts.

Customizing your interaction with applications

WordPerfect Office 12 gives you the ability to customize practically every aspect of the application. From keyboards, keystrokes, and keyboard shortcuts to toolbars, commands, and menus, you can customize WordPerfect to work in the manner in which you are most comfortable.

Default keyboard shortcuts: You can use default shortcut keys for File, Edit, View, Insert, Format, Table, Tools, and Help menu commands. You can also use default shortcut keys for the property bar, navigation, and other commands. In addition, you can use Common User Access (CUA) or DOS keystrokes to move around in WordPerfect, or to select text. The CUA guidelines define user interface standards for personal computer operating systems and programs.

Custom keyboards: You can create and edit a custom keyboard by assigning features, keystrokes, applications, and macros to keys on the keyboard. You can also execute many WordPerfect operations using keyboard shortcut commands.

Custom toolbars: WordPerfect Office 12 lets you choose which toolbars display on your screen. You can choose between floating or docked toolbars. In addition, you can create custom toolbars to provide quick access to the features, keystrokes, commands, and macros you use most. Simply drag any button to place it on a toolbar. You can even add your own macros to a button.

Custom menus: In WordPerfect Office 12, you can choose the menu you want to use. You can display shortcut keys on menus to make accessing menu commands easier. You can also create custom menus that contain the commands and features you use most often.

Support for Microsoft® IntelliMouse®: WordPerfect Office 12 lets you use the Microsoft® IntelliMouse®. This allows you to use enhanced zoom and scrolling features. The zoom control of the IntelliMouse wheel lets you change the magnification of a document by zooming in or out. You can also change the IntelliMouse settings at any time, for example, to adjust the scroll settings.

Automate repetitive tasks: WordPerfect Office 12 supports two scripting languages that let you automate repetitive tasks or simplify complex ones. You can also create dialog boxes to customize application functionality to better suit their needs. PerfectScript™ and Microsoft® Visual Basic® for Applications give developers and integrators the freedom to work with the language that best suits them.

Working with text

WordPerfect Office 12 includes many features that help you enter text efficiently.

QuickWords™: QuickWords™ are customizable abbreviations of words or strings of text that automatically expand for insertion into a document. For example, you can choose cc to represent “Corel Corporation.” When you type cc or CC, “Corel Corporation” appears in the document. You can also add a graphic to the QuickWords list.

QuickCorrect™: You can enable QuickCorrect™ to automatically correct common typing mistakes. QuickCorrect provides a list of commonly misspelled words and their correct spellings. For example, QuickCorrect can automatically replace “and” with “and.” You can also add words to the QuickCorrect list, including pairs of words. For example, you can replace “by the” with “by the.”

SmartQuotes: You can use SmartQuotes to change the appearance of double, single, and straight quotes in a document. WordPerfect lets you choose between single or double quotes, and you can also choose straight quotation marks for use after numbers.

Spell-As-You-Go™: This feature automatically checks the spelling in a document and underline misspelled words in red.

Grammar As-You-Go™: This feature automatically checks the grammar in a document and underlines grammatical errors in blue.

Prompt As-You-Go™: The Prompt As-You-Go™ list box displays suggestions for misspelled words, grammatical errors, and synonyms as you type. Prompt As-You-Go uses a color coding system of red for misspelled words, blue for grammatical errors, and black to present synonyms. If the box is blank, there are no suggestions for the word.

Working with sound

WordPerfect Office 12 lets you include sound effects, music, and voice recordings in your documents.

Speech recognition: WordPerfect Office 12 supports Dragon NaturallySpeaking®, a speech recognition application that lets you dictate text, apply formatting, and execute

commands by speaking to your computer. WordPerfect also supports screen readers, such as JAWS® for Windows, that provide text-to-speech capability.

Add sound to slide shows: Presentations 12 includes support for sound that lets you add entire CD tracks, or certain sections of a CD track, to your slide shows. Presentations 12 support both the Wave (WAV) and Midi (MID) sound file formats. You can adjust the properties, such as volume, of any sound file.

Add sound to WordPerfect® documents: You can link or embed a sound clip in a WordPerfect document. With a properly installed sound card, you can play or record a sound clip to use in a document. If you want to type the speech recorded in a sound clip, you can transcribe the sound clip using WordPerfect. You can add digital WAV and MIDI (MID and RMI) sound files to WordPerfect documents.

Preview sound files with Scrapbook™: Scrapbook™ is a graphics utility that lets you search for and insert clipart, photo, sound, and movie files into your WordPerfect, Presentations, or Quattro Pro documents.

Setting sound notifications: WordPerfect Office 12 can prompt you if a word needs hyphenation, or when an error is detected in a document.

Customizing the display of Help topics

WordPerfect lets you optimize many on-screen display features, including the online Help. You can change the font size of the text that displays in a Help window and change the color of hyperlinks. You can also apply the system colors so that the background color and text in the Help window match the system colors.

Additional Help

These are some additional ways in which WordPerfect Office 12 provides assistance.

Fully searchable Help: You can quickly retrieve information about features and procedures through the online Help. Since it displays in a separate window, you can keep the Help visible or minimized while using the application. You can browse the online Help using the table of contents, index, or full-text search option. For quick reference, you can also print individual Help topics.

Printed documentation: WordPerfect Office 12 Standard includes a printed user guide that explains the application's features, provides conceptual information, and includes step-by-step instructions and usage tips.

PDF user guide: The user guide is also available in PDF.

ASCII text version of online Help: The ASCII text version of the online Help makes it easy for assistive technologies, such as text-to-speech readers, to interpret the information.

Step-by-step tutorials: CorelTUTOR™ provides an introduction to the tools and features of WordPerfect Office 12.

Corel corporate profile

With the introduction of CorelDRAW® in 1989, Corel helped to define computer-generated graphics. Since that time, the company has built a global reputation for excellence in software innovation and design, earning it the trust and loyalty of millions of users worldwide. With CorelDRAW Graphics Suite and WordPerfect® Office, Corel continues to provide customers with two of the world's most recognized software titles.

Understanding that visual images power the communication of ideas, professional designers, students and business users alike turn to CorelDRAW Graphics Suite to accelerate their productivity and amplify the impact of their work. The premiere graphics suite for Windows®, it delivers unrivaled value with three award-winning applications in one box: CorelDRAW for vector illustration and page layout; Corel PHOTO-PAINT® for professional digital imaging; and Corel R.A.V.E.™ for motion graphics creation.

Corel's award-winning line of graphics products also includes Corel Painter™, the digital sketching and painting tool of choice for fine artists, photographers, commercial designers and story-board artists, Corel® KnockOut, the Corel® KPT Collection and Corel® DESIGNER™, a set of precision tools for creating detailed technical drawings.

WordPerfect Office is Corel's office productivity suite. The company supports a high number of users worldwide who depend on the unique capabilities of WordPerfect Office—a feature-rich, value-priced suite that combines word processing, spreadsheet, presentation and address book applications. Widely deployed across government departments, legal firms and small-to medium-sized businesses, WordPerfect Office is compatible with popular file formats such as Microsoft® Office, PDF, HTML and XML - making it easy for users to share information with their colleagues and clients.

Every day, millions of users depend on Corel software to capture and communicate their ideas. Although these individuals may have different priorities, they share a need for powerful, dependable software that enables them to easily capture and share their ideas with others. Corel is dedicated to addressing these needs with exceptional software that is responsive, efficient and enjoyable to use.

With its headquarters in Ottawa, Canada, and regional offices in the United States, Europe and Australia, Corel works with an established network of International partners to serve its customers around the globe.



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