EndNote X1 – VPAT

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For more information: http://www.EndNote.com

Thomson-ResearchSoft is dedicated to developing software products that are usable for everyone including those with physical challenges and disabilities. EndNote was designed to adhere to the United States Government Section 508 accessibility standards.

The following document describes the accessibility features that address the Section 508 Standards. This VPAT (Voluntary Product Accessibility Template) is an informational tool developed by industry and government to help facilitate the understanding of compatibility issues under Section 508.

Summary Table: Voluntary Product Accessibility Template

Criteria	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	See section 1194.21 below.
Section 1194.22 Web-based internet information and applications	EndNote is not considered a Web-based product. Note: EndNote does provide both HTML and XML export features that allow users to convert EndNote content into a Web-based format that could then meet the requirements of Section 1194.22.
Section 1194.23 Telecommunications Products	EndNote is not considered a telecommunications product.
Section 1194.24 Video and Multi-media Products	EndNote is not considered a multimedia product.
Section 1194.25 Self-Contained, Closed Products	EndNote is not a self-contained product.
Section 1194.26 Desktop and Portable Computers	EndNote is software as defined under section 1194.21.
Section 1194.31 Functional Performance Criteria	See section 1194.31 below.
Section 1194.41 (a) Information, Documentation and Support	See section 1194.41 below.

Section 1194.21 Software Applications and Operating Systems

Criteria	Explanations
(a) When software is	Supported with minor exceptions:

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.	EndNote supports built in Microsoft Windows / Apple Macintosh, Internet Explorer, and Microsoft Word accessibility features. Keyboard access is provided throughout EndNote with the exception of a few of the Word CWYW plug-in tools. It is possible to assign custom short-cut keys to these features using CWYW preferences although for visually impaired users this may require some assistance.
(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.	Supported: EndNote does not disrupt or disable accessibility features of the operating system.
(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.	Supported: Visual on-screen focus and tracking is provided throughout EndNote.
(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.	Supported: Text equivalents are provided for all on-screen graphic elements of the EndNote interface.

(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 application's performance.	Supported: Images used throughout the EndNote application for controls, status indicators, or other programmatic elements are consistent throughout the application and, where applicable, consistent with those found throughout the operating system.
(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.	Supported: EndNote uses standard functions to send text to the operating system.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supported with minor exceptions: EndNote supports system-wide color settings as identified in the operating system display properties. EndNote does not support large font mode in dialogs where large fonts would render the dialog impossible to read.
(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 EndNote does not use animations.
(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.	Supported: EndNote uses color coding only as a secondary means to convey 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 EndNote does not allow for color and contrast setting changes beyond those provided by the Windows or Macintosh operating system or Internet Explorer or Microsoft Word.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink	Not applicable EndNote does not contain any flashing or blinking text or objects beyond what the operating system may display.

frequency greater than 2 Hz and lower than 55 Hz.	
(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.	Supported: EndNote forms are compatible with Assistive Technology such as screen readers.

Section 1194.31 Functional Performance Criteria

Criteria	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.	Supported with minor exceptions:: All standard elements of the EndNote application support assistive technology used by people who are blind or visually impaired – such as screen readers. Due to the visual nature of some EndNote attachments [these are optional elements] – such as pictures, charts, and graphs they may not be effectively represented through an automatically generated, exclusively non-visual format.
(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.	Supported with minor exceptions: EndNote supports the use of screen readers to access user interface information. EndNote, with few exceptions, supports system large font settings.
(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.	Supported: EndNote does not require user hearing for access to any application functionality.
(d) Where audio information is important for the use of a	Supported: EndNote does not require user hearing for access to any

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.	application functionality.
(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.	Supported: EndNote does not require speech recognition.
(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.	Supported: EndNote supports operating system tools such as StickyKeys and FilterKeys as well as other assistive technologies.

Section 1194.41 Information, Documentation, and Support

Section 1194.41 (a) Product Support Documentation	Supported: Full product documentation is provided in a printable format for customers purchasing EndNote.
Section 1194.41 (b) Accessibility and Compatibility Features	Supported: EndNote includes extensive Help File documentation listing accessibility and compatibility features. An individual may access and view Help File topics online or may select a topic for print.
1194.41 (c) Support Services	Supported: The Thomson-ResearchSoft Product Support Help Desk is familiar with such features as keyboard access and other options important to people with disabilities.

Menu Keyboard Commands

The EndNote menus display equivalent key commands next to many menu commands, so you can execute commands without taking your hands off the keyboard to use a mouse. You can use the following tables as a quick reference.

All commands are not always available to you. For example, if no references are highlighted in the Library window, the *Edit References* and *Delete References* commands are not available from the *References* menu.

These tables list only commands with a keyboard equivalent. Not all menu commands have a corresponding keystroke.

File Menu Command	Key Command
Open Library	CTRL+O
Close Library	CTRL+W
Save	CTRL+S
Print	CTRL+P
Exit	CTRL+Q

Edit Menu Command	Key Command
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+A
Copy Formatted	CTRL+K
Change Text	CTRL+R
Font > Plain Font	CTRL+L
Style > Plain	CTRL+T
Style > Bold	CTRL+B
Style > Italic	CTRL+I
Style > Underline	CTRL+U

References Menu Command	Key Command
New Reference	CTRL+N
Edit References	CTRL+E
Delete References	CTRL+D
Search References	CTRL+F
Go To	CTRL+J
Next Reference	CTRL+PAGE DOWN
Previous Reference	CTRL+PAGE UP
Show All References	CTRL+M
File Attachments > Open File	CTRL+ALT+P
URL > Open URL	CTRL+G

Tools Menu Command	Key Command
Spell Check	CTRL+Y
CWYW > Return to Word	ALT+1
CWYW > Insert Selected Citations	ALT+2
CWYW > Format Bibliography	ALT+3
CWYW > Import Traveling Library	ALT+8
CWYW > CWYW Preferences	ALT+9
Define Term Lists	CTRL+4
Link Term Lists	CTRL+3

Window Menu Command	Key Command
Close All Libraries	CTRL+SHIFT+W

Help Menu Command	Key Command
Help Contents	F1

Editing Keyboard Commands

A set of key commands is available so that you can enter references without using the mouse. For example, to create and enter a new reference without touching the mouse: type CTRL+N to add a new reference, type the bibliographic information using TAB or SHIFT+TAB to move forward or backward between the fields, and then press CTRL+W to save and close the reference.

Action	Key Command
create a new reference	CTRL+N
select more than one reference	CTRL+CLICK
select a range of references	SHIFT+CLICK
open selected reference(s)	CTRL+E
close the active window	CTRL+W
close all windows of the same type as the active window	CTRL+SHIFT+W
select the next field	TAB
select the previous field	SHIFT+TAB
When text is selected:	
undo the previous command	CTRL+Z
cut selected text and put it on the clipboard	CTRL+X
copy selected text and put it on the clipboard	CTRL+C
paste text from the clipboard at the cursor	CTRL+V
select all text in a field	CTRL+A
check spelling	CTRL+Y
set the text style to Plain	CTRL+T
select the Plain font	CTRL+L
turn bold on and off	CTRL+B
turn italic on and off	CTRL+I
turn underline on and off	CTRL+U

Use the ARROW keys to navigate within a field.

CWYW Keyboard Commands

These keyboard commands are available when you use Cite While You Write with Microsoft Word. The table below shows the initial settings, but you can change the key command assignments. See "Keyboard Shortcuts in Word" on page 546.

Note that:

♦ Alt+1 is used for both *Return to Word* and *Go to EndNote*. The program determines which application is currently active and switches to the other application.

♦ Some of these commands are available both from Word and from EndNote.

♦ While you can change key assignments, keep in mind that most other key combinations are currently already in use in both EndNote and Word.

Cite While You Write Command	Key Command
Find Citation(s)	ALT+7
Insert Note	ALT+0
Insert Selected Citation(s)	ALT+2
Find Figure(s)	NONE ASSIGNED
Go to EndNote	ALT+1
Return to Word	ALT+1
Edit Citation(s)	ALT+6
Edit Library References	ALT+5
Format Bibliography	ALT+3
Unformat Citations	ALT+4
Remove Field Codes	NONE ASSIGNED
Export Traveling Library	ALT+8
Cite While You Write Preferences	ALT+9
Help	NONE ASSIGNED
Specific to Word 2000, XP, and 2003	
Format Figures (Generate Figure List)	NONE ASSIGNED
Specific to Word 2007	
Update Citations and Bibliography	NONE ASSIGNED
Convert Word 2007 Citations to EndNote	NONE ASSIGNED
Export Word 2007 Citations	NONE ASSIGNED
Export Word 2007 Master List	NONE ASSIGNED