



Morae™

and Section 508

May 2004

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Morae and Section 508

Document Purpose and Scope

This document discusses how TechSmith has addressed and is continuing to address Section 508 compliance within its software applications. It is written for a non-technical audience and is intended to provide a high-level overview and roadmap, rather than an in-depth technical dissertation.

This paper contains the following sections:

- Background Information on Section 508 and Software Accessibility
- TechSmith Voluntary Product Accessibility Templates (VPAT)

Background Information on Section 508 and Software Accessibility

On December 21, 2000, the Architectural and Transportation Barriers Compliance Board (Access Board) issued final accessibility standards for electronic and information technology covered by section 508 of the Rehabilitation Act Amendments of 1998. These standards set forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to be accessible.

TechSmith has made significant enhancements to our products that improve the accessibility of the TechSmith software. This was done with the intent to enable agencies to be compliant with the Section 508 regulations. TechSmith will continue to test its software for compliance with Section 508 with some of the leading accessibility aids such as JAWS (version 5.0), Microsoft accessibility tools, and Microsoft Active Accessibility.

TechSmith offers the following background information to help our customers understand the accessibility features of our software, including Morae Manager, Morae Recorder, Morae Player, and Morae Remote Viewer, in the context of the Section 508 standards. This document is not intended to be a certification of compliance.

A portion of the functionality of TechSmith software products is derived from third party libraries or dependent on the Microsoft Windows® operating system. In cases where the current libraries are not completely 508 compliant, TechSmith is working closely with the third party vendors to insure full compatibility in future releases.

The document contains subsets of the Electronic and Information Technology Accessibility Standards as published in 36 CFR Part 1194 (§ 1194.21 - Software applications and operating systems) and provides an analysis of TechSmith products as related to these standards.

TechSmith Voluntary Product Accessibility Templates (VPAT)

This section provides specific compliance information for most of the TechSmith current software products. These include the Morae Manager, Morae Recorder, Morae Player, and Morae Remote Viewer. The information is provided in industry standard voluntary product accessibility template tables. The following VPAT tables are provided.

- Morae Manager VPAT
- Morae Recorder VPAT
- Morae Player VPAT
- Morae Remote Viewer VPAT

Morae Manager VPAT

The following table indicates the 508 section 1194.21 compatibility of Morae Manager software.

Morae Manager - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(a) Keyboard Access:</p> <p>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.</p>	<p>Supported with exceptions</p> <p>Most of the functions supported by Morae Manager, where the function itself or the result of performing the function can be discerned textually, can be executed from the keyboard.</p> <p>Morae Manager fully supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, and more.</p> <p>Keyboard access is provided throughout Morae Manager. Keyboard shortcuts, shortcut keys, and menu commands are readily available.</p>	<p>Exceptions:</p> <p>Some input, navigation, and editing functions are not available from the keyboard unless MouseKeys are used.</p>

Morae Manager - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(b) Accessibility Features:</p> <p>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.</p>	<p>Fully supported</p> <p>Testing of Morae Manager has not indicated that the product will disrupt or disable accessibility features of other products or operating systems.</p>	
<p>(c) On-screen focus and tracking:</p> <p>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. Focus is programmatically exposed through the Microsoft Active Accessibility (MSAA)</p>	<p>Supported with minor exceptions</p> <p>Morae Manager supports technologies that make computer programs more accessible to people who use assistive technology. Visual on-screen focus and tracking is provided in most of Morae Manager.</p>	<p>Exceptions:</p> <p>Some user interface controls do not clearly expose focus to the user, e.g. some of the window panes.</p>
<p>(d) Information about user interface elements:</p> <p>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.</p>	<p>Supported with exceptions</p> <p>Morae Manager provides information about most user interface elements including the identity, operation and state of the element to assistive technology. Often, when an image represents a program element, the information conveyed by the image is also available in text.</p>	<p>Exceptions:</p> <p>Some user interface elements do not completely convey their identity, operation, and state to assistive technology. Some elements represented by an image do not also provide information through text.</p> <p>Some progress controls do not convey their current values as text.</p>
<p>(e) Consistent meaning of images:</p> <p>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.</p>	<p>Fully supported</p> <p>All controls, status indicators, and other programmatic elements communicated via an image are consistent throughout Morae Manager.</p>	

Morae Manager - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(f) Availability of textual information:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>Morae Manager supports text content and text input caret location with a few minor exceptions</p>	<p>Exceptions:</p> <p>Descriptive static text in some dialogs is not available (e.g. descriptive text at the top of wizard dialog windows is not available).</p> <p>Some static dialog text is not read automatically using JAWS.</p>
<p>(g) Contrast and color settings:</p> <p>Applications shall not override user selected contrast and color selections and other individual display attributes.</p>	<p>Supported with minor exceptions</p> <p>Most of Morae Manager does not override user selected contrast and color settings when they are available in the operating system.</p>	<p>Exceptions:</p> <p>Some custom user interface elements override user selected contrast and color settings, such as High Contrast, e.g. the View Group on the Events Tab.</p>
<p>(h) Animation:</p> <p>When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.</p>	<p>Fully supported</p> <p>The Morae Manager interface does not use animation as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Remarks:</p> <p>One of the primary functions of Morae Manager is to display movies. The current state of screen reader technology is not capable of exposing this content.</p>
<p>(i) Color Coding:</p> <p>Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Fully supported</p> <p>The Morae Manager user interface does not use color as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	
<p>(j) Variety of color selections:</p> <p>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.</p>	<p>Fully supported</p> <p>The color selections in Morae Manager are completely user settable. Any shade available on their hardware is available as a software selection as well.</p>	
<p>(k) Flash or blink frequency:</p> <p>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.</p>	<p>Fully supported</p> <p>Morae Manager does not use flashing or blinking text in its user interface.</p>	

Morae Manager - § 1194.21 Software Applications and Operating Systems

Criteria	Compliance	Remarks and explanations
<p>(1) Interaction with electronic forms: 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.</p>	<p>Fully supported Morae Manager allows people using assistive technology to interact with, complete and submit forms through the use of keyboard navigation.</p>	

Morae Recorder VPAT

The following table indicates the current 508 section 1194.21 compatibility of Morae Recorder software.

Morae Recorder - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(a) Keyboard Access:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>Most of the functions supported by Morae Recorder, where the function itself or the result of performing the function can be discerned textually, can be executed from the keyboard.</p> <p>Morae Recorder fully supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, High Contrast and more.</p> <p>Keyboard access is provided throughout Morae Recorder. Keyboard shortcuts, shortcut keys, and menu commands are readily available.</p>	<p>Exceptions:</p> <p>Some input, navigation, and editing functions are not available from the keyboard unless MouseKeys are used.</p>
<p>(b) Accessibility Features:</p> <p>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.</p>	<p>Fully supported</p> <p>Testing of Morae Recorder has not indicated that the product will disrupt or disable accessibility features of other products or operating systems.</p>	
<p>(c) On-screen focus and tracking:</p> <p>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 Focus is programmatically exposed through the Microsoft Active Accessibility (MSAA)</p>	<p>Supported with minor exceptions</p> <p>Morae Recorder supports technologies that make computer programs more accessible to people who use assistive technology. Visual on-screen focus and tracking is provided in most of Morae Recorder.</p>	<p>Exceptions:</p> <p>Some user interface controls do not clearly expose focus to the user, e.g. some dialogs buttons.</p>

Morae Recorder - § 1194.21 Software Applications and Operating Systems

Criteria	Compliance	Remarks and explanations
<p>(d) Information about user interface elements:</p> <p>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.</p>	<p>Supported with exceptions</p> <p>Morae Recorder provides information about most user interface elements including the identity, operation and state of the element to assistive technology. When an image represents a program element, the information conveyed by the image is also often available in text.</p>	<p>Exceptions:</p> <p>Some user interface elements do not completely convey their identity, operation, and state to assistive technology. Some elements represented by an image do not also provide information through text, e.g. some folder open buttons.</p> <p>Slider and scrollbar controls in some dialogs indicate a range between 0 and 100 percent, regardless of the actual valid range for the control.</p>
<p>(e) Consistent meaning of images:</p> <p>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.</p>	<p>Fully supported</p> <p>All controls, status indicators, and other programmatic elements communicated via an image are consistent throughout Morae Recorder.</p>	
<p>(f) Availability of textual information:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>Morae Recorder supports text content and text input caret location with a few minor exceptions.</p>	<p>Exceptions:</p> <p>Some static dialog text is not read automatically using JAWS.</p>
<p>(g) Contrast and color settings:</p> <p>Applications shall not override user selected contrast and color selections and other individual display attributes.</p>	<p>Supported with minor exceptions</p> <p>Most of Morae Recorder does not override user selected contrast and color settings when they are available in the operating system.</p>	<p>Exceptions:</p> <p>Some custom user interface elements override user selected contrast and color settings, such as High Contrast, e.g. the Recorder File Details Pane.</p>

Morae Recorder - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(h) Animation:</p> <p>When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.</p>	<p>Fully supported</p> <p>Morae Recorder does not incorporate any animation.</p>	
<p>(i) Color Coding:</p> <p>Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Fully supported</p> <p>The Morae Recorder user interface does not use color as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	
<p>(j) Variety of color selections:</p> <p>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.</p>	<p>Fully supported</p> <p>Wherever the Morae Recorder user interface allows the user to set a color, any color that is available for display by the hardware, may be chosen in software.</p>	
<p>(k) Flash or blink frequency:</p> <p>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.</p>	<p>Fully supported</p> <p>Morae Recorder does not use flashing or blinking text in its user interface.</p>	
<p>(l) Interaction with electronic forms:</p> <p>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.</p>	<p>Fully supported</p> <p>Morae Recorder allows people using assistive technology to interact with, complete and submit forms through the use of keyboard navigation.</p>	

Morae Player VPAT

The following table indicates the 508 section 1194.21 compatibility of Morae Player software.

Morae Player - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(a) Keyboard Access:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>All functionality provided by the mouse is available via the keyboard (e.g. All items on the context menus and toolbars are available via the main menu).</p> <p>Keyboard access is provided throughout Morae Player. Keyboard shortcuts, shortcut keys, and menu commands are readily available.</p> <p>Morae Player fully supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, High Contrast and more.</p>	<p>Exceptions:</p> <p>Some navigation and editing functions are not available from the keyboard unless MouseKeys are used.</p> <p>The slider control and the toolbar on the main interface are not directly keyboard accessible unless MouseKeys are used.</p>
<p>(b) Accessibility Features:</p> <p>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.</p>	<p>Fully supported</p> <p>Testing of Morae Player has not indicated that the product will disrupt or disable accessibility features of other products or operating systems.</p>	
<p>(c) On-screen focus and tracking:</p> <p>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. Focus is programmatically exposed through the Microsoft Active Accessibility (MSAA)</p>	<p>Fully supported</p> <p>Morae Player supports technologies that make computer programs more accessible to people who use assistive technology. Visual on-screen focus and tracking is provided throughout Morae Player.</p>	

Morae Player - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(d) Information about user interface elements:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>Morae Player provides information about most user interface elements including the identity, operation and state of the element to assistive technology. When an image represents a program element, the information conveyed by the image is also often available in text.</p>	<p>Exceptions:</p> <p>Some user interface elements do not completely convey their identity, operation, and state to assistive technology.</p> <p>The Morae Player client area does not currently supply textual information to assistive technology. It is, strictly speaking, a graphic display area.</p>
<p>(e) Consistent meaning of images:</p> <p>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.</p>	<p>Fully supported</p> <p>The Morae Player user interface consistently uses bitmap images to identify controls, status indicators or other programmatic elements.</p>	
<p>(f) Availability of textual information:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>Morae Player uses standard system functions to send textual information to the operating system in most cases.</p>	<p>Exceptions:</p> <p>Status bar text is not read automatically using JAWS.</p>
<p>(g) Contrast and color settings:</p> <p>Applications shall not override user selected contrast and color selections and other individual display attributes.</p>	<p>Fully supported</p> <p>Morae Player does not override user selected contrast and color settings when they are available in the operating system.</p>	
<p>(h) Animation:</p> <p>When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.</p>	<p>Fully supported</p> <p>The Morae Player interface does not use animation as the only means of conveying information, indicating an action, distinguishing a visual element, or prompting a response.</p>	<p>Remarks:</p> <p>The primary function of Morae Player is to display movies. The current state of screen reader technology is not capable of exposing this visual content.</p>

Morae Player - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(i) Color Coding:</p> <p>Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Fully supported</p> <p>The Morae Player user interface does not use color as the only means of conveying information, indicating an action, distinguishing a visual element, or prompting a response.</p>	
<p>(j) Variety of color selections:</p> <p>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.</p>	<p>Fully supported</p> <p>The color selections in Morae Player are completely user settable. Any shade available on their hardware is available as a software selection as well.</p>	
<p>(k) Flash or blink frequency:</p> <p>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.</p>	<p>Fully supported</p> <p>There are no user interface elements in Morae Player that blink or flash.</p>	
<p>(l) Interaction with electronic forms:</p> <p>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.</p>	<p>Fully supported</p> <p>Morae Player allows people using assistive technology to interact with, complete and submit forms through the use of keyboard navigation.</p>	

Morae Remote Viewer VPAT

The following table indicates the current 508 section 1194.21 compatibility of Morae Remote Viewer software.

Morae Remote Viewer - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(a) Keyboard Access:</p> <p>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.</p>	<p>Supported with minor exceptions</p> <p>All functionality provided by the mouse is available via the keyboard.</p> <p>Keyboard access is provided throughout Morae Remote Viewer. Keyboard shortcuts, shortcut keys, and menu commands are readily available.</p> <p>Morae Remote Viewer fully supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, and more.</p>	<p>Exceptions:</p> <p>Some navigation functions are not available from the keyboard unless MouseKeys are used.</p>
<p>(b) Accessibility Features:</p> <p>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.</p>	<p>Fully supported</p> <p>Testing of Morae Remote Viewer has not indicated that the product will disrupt or disable accessibility features of other products or operating systems.</p>	
<p>(c) On-screen focus and tracking:</p> <p>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 Focus is programmatically exposed through the Microsoft Active Accessibility (MSAA)</p>	<p>Fully supported</p> <p>Morae Remote Viewer supports technologies that make computer programs more accessible to people who use assistive technology. Visual on-screen focus and tracking is provided throughout Morae Remote Viewer.</p>	

Morae Remote Viewer - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(d) Information about user interface elements:</p> <p>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.</p>	<p>Supported with exceptions</p> <p>Morae Remote Viewer provides information about most user interface elements including the identity, operation and state of the element to assistive technology. When an image represents a program element, the information conveyed by the image is also often available in text.</p>	<p>Exceptions:</p> <p>Some user interface elements do not completely convey their identity, operation, and state to assistive technology.</p> <p>The Morae Remote Viewer client area does not currently supply textual information to assistive technology. It is, strictly speaking, a graphic display area.</p>
<p>(e) Consistent meaning of images:</p> <p>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.</p>	<p>Fully supported</p> <p>All controls, status indicators, and other programmatic elements communicated via an image are consistent throughout Morae Remote Viewer.</p>	
<p>(f) Availability of textual information:</p> <p>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.</p>	<p>Fully Supported</p> <p>Morae Remote Viewer uses standard system functions to send textual information to the operating.</p>	
<p>(g) Contrast and color settings:</p> <p>Applications shall not override user selected contrast and color selections and other individual display attributes.</p>	<p>Fully Supported</p> <p>Morae Remote Viewer does not override user selected contrast and color settings when they are available in the operating system.</p>	
<p>(h) Animation:</p> <p>When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.</p>	<p>Fully supported</p> <p>The Morae Remote Viewer interface does not use animation as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Remarks:</p> <p>The primary function of Morae Remote Viewer is to display movies. The current state of screen reader technology is not capable of exposing this visual content.</p>

Morae Remote Viewer - § 1194.21 Software Applications and Operating Systems		
Criteria	Compliance	Remarks and explanations
<p>(i) Color Coding:</p> <p>Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Fully supported</p> <p>The Morae Remote Viewer user interface does not use color as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	
<p>(j) Variety of color selections:</p> <p>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.</p>	<p>Fully supported</p> <p>Morae Remote Viewer has no provisions for a user to adjust the color or contrast settings and is therefore in full compliance.</p>	
<p>(k) Flash or blink frequency:</p> <p>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.</p>	<p>Fully supported</p> <p>Morae Remote Viewer does not use flashing or blinking text in its user interface.</p>	
<p>(l) Interaction with electronic forms:</p> <p>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.</p>	<p>Fully Supported</p> <p>Morae Remote Viewer allows people using assistive technology to interact with, complete and submit forms through the use of keyboard navigation. Some directions and cues are not available to assistive technology.</p>	<p>Remarks:</p> <p>Morae Remote Viewer does not use any electronic forms.</p>

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