

PERRLA for Word Accessibility Conformance Report

International Edition – based on VPAT® Version 2.5Rev

Name of Product / Version	PERRLA for Word 8.4 (add-in for Microsoft Word)
Report Date	October 13, 2026
Product Description	An add-in that formats academic papers in APA 7, MLA 9 and Turabian 9 inside Microsoft Word, and manages a paper's references, citations, research notes, figures, tables and title page. It runs in a task pane beside the document and writes its output into the Word document.
Contact Information	PERRLA, LLC – admin@perrla.com
Evaluation Methods Used	See <i>Evaluation Methods</i> below.

Notes

- This report is a **first-party self-assessment** produced by the PERRLA engineering team. It is not an independent third-party audit. It supersedes the third-party report for PERRLA for Word by TestPros, Inc., dated November 29, 2021.
- **Revision.** This edition, dated October 13, 2026, revises the report of October 12, 2026. It adds Microsoft Word on **macOS**, tested with the **VoiceOver** screen reader, to the scope and the evaluation methods. Four issues found during this testing were fixed in the add-in: the closed menu's text could be read by line-by-line reading, the reference confirmation step skipped a heading level, some arrow-key moves in the date picker's calendar were not announced, and the Tags field in the reference form was not programmatically linked to its label. One rating changed: 602.3, the online help center, moved from Partially Supports to Supports after its two issues (a low-contrast date and untitled video frames) were fixed.
- **Scope.** This report evaluates PERRLA for Word running in Microsoft Word desktop on **Windows** and **macOS**. Word Online is supported but was not separately evaluated for this report.
- **What is PERRLA's and what is Microsoft's.** In scope: everything in PERRLA's task pane; the names and descriptions of PERRLA's ribbon controls; and the documents PERRLA creates. Microsoft Word itself, including the ribbon, its keyboard shortcuts and the task-pane frame, is outside this report.
- **User-authored content.** Conformance is claimed for PERRLA's interface and for the structure PERRLA writes into documents, not for content users add without PERRLA's tools.

- This report covers WCAG 2.2 and the Revised Section 508 standards. The EN 301 549 section of the International Edition template has been removed because that standard was not evaluated.

Evaluation Methods

- **Manual screen-reader testing** in Microsoft Word on Windows 11 with **JAWS** and **NVDA**, in several passes between September and October 2026. Spoken output was captured and archived as evidence, and every issue found was fixed and re-verified with JAWS.
- **Manual screen-reader testing** in Microsoft Word for Mac with **VoiceOver**, October 2026: signing in, creating a paper, creating references by lookup and by hand, the date picker, the menu, reference actions, Insert Figure, and Text & Heading Styles. Spoken output was captured and archived as evidence, and every issue found was fixed and re-verified with VoiceOver.
- **Automated accessibility testing** run as a standing regression suite on every view of the add-in: axe-core scans; keyboard walks asserting a visible focus indicator at every stop; heading, labelling and accessible-name checks; reflow at 320 CSS pixels; target size, non-text contrast, text spacing, focus visibility and contrast-theme measurements; and checks of status-message announcements.
- **Document output testing:** papers generated in APA 7, MLA 9 and Turabian 9 were inspected at the file-format level and checked with Microsoft Word's Accessibility Checker.
- **Source-code review** of the add-in and its shared component library.

Applicable Standards / Guidelines

Standard / Guideline	Included in Report
Web Content Accessibility Guidelines 2.2	Level A – Yes Level AA – Yes Level AAA – No
Revised Section 508 standards (published January 18, 2017; corrected January 22, 2018)	Yes
EN 301 549	No

Revised Section 508 incorporates WCAG 2.0 Level A and AA. This report assesses the stricter WCAG 2.2; criteria new in WCAG 2.1 and 2.2 are marked, and Revised Section 508 does not apply to them. The WCAG ratings apply to the add-in's interface (Section 508 §501.1, Software); the documents PERRLA creates are addressed under §504 Authoring Tools.

Terms

The terms used in the Conformance Level column 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 only be used in WCAG Level AAA criteria.

Summary: Every applicable WCAG 2.2 Level A and Level AA success criterion is rated **Supports**, as is every applicable Revised Section 508 criterion, including software, authoring tools and support documentation.

WCAG 2.2 Report

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content	Supports	Every image in the add-in has a text alternative or is marked decorative, and every icon-only control has an accessible name. A complete inventory of the add-in's images and icon controls was audited, and an automated check guards the result.
1.2.1 Audio-only and Video-only (Prerecorded)	Not Applicable	The add-in presents no audio-only or video-only content.
1.2.2 Captions (Prerecorded)	Supports	The one embedded tutorial video (Advanced Editing) has accurate captions.
1.2.3 Audio Description or Media Alternative (Prerecorded)	Supports	The tutorial's narration describes everything that matters on screen.

1.3.1 Info and Relationships	Supports	One main landmark, a navigation landmark and a skip link; each panel's title is its level-1 heading with no skipped levels below. Every field has a programmatic label; related radio buttons are grouped; the selected tab is exposed to assistive technology. Verified with JAWS, NVDA and VoiceOver.
1.3.2 Meaningful Sequence	Supports	Reading and focus order follow the visual order in every view.
1.3.3 Sensory Characteristics	Supports	Instructions do not rely on shape, colour or position alone. Fields described visually as "commonly used" are also announced as "Commonly used field".
1.4.1 Use of Color	Supports	Colour is never the only cue: errors have text messages, the selected tab is underlined and bold, and selected states are exposed to assistive technology.
1.4.2 Audio Control	Not Applicable	Nothing plays audio automatically; the tutorial video plays only when the user starts it.
2.1.1 Keyboard	Supports	All functionality is operable from the keyboard, verified with real keyboard walks of every view and with JAWS and VoiceOver. This includes the date picker's calendar (arrow keys move by day and week; Page Up/Down change month) and signing in with Enter.
2.1.2 No Keyboard Trap	Supports	Keyboard focus can always move away; menus and the calendar return focus to the control that opened them.
2.1.4 Character Key Shortcuts	Not Applicable	The add-in defines no single-character keyboard shortcuts. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.2.1 Timing Adjustable	Supports	The add-in sets no time limits. Sign-in sessions last 90 days.
2.2.2 Pause, Stop, Hide	Supports	The only moving content is the loading indicator and its progress text, shown only while work is in progress.
2.3.1 Three Flashes or Below Threshold	Supports	Nothing in the add-in flashes.

2.4.1 Bypass Blocks	Supports	A skip link moves past navigation to the main content, and the closed menu is removed from the tab order.
2.4.2 Page Titled	Supports	The task pane is titled "PERRLA", and each panel is identified by its heading.
2.4.3 Focus Order	Supports	Focus moves in a meaningful order; opening the menu or calendar moves focus into it and closing returns it; collapsed sections are removed from the tab order. Verified with JAWS and VoiceOver.
2.4.4 Link Purpose (In Context)	Supports	Every link and button names its purpose; actions on reference rows name the reference they act on (for example, "Add Citation: Aitken, M. (2003)...").
2.5.1 Pointer Gestures	Supports	No multipoint or path-based gestures are required. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.5.2 Pointer Cancellation	Supports	Controls activate on release, using standard buttons and links. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.5.3 Label in Name	Supports	Every control's accessible name contains its visible label. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.5.4 Motion Actuation	Not Applicable	No functionality is operated by device motion. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
3.1.1 Language of Page	Supports	The language of the add-in is set to English.
3.2.1 On Focus	Supports	Moving focus never changes context.
3.2.2 On Input	Supports	Changing a setting never changes context on its own; choosing a paper type, for example, takes a separate button press.

3.2.6 Consistent Help	Supports	Help is in the same place in the menu on every view. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
3.3.1 Error Identification	Supports	Input errors are described in text, linked to their field and announced to screen readers.
3.3.2 Labels or Instructions	Supports	Every field has a label and, where needed, instructions linked to it; no field relies on placeholder text alone.
3.3.7 Redundant Entry	Supports	No process asks again for information already entered in the same process. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
4.1.1 Parsing	Supports	WCAG 2.2 removes this criterion as obsolete; the W3C states it is always satisfied for HTML. Answered here for Revised Section 508, which incorporates WCAG 2.0.
4.1.2 Name, Role, Value	Supports	Every control exposes a name, role and current state (expanded/collapsed, selected, pressed) to assistive technology. Verified with JAWS, NVDA and VoiceOver.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live)	Not Applicable	The add-in presents no live media.
1.2.5 Audio Description (Prerecorded)	Supports	The tutorial's narration describes everything that matters on screen, so no separate description is needed.
1.3.4 Orientation	Supports	The add-in does not restrict display orientation. WCAG 2.1 / 2.2 – Revised Section 508: does not apply

1.3.5 Identify Input Purpose	Supports	Sign-in and account fields declare their purpose (email, current password, new password, given and family name), so browsers and assistive tools can fill them. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
1.4.3 Contrast (Minimum)	Supports	Text meets 4.5:1 contrast. An automated contrast check covers every view and blocks regressions.
1.4.4 Resize Text	Supports	The task pane follows the system's display scaling. At 200% text, titles wrap rather than truncate and nothing scrolls sideways.
1.4.5 Images of Text	Supports	The add-in uses no images of text.
1.4.10 Reflow	Supports	Every view reflows at 320 CSS pixels wide with no two-dimensional scrolling; the task pane is narrow and resizable by design. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
1.4.11 Non-text Contrast	Supports	Field boundaries, checkboxes, radio buttons, icons and focus indicators meet 3:1 contrast, measured on every view. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
1.4.12 Text Spacing	Supports	With increased line, letter, word and paragraph spacing applied, no text is clipped or lost, measured on every view. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
1.4.13 Content on Hover or Focus	Supports	Tooltips can be dismissed with Escape, can be hovered without disappearing, and stay until dismissed. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.4.5 Multiple Ways	Supports	Each main panel can be opened from PERRLA's ribbon buttons in Word and from the add-in's menu.
2.4.6 Headings and Labels	Supports	Headings and labels describe their topic or purpose.

2.4.7 Focus Visible	Supports	Every focusable control shows a visible focus indicator, verified with real keyboard walks of every view.
2.4.11 Focus Not Obscured (Minimum)	Supports	A focused control is never fully hidden by other content, measured on every view. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.5.7 Dragging Movements	Supports	Nothing requires dragging; items are reordered with Move Up / Move Down buttons. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
2.5.8 Target Size (Minimum)	Supports	Every target is at least 24 by 24 CSS pixels or adequately spaced, measured on every view. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
3.1.2 Language of Parts	Not Applicable	The add-in's interface contains no passages in another language.
3.2.3 Consistent Navigation	Supports	The panel header and menu are the same on every view.
3.2.4 Consistent Identification	Supports	Controls with the same function have the same name throughout.
3.3.3 Error Suggestion	Supports	Error messages say how to correct the input; email fields suggest likely corrections.
3.3.4 Error Prevention (Legal, Financial, Data)	Supports	Purchases can be reviewed before submitting, and removing a reference asks for confirmation.
3.3.8 Accessible Authentication (Minimum)	Supports	Sign-in requires no cognitive test; password managers and pasting are supported, and single sign-on is available. WCAG 2.1 / 2.2 – Revised Section 508: does not apply

4.1.3 Status Messages	Supports	Loading and progress messages, errors and notifications are announced without moving focus. Verified with JAWS and VoiceOver. WCAG 2.1 / 2.2 – Revised Section 508: does not apply
------------------------------	-----------------	--

Table 3: Success Criteria, Level AAA

Not evaluated.

Revised Section 508 Report

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports	The add-in is fully operable with the JAWS and NVDA screen readers on Windows and with VoiceOver on macOS.
302.2 With Limited Vision	Supports	Supports text resizing, reflow and sufficient contrast; follows system display scaling, the Office dark theme and Windows contrast themes.
302.3 Without Perception of Color	Supports	No information is conveyed by colour alone.
302.4 Without Hearing	Supports	The only audio is the optional tutorial video, which is captioned.
302.5 With Limited Hearing	Supports	As 302.4.
302.6 Without Speech	Supports	No speech input is required.
302.7 With Limited Manipulation	Supports	Fully keyboard operable; no dragging, multipoint gestures or timed actions; targets meet minimum size.
302.8 With Limited Reach and Strength	Supports	Software only; nothing requires reach, strength or simultaneous actions.

302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	Consistent navigation and naming, step-by-step reference creation, error messages that explain the fix, and help on every view.
---	-----------------	---

Chapter 4: Hardware

Not Applicable. PERRLA for Word is software.

Chapter 5: Software

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.2 section	See the WCAG 2.2 tables above.
502.2.1 User Control of Accessibility Features	Not Applicable	Applies to platform software; PERRLA for Word is an application.
502.2.2 No Disruption of Accessibility Features	Supports	The add-in does not disable or override platform accessibility features, and honours system text scaling, the Office theme and contrast themes.
502.3.1 – 502.3.14 Accessibility Services	Supports	The add-in's interface is web content rendered by Microsoft Word's built-in web engine (WebView2 on Windows, WebKit on macOS), which exposes it to the platform accessibility services. PERRLA provides correct HTML semantics and ARIA; screen readers read names, roles, states, values, focus and text through this mapping, as the WCAG tables evidence.
502.4 Platform Accessibility Features	Not Applicable	Applies to platforms.
503.2 User Preferences	Supports	Follows the system's font scaling, the Office light and dark themes and Windows contrast themes.
503.3 Alternative User Interfaces	Not Applicable	The add-in provides no alternative user interface that functions as assistive technology.
503.4.1 Caption Controls	Supports	The tutorial video plays in YouTube's player, whose caption control is at the same menu level as volume and playback.

503.4.2 Audio Description Controls	Not Applicable	No separate audio description track is presented; the narration carries the visual information.
504.2 Content Creation or Editing	Supports	Papers PERRLA creates are accessible: figures carry alternative text (from a prompt, or the figure title if left blank), tables have marked header rows, and body headings use heading styles that assistive technology, Word's Navigation pane and tagged PDF recognise. Microsoft Word's Accessibility Checker reports no issues on generated papers in APA 7, MLA 9 and Turabian 9. Appendix titles and the MLA paper title are kept at body-text level so the table of contents follows APA and MLA guidelines.
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Supports	Every path that transforms a document was reviewed. Removing PERRLA's content controls keeps their content; saving to PERRLA uploads the document unchanged; and a full-document style repair was tested to preserve alternative text, table header rows and heading styles in every format.
504.2.2 PDF Export	Not Applicable	PERRLA does not export PDF; Microsoft Word's own Save as PDF does, using the document structure PERRLA creates.
504.3 Prompts	Supports	Inserting a figure prompts for an image description, with guidance on what to write. Table header rows are set automatically.
504.4 Templates	Supports	PERRLA's APA 7, MLA 9 and Turabian 9 paper templates use heading styles with outline levels, accessible figures and tables, and produce papers that pass Word's Accessibility Checker.

Chapter 6: Support Documentation and Services

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required.

602.2 Accessibility and Compatibility Features	Supports	This report documents the accessibility and compatibility features of PERRLA for Word and is linked from PERRLA's help center.
602.3 Electronic Support Documentation	Supports	Support documentation is PERRLA's online help center. Its text meets the contrast minimum, and every embedded tutorial video carries a frame title that names it; the YouTube player's own controls are Google's. Help is also available in writing at admin@perrla.com .
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	All support documentation is electronic.
603.2 Information on Accessibility and Compatibility Features	Supports	PERRLA support provides this report and answers accessibility questions at admin@perrla.com .
603.3 Accommodation of Communication Needs	Supports	Support is by email and the help-center ticket form, answered in writing; other formats or communication channels are provided on request.

Legal Disclaimer (PERRLA, LLC)

This report describes PERRLA for Word as assessed on the report date and is provided for informational purposes. It is a first-party self-assessment and does not constitute a warranty. PERRLA is committed to accessibility and welcomes feedback at admin@perrla.com.

“Voluntary Product Accessibility Template” and “VPAT” are registered service marks of the Information Technology Industry Council (ITI). This report is based on VPAT[®] Version 2.5Rev (International Edition).