



# CommonLook

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# CommonLook Functionality

## » CommonLook PDF

- A specialized software tool designed to make PDFs accessible. Used by the State of Minnesota — it's the premier PDF remediation tool.

## » CommonLook Office

- An accessibility tool designed to help users create accessible and compliant PDFs directly from Microsoft Word and PowerPoint. It works as a plug-in for these applications.

## » CommonLook Suite

- Is the comprehensive set of tools that includes CommonLook PDF, CommonLook Office, and a few other accessibility products.

# CommonLook Contract

- » The Systemwide Marketing and Communications Accessibility Group looked into accessibility tools and quickly CommonLook became the leader — an existing MNIT contract gave us access to a lower price, the State of Minnesota has trainings and affinity groups for users, and it is thought of as the leader in the industry.
- » We surveyed campuses on their needs for CommonLook. The survey results informed us that three licenses for each CommonLook Office and Suite per institution was a good place to start, with the option to purchase more if needed.
- » Each license will be \$324.35 for CommonLook Office and \$686.91 for Suite and will be paid for by the campuses. Once the first set of licenses are allocated, institutions will be able to purchase more licenses off of the contract directly from the vendor.
- » We are finalizing the contract for CommonLook and are working to get these licenses to the campuses in January 2026.