

Accessibility Community of Practice (A11y CoP)

March 25, 2025

Our Goals

- A collaborative and inclusive forum to share insights, expertise and best practices.
- Monthly cadence of gatherings, presentations and online discussions promoting a culture of digital accessibility.
- A dedicated Teams channel to serve as a central hub for discussions & resource sharing.
- Share news and updates relating to Accessibility.

Digital Accessibility - Resources

- <https://it.nc.gov/resources/digital-accessibility>
- Digital accessibility refers to the design and development of digital content, applications and services that are usable by all people, including those with disabilities. It ensures that websites, mobile apps, electronic documents and other digital tools are accessible to individuals who may use assistive technologies such as screen readers, magnifiers or alternative input devices.
- These resources are available to help all digital content creators in North Carolina state government comply with the DOJ ruling by **April 24, 2026**.

Accessibility Options for Microsoft Teams

- Ashish Nathaniel will walk us through built-in accessibility features in Teams to enhance usability for all.



A11y CoP Monthly Meeting

Ash Nathaniel - Enterprise Collaboration Services

Agenda

- Accessibility tools for Microsoft Teams
- Resources

Type of Meetings

Private Meetings: These are meetings that individual users schedule with specific people. They are not visible to others outside the invitees.

Channel Meetings: These meetings are scheduled within a specific channel in a team. They are visible to everyone in that channel, making it easy for team members to join and stay informed

Meet Now Meetings: This is a method of starting an unscheduled meeting instantly through a chat. It allows for quick, ad-hoc discussions.

Webinars: These are structured meetings designed for larger audiences where interaction is more controlled. They include features like registration, attendee reporting, and can support up to 1,000 interactive participants

Town Halls: These are large-scale meetings intended for company-wide announcements or events. They can support up to 10,000 participants, or even 20,000 with premium options

Understanding Teams Meeting Roles

Organizer Role	Presenter Role	Attendee Role
• Scheduling Meetings • Managing Invites • Full control of the meeting setting	• Content Delivery • Screen Sharing • Interactive Engagement	• Content Delivery • Screen Sharing • Interactive Engagement

Organizer Meeting Options -

Meeting options

Meeting access

Roles

Production tools

Participation

Recording & transcription

Copilot

Announce when people dialing in join or leave

Roles

Choose co-organizers:

Has the same capabilities as the organizer.

Search for participants

Who can present

Everyone

Enable language interpretation

Add interpreters who can interpret one language into another in real-time. To assign interpreters, send the meeting invite then refresh this page and choose them.

Apply

[Meeting options in Microsoft Teams - Microsoft Support](#)

Keyboard shortcuts for Microsoft Teams

Enhanced Navigation

Keyboard shortcuts provide an efficient way for users to navigate Microsoft Teams without relying on a mouse.

Quick Access to Features

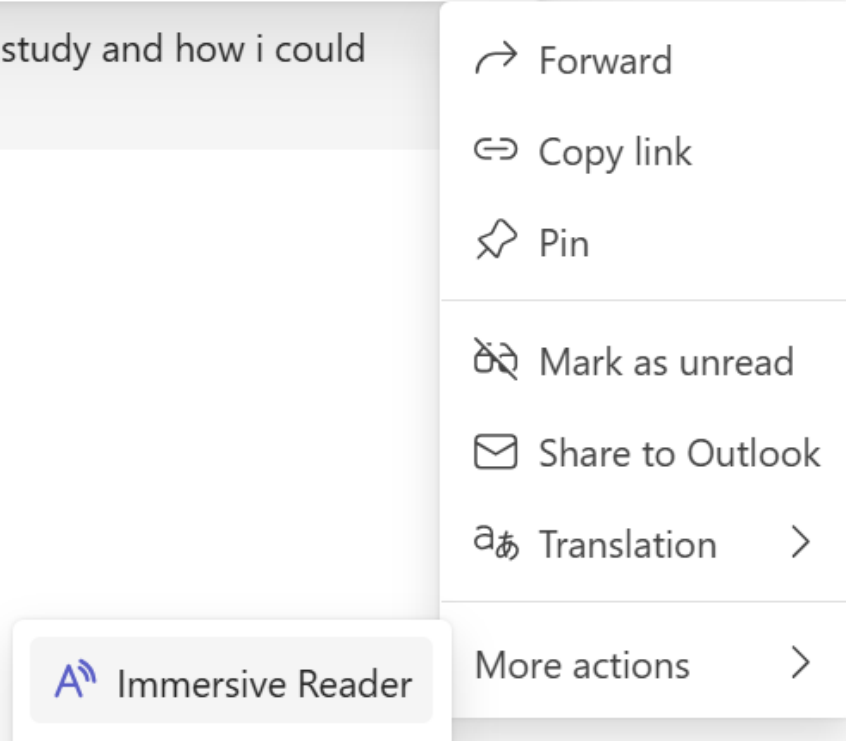
Using keyboard shortcuts allows users to quickly access important features and functions in Microsoft Teams, improving productivity.

In Teams meetings

Use your keyboard or mouse to make the shared content in Teams meetings bigger or smaller, instead of using the buttons at the lower left of your meeting window.

Action	Windows	Mac
Zoom in	Alt + Shift + "+"	Option + Shift + "+"
Zoom out	Alt + Shift + "-"	Option + Shift + "-"
Reset zoom	Alt + Shift + "0"	Option + Shift + "0"

Immersive reader support for Microsoft Teams



Accessibility in Microsoft Teams

Microsoft Teams provides essential accessibility features, enabling visually impaired users to interact with the platform seamlessly.

Effective Navigation

Immersive readers allow users to navigate the Microsoft Teams interface efficiently, enhancing their overall experience.

User Experience Enhancement

The integration of immersive readers in Microsoft Teams contributes to a smoother and more inclusive user experience for visually impaired individuals.

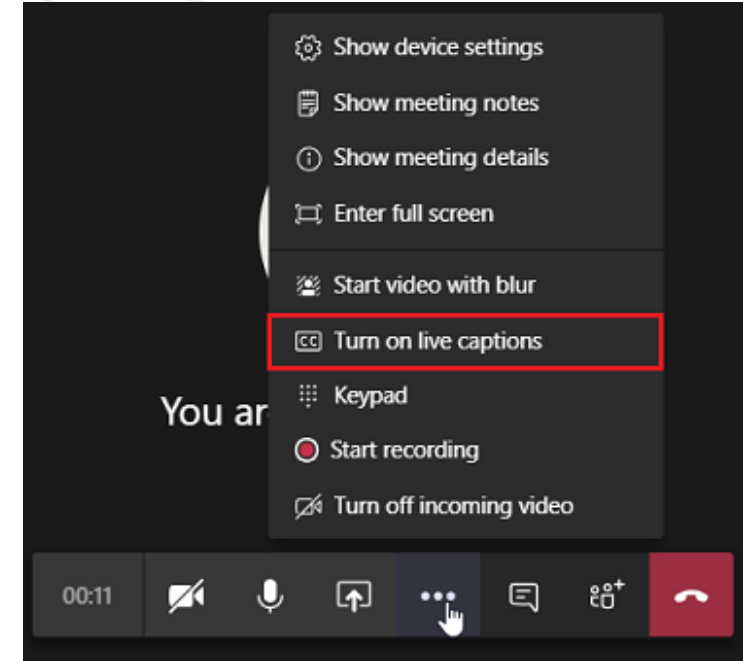
Live Captions and Transcripts

Accessibility Enhancement

Live captions significantly enhance accessibility for users who are deaf or hard of hearing, ensuring they can participate effectively in discussions.

Real-Time Text Representation

Providing real-time text representation allows participants to follow along without missing critical information during meetings.



Recording & transcription

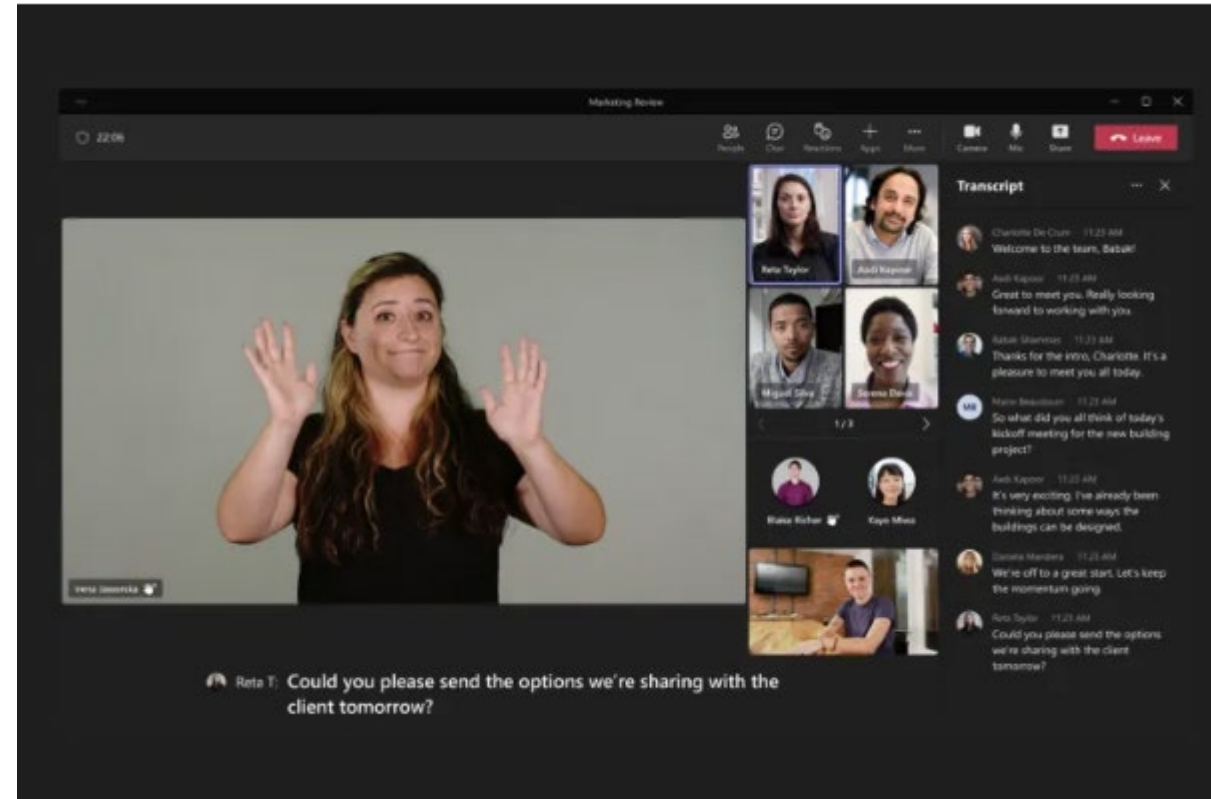
Recording and transcription settings let you control how these features are used in a Teams meeting. [Learn more.](#)

Transcription ⓘ



Sign Language Support

Microsoft has a new dedicated sign language view for its Microsoft Teams video conferencing platform. The feature enables sign language users to select up to two other participants' videos to be fixed in a central location, allowing designated signers to be visible throughout the meeting.



M365 Copilot - Accessibility tools for Microsoft Copilot

Enable AI-powered assistance for tasks in Word, Excel, PowerPoint, Outlook, and Teams.





- Word
 - Synthesize long documents
 - Suggest ideas to improve document
 - Re-write paragraphs / sentences



- Excel
 - Analyze data
 - Create charts and tables



- PowerPoint
 - Generate Presentation from file
 - Organize presentation and add speaker notes
 - Use natural language to edit slides, add images, etc



- M365 Chat
 - Digital Assistant
 - Identify open action items
 - Update on your day and schedule



- Outlook
 - Summarize long email threads
 - Draft emails & use Coaching suggestions



- Teams Meetings
 - Recap meeting topics (during and after)
 - List action items (during and after)
 - Ask questions about meeting content

Enhance web browsing experience by providing AI-driven insights, content generation, summarization, and contextual assistance directly with the browser

Resources

[Accessibility tools for Microsoft Teams - Microsoft Support](#)

[Ability Summit Home](#)

[Accessibility tools for Microsoft Copilot - Microsoft Support](#)

[Creating Accessible Content: Writing for the Web](#)

[Accessibility Fundamentals Course Package Toolkit](#)

Questions for Ash

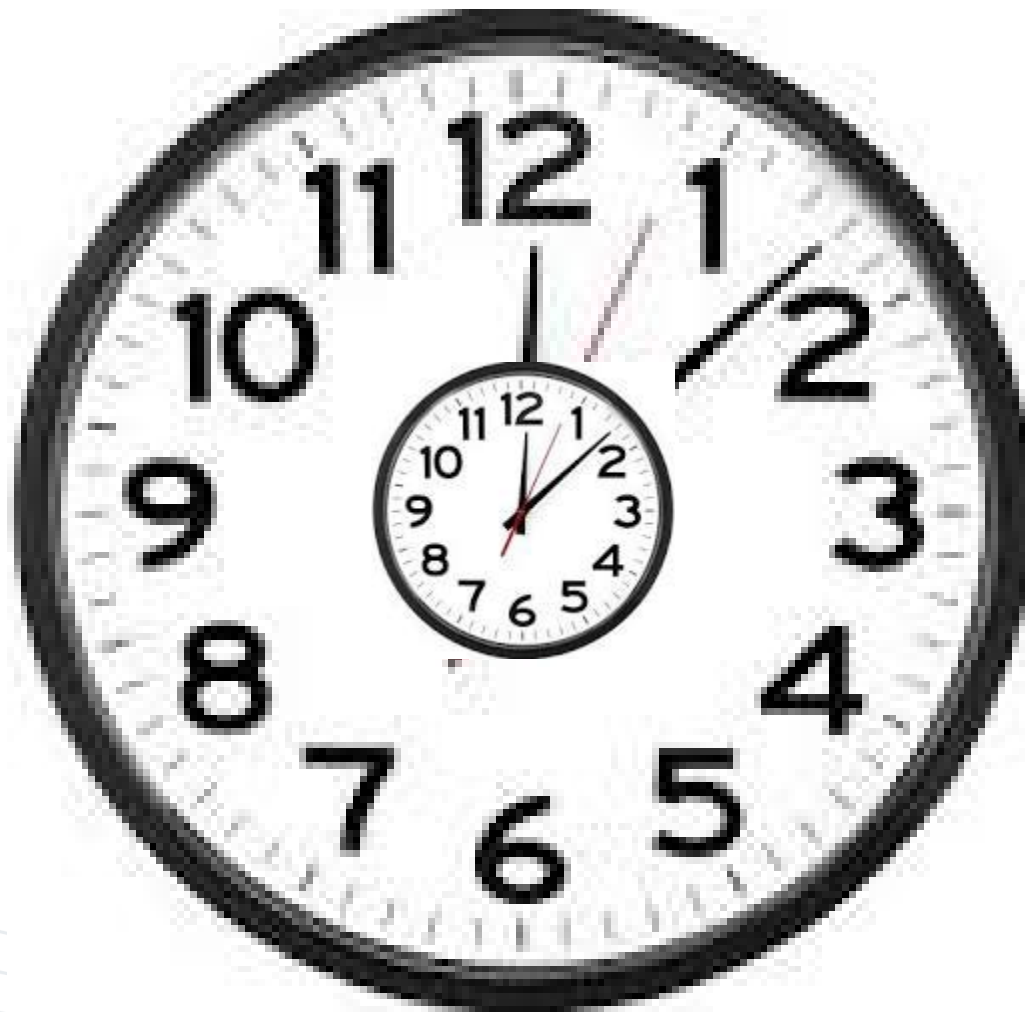
Practical PDF Remediation: Steps to Save You Time

- Erin Bradford will share practical strategies to efficiently remediate PDFs while maintaining accessibility.



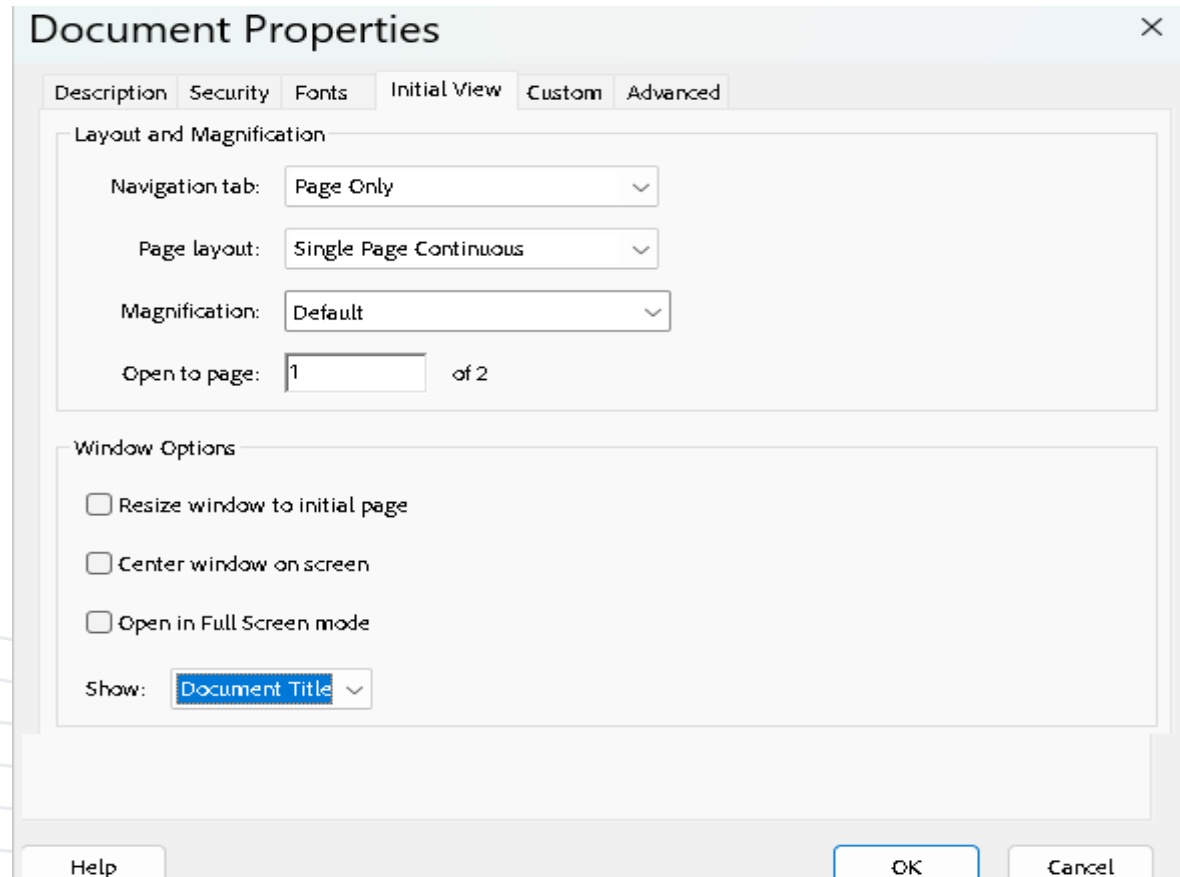
Practical PDF Remediation

Steps to save you time



Set the document title

Under Menu > document properties > Description > Initial View



The screenshot shows the 'Document Properties' dialog box with the 'Initial View' tab selected. The 'Layout and Magnification' section contains four settings: 'Navigation tab' set to 'Page Only', 'Page layout' set to 'Single Page Continuous', 'Magnification' set to 'Default', and 'Open to page' set to '1 of 2'. The 'Window Options' section contains three unchecked checkboxes: 'Resize window to initial page', 'Center window on screen', and 'Open in Full Screen mode'. The 'Show:' dropdown is set to 'Document Title'. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

Document Properties

Description Security Fonts Initial View Custom Advanced

Layout and Magnification

Navigation tab: Page Only

Page layout: Single Page Continuous

Magnification: Default

Open to page: 1 of 2

Window Options

☐ Resize window to initial page

☐ Center window on screen

☐ Open in Full Screen mode

Show: Document Title

Help OK Cancel

Set Reading Order

< Prepare for accessibility ×

- Automatically tag PDF
- Automatically tag form fields
- Change reading options
- Check for accessibility
- Open accessibility report
- Identify form fields
- Add alternate text
- Use setup assistant
- Fix reading order**

1 **Sources for Vital Records**

North Carolina began recording births and deaths in October 1913. Learn about the best ways to find those records.

North Carolina State Archives (109 E. Jones St., Raleigh, NC; 919-814-6840 – Mail to: 4614 Mail Service Center 27699-4614)

- <https://archives.ncdcr.gov/>

3 Death Certificates, 1913-1979 [Statewide Index: 1913-1979]
Marriage Bonds, 1741-1868 and Cohabitation Records, 1866-1867
microfilmed birth, death, and marriage records for many counties

County Register of Deeds offices house birth and death records and marriage licenses for their counties

- North Carolina Association of Registers of Deeds <https://www.ncard.us/find-your-register-of-deeds/>

Several North Carolina county Registers of Deeds are making their birth/ death/ marriage records available Online. Use your favorite search engine with keywords: county name NC register of deeds.

North Carolina Vital Records (225 N. McDowell St., Raleigh; 919-733-3000, Mail to: 1903 Mail Service Center 27699-4614)

- Check with County Register of Deeds before you contact Vital Records. Check for fees <https://vitalrecorder.com/>

5 The following resources are available through [Ancestry.com](https://www.ancestry.com/):

6 "North Carolina Birth Index, 1800-2000" - Includes Delayed Birth registrations that extend back into the 18th century; these require documentary proof of birthdate or age, birthplace, and parentage from other records. Records for counties not covered by this index must identify contemporary owner of family Bible if presented for proof. Durham, Wake, Forsyth, and counties are not covered.

- "North Carolina Marriage Records, 1741-2011" - Includes marriage bonds 1741-1868, marriage registers 1868-1900, and marriage licenses 1900-2011.

× Order

vitrecsubstitutes.pdf

Page 1

- [1] Sources for Vital Records
- [2] North Carolina began recording births and deaths in October 1913. Learn about the best ways to find those records.
- [3] Death Certificates, 1913-1979 [Statewide Index: 1913-1979]
- [4] County Register of Deeds offices house birth and death records and marriage licenses for their counties
- [5] The following resources are available through the following search engines:
- [6] "North Carolina Birth Index, 1800-2000" - Includes Delayed Birth registrations that extend back into the 18th century; these require documentary proof of birthdate or age, birthplace, and parentage from other records. Records for counties not covered by this index must identify contemporary owner of family Bible if presented for proof. Durham, Wake, Forsyth, and counties are not covered.
- [7] Other Resources
- [8] Kemp, Thomas Jay. International Vital Records
- [9] <https://www.familysearch.org/search/collection/1371499>
- [10] "Vital Records Information United States"
- [11] <http://www.vitalrec.com/>
- [12] "Online Searchable Death Indexes & Records"
- [13] <http://www.deathindexes.com>

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- **"North Carolina, Marriage Records, 1741-2011"** – Includes marriage bonds 1741-1868, marriage register 1868-1967, marriage licenses, marriage certificates, and cohabitation bonds. Cohabitation bonds were marriages recorded from 1866-1868 for former slaves.
- **"North Carolina Death Collection, 1908-2004"** - Index to North Carolina deaths: 1908-1967 has Images from microfilm copies of county death indexes obtained from the North Carolina State Archives and Records Section; Index for 1968-1996 from North Carolina Department of Health and Human Services does not include images.
- **"North Carolina Death Certificates, 1909-1976"** – This database is of digitized death certificates for the state of North Carolina from 1909-1976. It includes stillborn deaths. Death certificates obtained from microfilm by the North Carolina State Board of Health, Bureau of Vital Statistics

Other Resources

- Kemp, Thomas Jay. *International Vital Records Handbook*. 5th ed. (Baltimore: Genealogical Publishing Co., 2000)

< Prepare for accessibility x

 Automatically tag PDF

 Automatically tag form fields

 Change reading options

 Check for accessibility

 Open accessibility report

 Identify form fields

 Add alternate text

 Use setup assistant

 Fix reading order

Set Alternate Text

Image 1 of 1

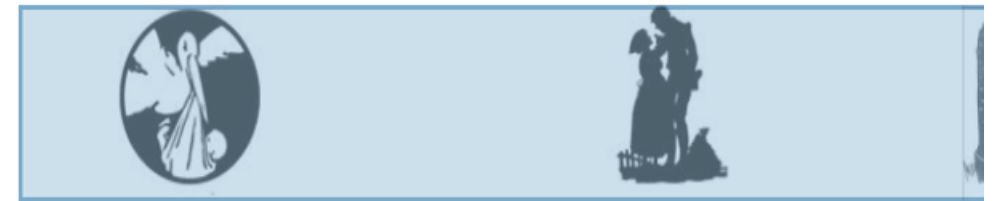
Alternate text:

☐ Decorative figure

3 small images, angel, man an woman being married, headstone to represent birth, marriage and death

Substitutes for Vital Records

The following record types can be substitutes for birth, marriage, and death certificates



there are specific records within a category that will be listed; in other case, just a simple y

Substitutes	Births	Marriage	
Bible Records	Yes	Yes	Yes
Birth Certificates	Birth registers, Delayed birth certificates	No	No
Cemetery Records	If age or date is listed	If spouse is listed	Age find:
Census Records	age range 1790-1840, then ages 1850-current	1850-1940, especially 1900 and 1910	Mor 1850
Church Records	baptism	Yes	Yes
County Records	Apprentice, Guardian, Deeds, Military, Tax, Wills	Court minutes, Deeds, Estates, Tax, Wills	Cou Esta
Death Certificates	May give age	May list spouse	Deat

Check for Accessibility

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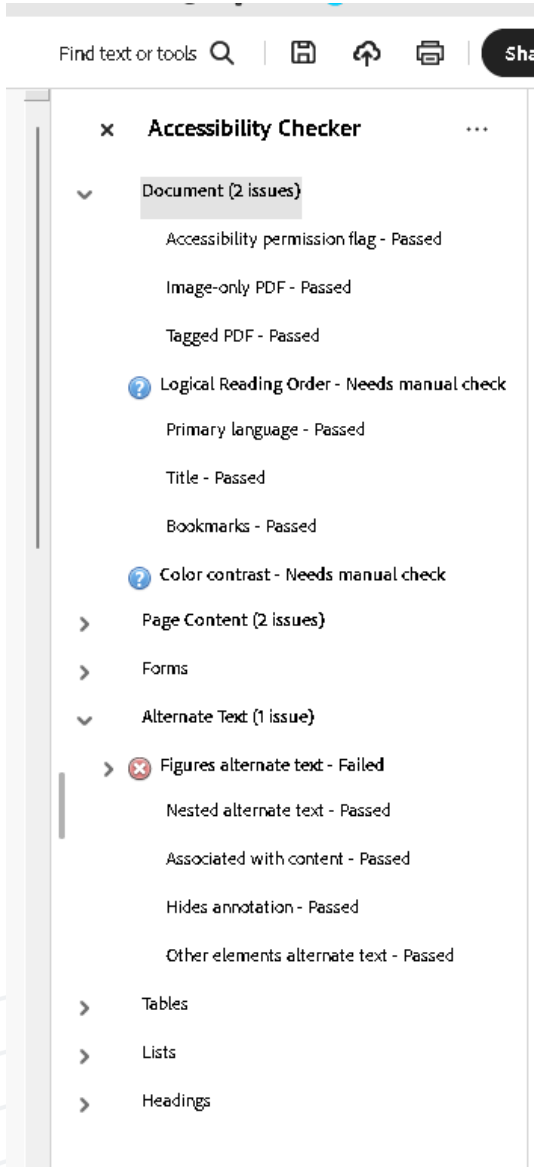
Getting Started in Family History

Start at home:

- ❖ Talk to your oldest living relatives and ask about names of parents, siblings, grandparents, and more.
- ❖ Explore or inquire about family Bibles, photo albums, newspaper clippings, and scrapbooks can also yield interesting information.

Stay organized:

- ❖ Use a pedigree chart, family group sheets and timeline to record facts. (Example on back)
- ❖ Use a research log to keep track of sources reviewed.
- ❖ Always cite the source of information and proof of relationships and dates.
- ❖ Use a software or online program to keep track and print out research.
- ❖ View our MOOC for examples and printable charts:
<https://statelibrary.ncdcr.gov/ghl/genealogy/roots-mooc>



2 things always need to be manually checked:

- Reading order
- Color Contrast
- To fix other issues, right click on them in the list and choose “fix” if it’s there, or explain to learn more

Questions for Erin

Thank you