

# Jicky's 508 Accessibility session



Braille

AD



CC

Large  
Print



[Teamstechtalk.com](http://Teamstechtalk.com)



# Jicky's 508 Accessibility session



Print

[Teamstechtalk.com](https://Teamstechtalk.com)



# Jicky's 508 Accessibility session

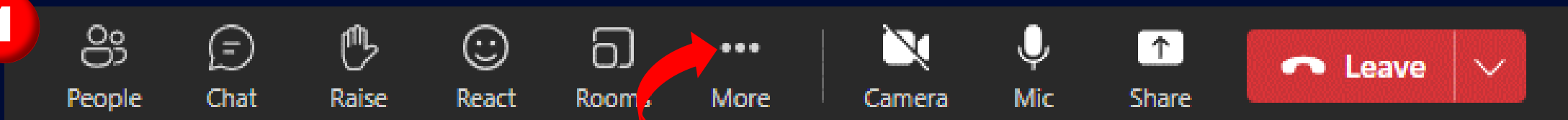
**Begin with how to:**  
**Format your desktop for magnification**  
**Increase your mouse size & change color**



[Teamstechtalk.com](https://www.teamstechtalk.com)



# Designate a Sign Language Interpreter on Microsoft Teams

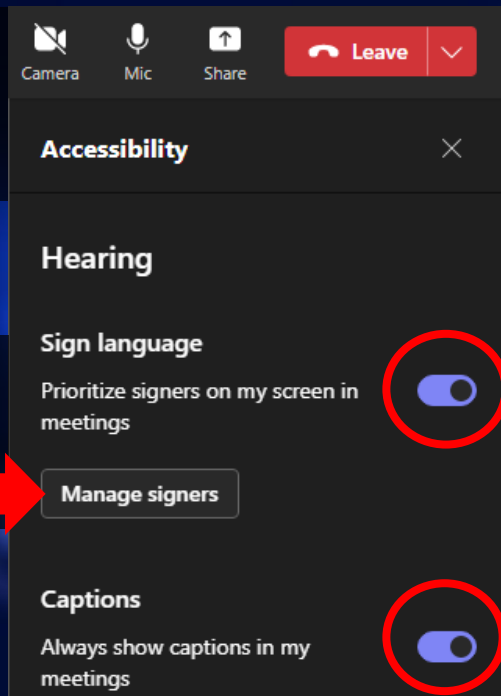
**1**

On the control panel click on the 3 dots

**2**

This window will launch

Click, to launch next window

**C****a**

Enable Sign Language

**b**

Enable Captions feature

**3**

## Manage signers

People you add will be prioritized on your screen in meetings when your view is set to **Sign language**.

Type a name

Type in the name of the interpreter and Save

Cancel

Save

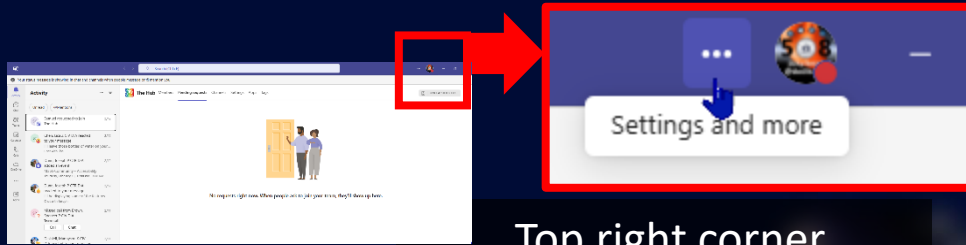


[Teamstechtalk.com](https://www.teamstechtalk.com)



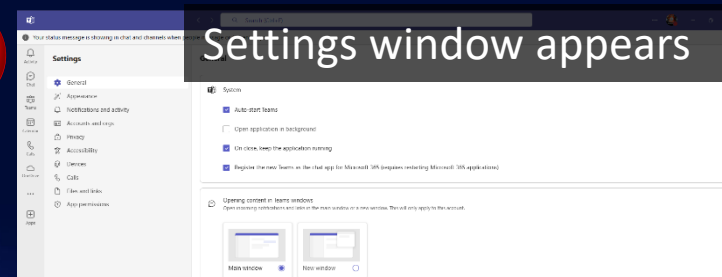
# How To Change Your Microsoft Teams screen contrast

1

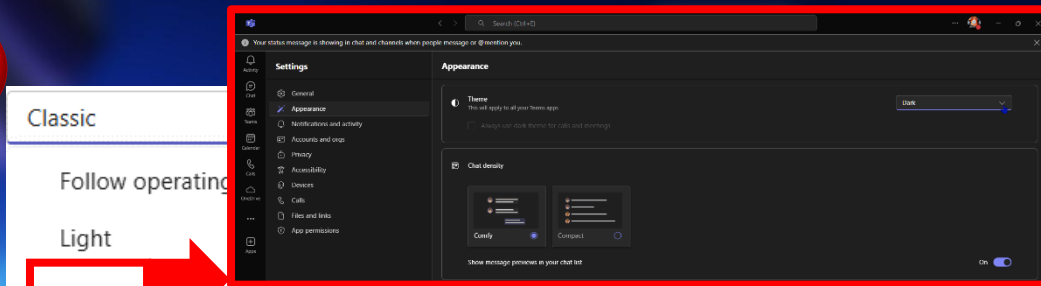


Top right corner,  
click on ellipses (3 dots)

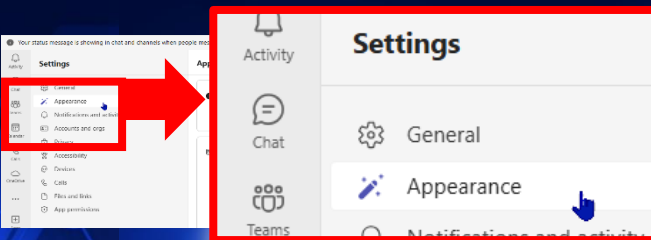
2



4



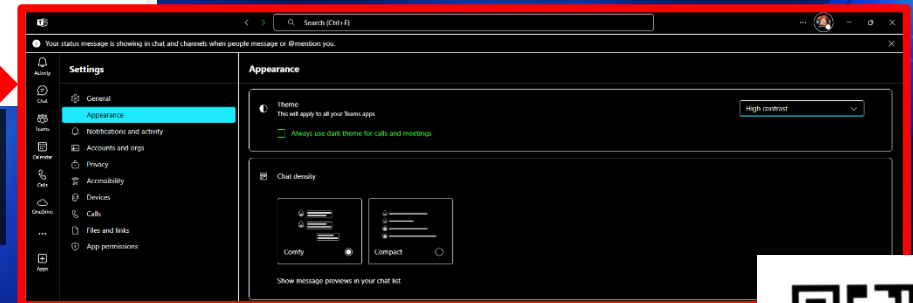
3



click on Appearance

High contrast

Use the pull-down menu  
to select Dark or High Contrast



Teamstechtalk.com



# Great resource for Microsoft Teams

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

[Present Live: Engage your audience with Live Presentations - Microsoft Support](#)



**[Teamstechtalk.com](https://teamstechtalk.com)**



# How to format PowerPoint with subtitles for presentation

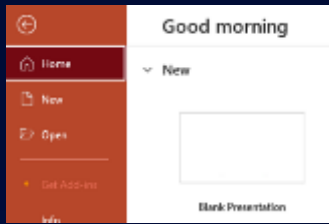
1

Select Powerpoint (PPT) in the start menu



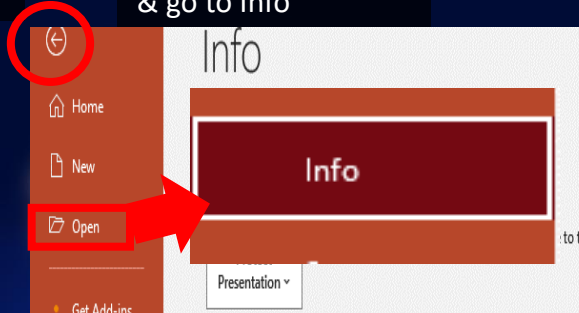
2

Begin with Home & select New Blank Presentation or select your pre-existing PPT



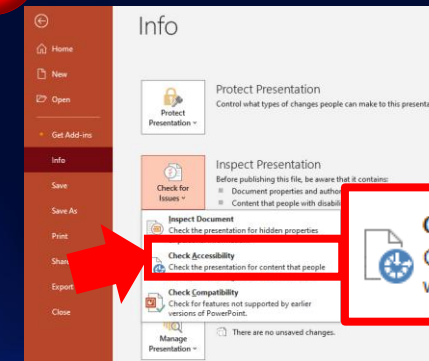
3

Once you have created your content use the back arrow & go to Info



4

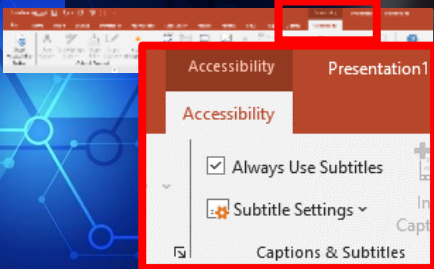
Select Check for Issues then click Check Accessibility



**Check Accessibility**  
Check the presentation for content that people with disabilities might find difficult to read.

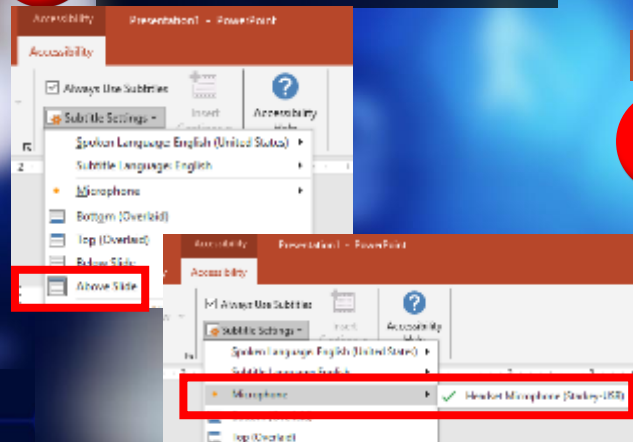
5

This menu appears Go to Accessibility Tab – Check Always Use Subtitles



6

Use pulldown menu & select Above Slide. Select Microphone

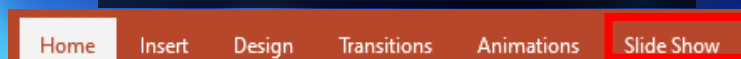


7

Select Slideshow. Your presentation will be displayed at the top of your screen

8

Selecting Above Slide allows the subtitles of your presentation to be seen above your PowerPoint presentation for your viewers to read what you are saying.



**TEAMS  
TECH TALK**  
THE ONLY SOLUTION IS TO CREATE ONE!

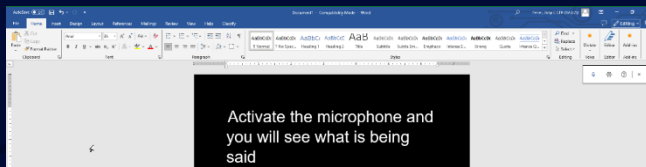
**Teamstechtalk.com**



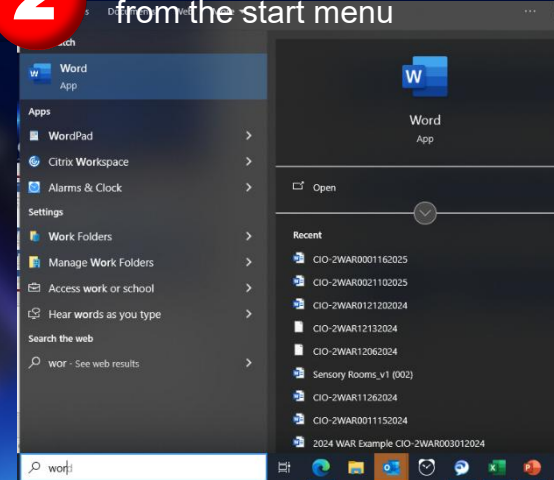
# How to format dictation in Word for Closed Captioning effect

**1**

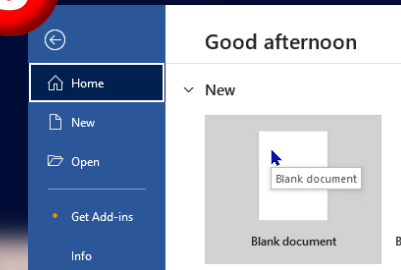
Learn to simulate a Closed Captioning effect for your online Adobe Connect/DVTC/JWICS meetings with Microsoft Word. To operate, use an approved USB headset w/microphone

**2**

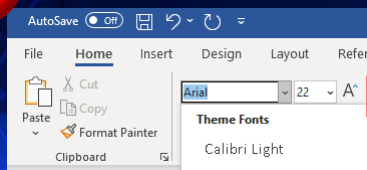
Open the Word application from the start menu

**3**

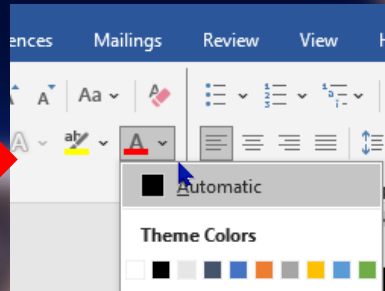
Select a New Blank document

**4**

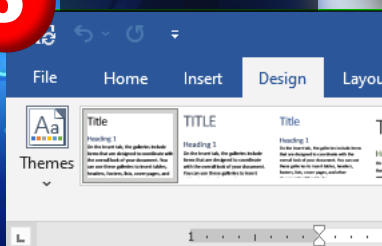
From the Home Menu, select Serifa font like Ariel. Increase font size to 22



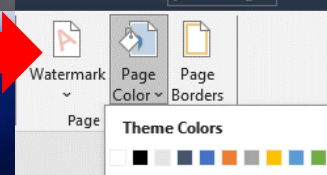
Pick white for font color

**5**

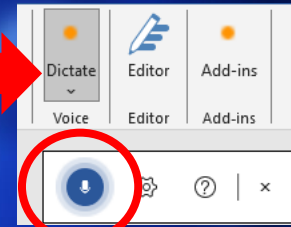
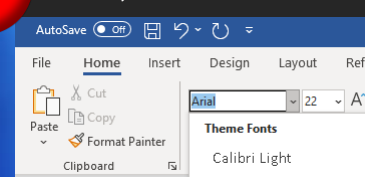
Go to Design tab



On same line, click Page Color  
Select Black for background

**6**

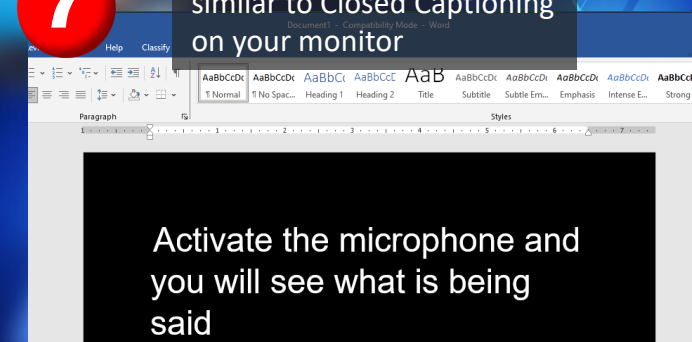
From the Home Menu, select Dictate



Click on Dictate to activate headset mic

**7**

You will then see an effect similar to Closed Captioning on your monitor



Teamstechtalk.com



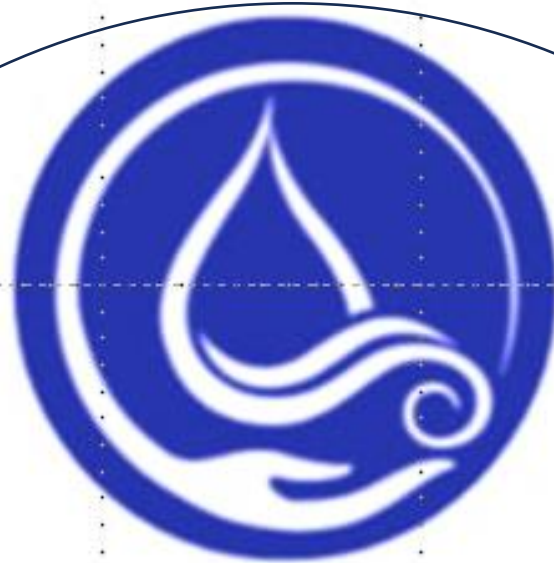


# TEAMS TECH TALK

THE ONLY SOLUTION IS TO CREATE ONE!

[Teamstechtalk.com](https://Teamstechtalk.com)





# WAIEA

**WATER FOUNDATION**

[waieawaterfoundation.org](http://waieawaterfoundation.org)

[jicky@waieawaterfoundation.org](mailto:jicky@waieawaterfoundation.org)



|                              |                |
|------------------------------|----------------|
| Back                         | Alt+Left arrow |
| Refresh                      | Ctrl+R         |
| Save as                      | Ctrl+S         |
| Print                        | Ctrl+P         |
| Send tab to your devices     |                |
| Create QR Code for this page |                |
| Read aloud                   | Ctrl+Shift+U   |
| Translate to English         |                |
| Open in sidebar              |                |
| Add page to Collections      | ▶              |
| Share                        |                |
| Screenshot                   | Ctrl+Shift+S   |
| View page source             | Ctrl+U         |
| Inspect                      |                |



We create chemistry



[aurie.contosa@basf.com](mailto:aurie.contosa@basf.com)

# WAIEA

WATER FOUNDATION

[waieawaterfoundation.org](http://waieawaterfoundation.org)

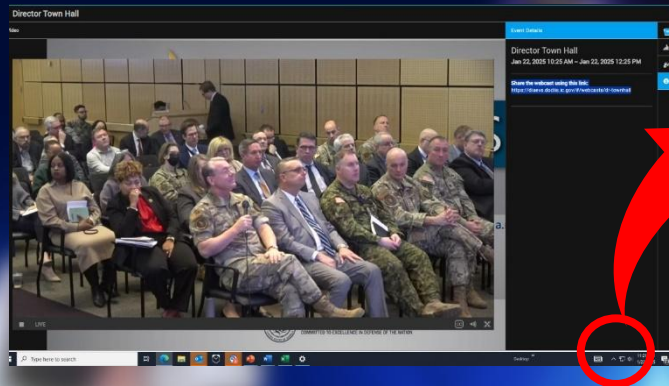
[jicky@waieawaterfoundation.org](mailto:jicky@waieawaterfoundation.org)



# To launch on JWICS REV

To enable Closed Captioning into any JWICS studio or DoDIIS video teleconference you must book either Tighe Auditorium or Leadership Hall into your meeting. Either suite is required to be scheduled into your conference to enable the (CC) feature to function. To launch (CC) go to the assigned streaming REV link.

**1** At the bottom of the control panel screen click on CC.



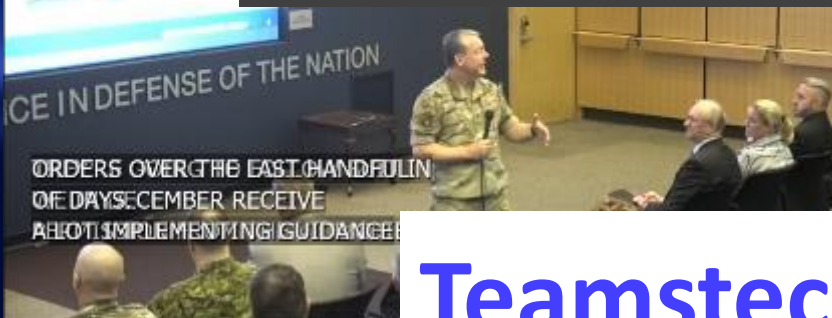
**2**

This window will appear  
Click on Closed Captions to enable feature

✓ Closed Captions  
Off

**3**

The “Encaption” text will then appear on screen. Note: Failure to add either the Tighe Auditorium or Leadership Hall will not allow the Closed Captioning feature to operate in your video teleconference.



[Teamstechtalk.com](https://www.teamstechtalk.com)



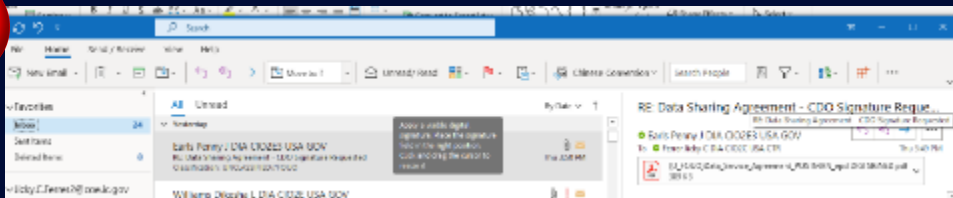
**TEAMS  
TECH TALK**  
THE ONLY SOLUTION IS TO CREATE ONE!



# Digitally Sign with Acrobat

- 1-Drag the file from your email and save it to your desktop
- 2-Right click on the document
- 3-On the new menu that appears>Open With>Adobe Acrobat
- 4-Click on All Tools>at bottom of that screen click on View More
- 5-Click on use a certificate>
- 6-click on Digitally Sign>
- 7-Using your mouse, click and drag to draw the area

1



2



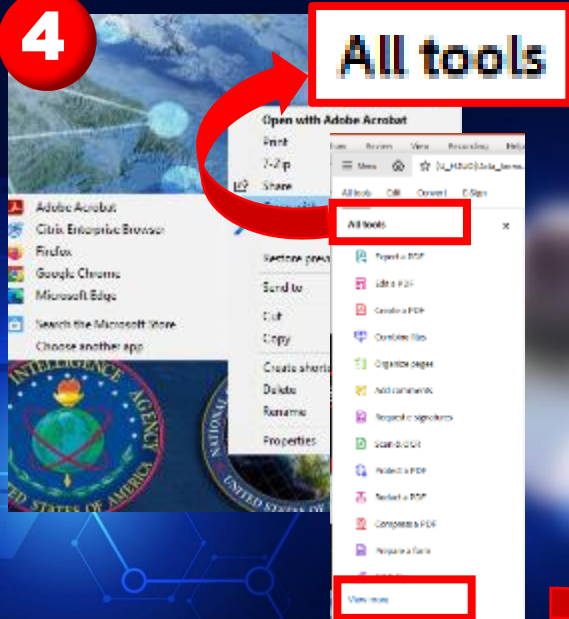
3

Open with Adobe Acrobat

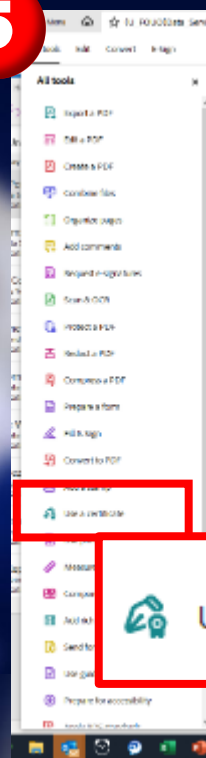
Open with Adobe Acrobat

4

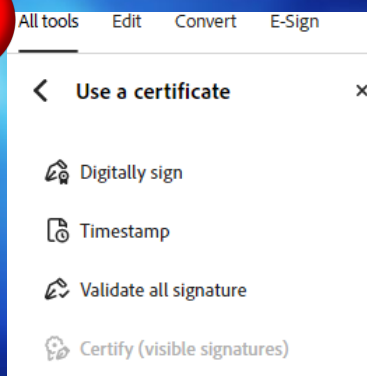
All tools



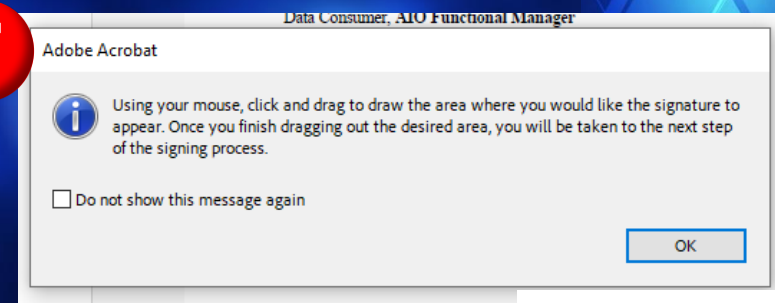
5



6



7



View more

## Teamstechtalk.com



THE ONLY SOLUTION IS TO CREATE ONE!



# How to set up your Meeting Space Access number for CISCO DVTC/VoIP calls

**1**

All DVTC devices now have an individual Meeting Space Conference number assigned to them. These conferences are ad hoc, assigned to each DVTC (91X-XXXX) number, and are available for both VOIP and DVTC endpoints to access. The host should provide the access number and their DVTC number as the call ID to all participants.

**2**

The participants of the Meeting Space conference should follow the steps below to join a conference. Dial the host's Meeting space Access number on your DVTC or VoIP

For example, for John Doe's meeting space number you would dial his Region @ INDOPACOM 915-0000, then John Doe's direct line of 915-0259# You & other attendees will then be in a group call on John Doe's Meeting Space

- a. 912-0000 for CONUS AND Alaska, (912, 913, 916 prefixes)
- b. 914-0000 for Europe (914 prefix)
- c. 915-0000 for Pacific (915 prefix)

**3**

If you have visual challenges, use your keypad from your VoIP phone to speed dial your pre-saved Meeting Space Conference number assigned to you. Then, dial your DVTC



Meeting Space  
Attendees 50+

**4**

In Outlook, /Jabber,/MS Teams, notify your guests the dialing sequence for your meeting



## Teamstechtalk.com

