Document Accessibility

Yes, all digital documents must meet accessibility standards too!

February 27, 2024

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

What is Document Accessibility?

- Making non-HTML digital content readable by assistive technology and to users with low vision.

True or False?

- Making a document accessible is easier than making a webpage accessible.

PDFs and Accessibility

Dawnna Lewis

Employee UX Designer

NC Department of IT

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

California beaches

When you think of California one of the first things that comes to mind is its beaches. Ride the wave and learn more about what beaches are the most popular and how their temperatures vary.

Most popular beaches

According to U.S. News, the top three California beaches are:

1. Laguna beach
2. La Jolla
3. Malibu

Temperatures

In the table below, the June 2021 temperature is compared for each of the most popular California beaches.

Beach	Temperature
Laguna	70 - 75 degrees farienheit

× beaches

Basics from the Video

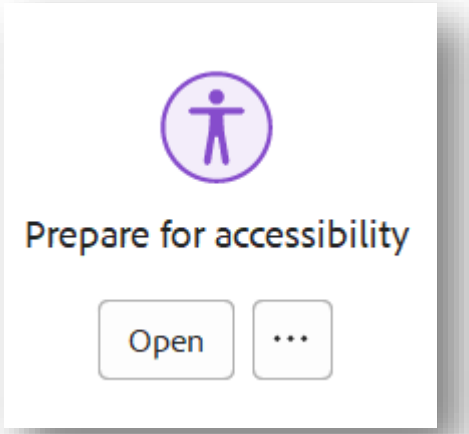
Common Accessibility Corrections

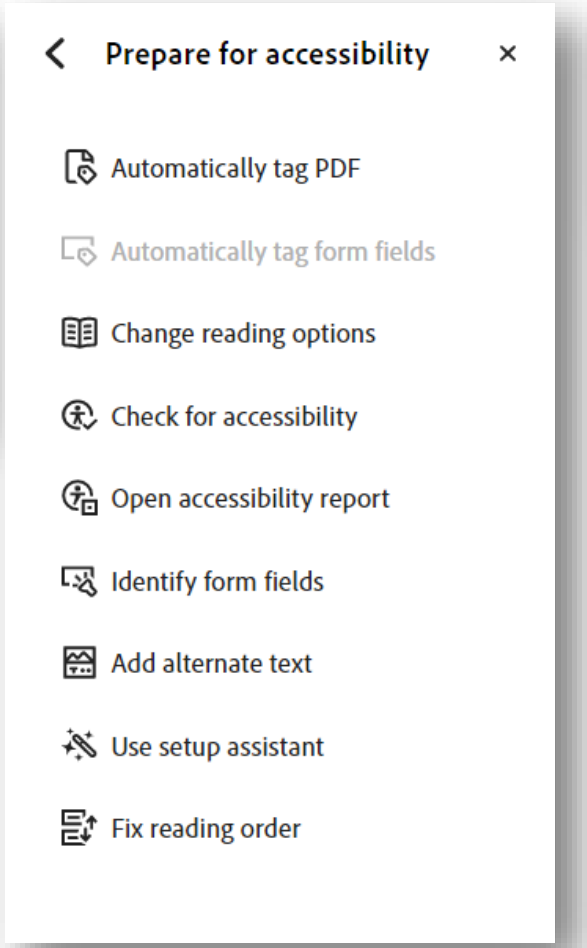
- Add Alternate Text to Images and Charts
- Correct Heading Use. (Hierarchical Headings)
- Check the Color Contrast

Special Accessibility Corrections for PDFs

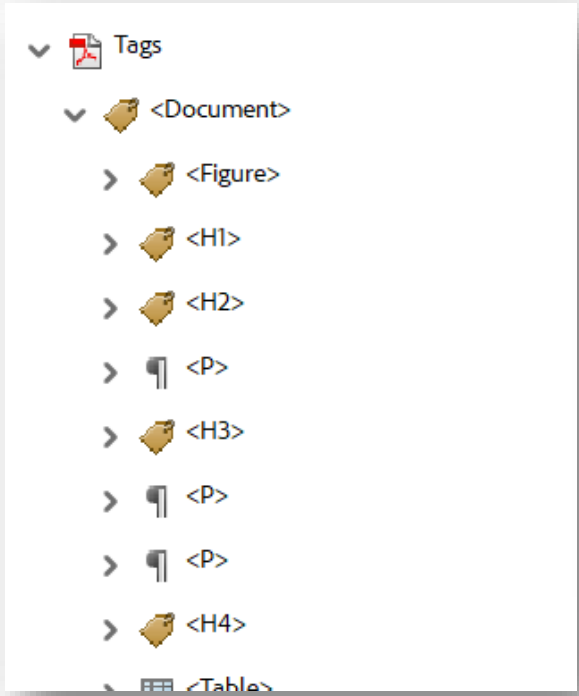
- Make sure the PDF is Tagged
- Check Correct Reading Order
- Avoid “Print to PDF” settings. They will remove your tags and accessibility formatting.

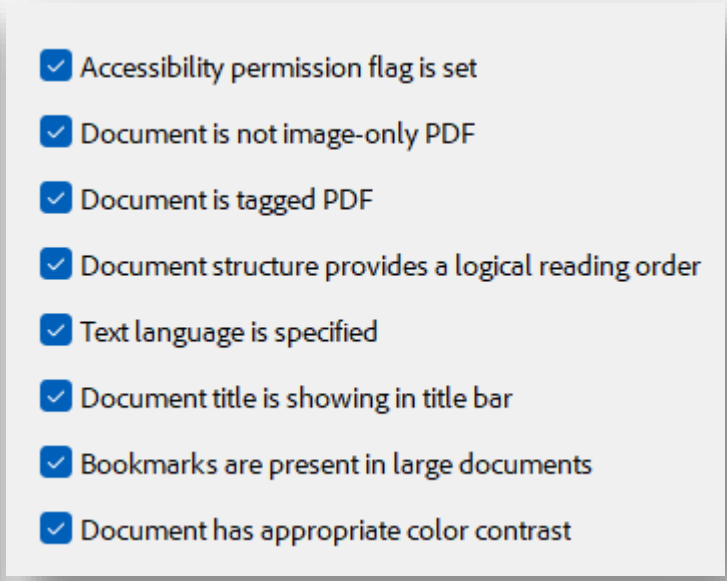
Adobe Accessibility Checking





Tags identify each piece of content and define the reading order in a hierarchical tree structure. The reading order is the order in which content is read aloud. Tags and reading order make it possible for assistive technologies, such as screen readers, to read the document.





NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Menu | All tools | Website_Annual Report Filing M... | 18 12 NCID Service (AKA ... | Create

All tools | Edit | Convert | E-Sign | Find text or tools | AI Assi

All tools

- Send for comments
- Convert to PDF
- Add a stamp
- Use a certificate
- Use print production
- Measure objects
- Compare files
- Add rich media
- Use guided actions
- Prepare for accessibility
- Apply PDF standards
- Add search index
- Use JavaScript
- Create custom tool
- AI Assistant (beta) NEW
- Generative summary (beta) NEW

Check out new e-sign tools

Use web forms, send agreements in bulk, and more.

See All

North Carolina Office of Information Technology Services

18.12 NCID Service Policy

Purpose: To establish policy and procedures for use of NCID, an authentication and authorization service.

Reference: None.

For More Information: Contact ITS Directory Services

The Office of Information Technology Services (ITS) operates a statewide authentication and authorization service (NCID), an information technology system that verifies user credentials and controls access to technology resources based upon the user's credentials. As part of its responsibilities, ITS sets basic use policy to govern NCID subscribers. ITS also reviews use of the service for compliance with all applicable laws and regulations. Final authority for this policy lies with the State Chief Information Officer.

Definitions

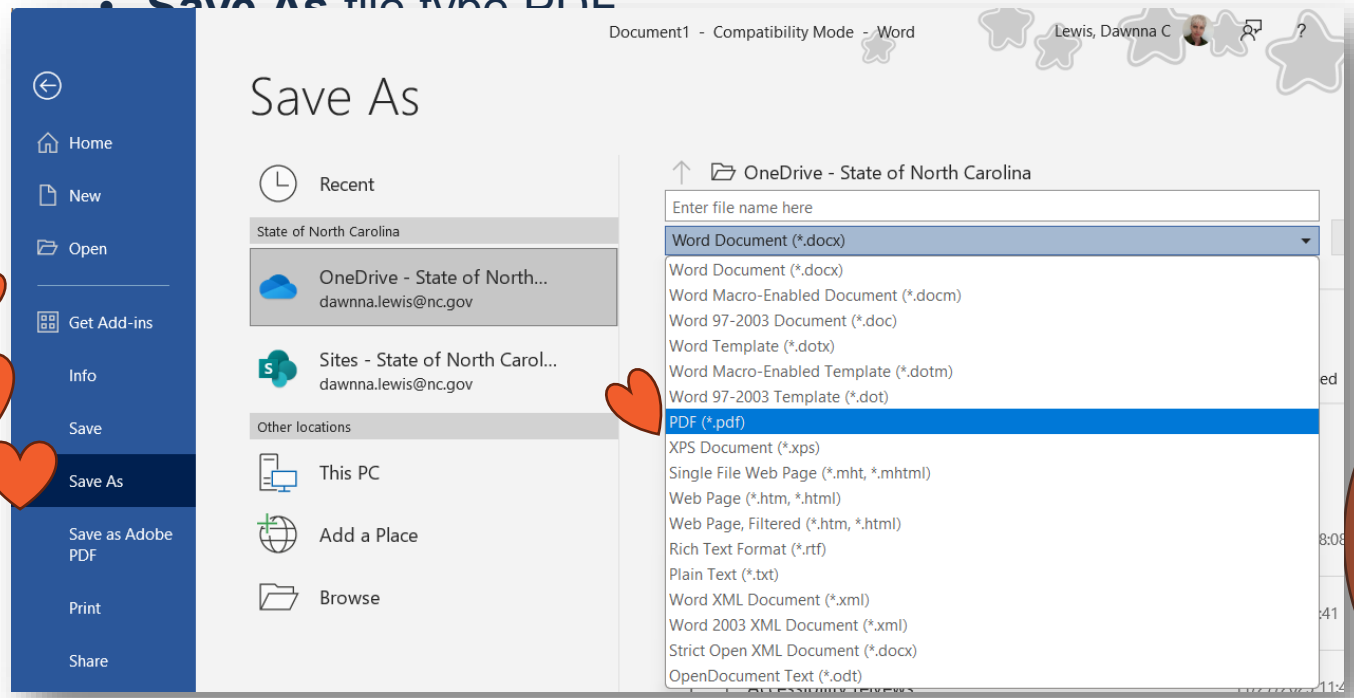
Agency	Any agency, institution, board, commission, bureau, department, division, council, member of the Council of State, or officer of the legislative, executive or judicial branches of State government that subscribes to NCID. Agency also includes counties, cities, towns, villages, other municipal corporations or political subdivisions of the State or any agencies of such subdivisions, the University of North Carolina, community colleges, hospitals, county or city boards of education, other local public districts, units, or bodies that subscribe to NCID.
Authentication	The process of verifying credentials to ensure the identity of users.
Authorization	Authorization controls access to protected resources, determining what a user can do once the user has been authenticated.

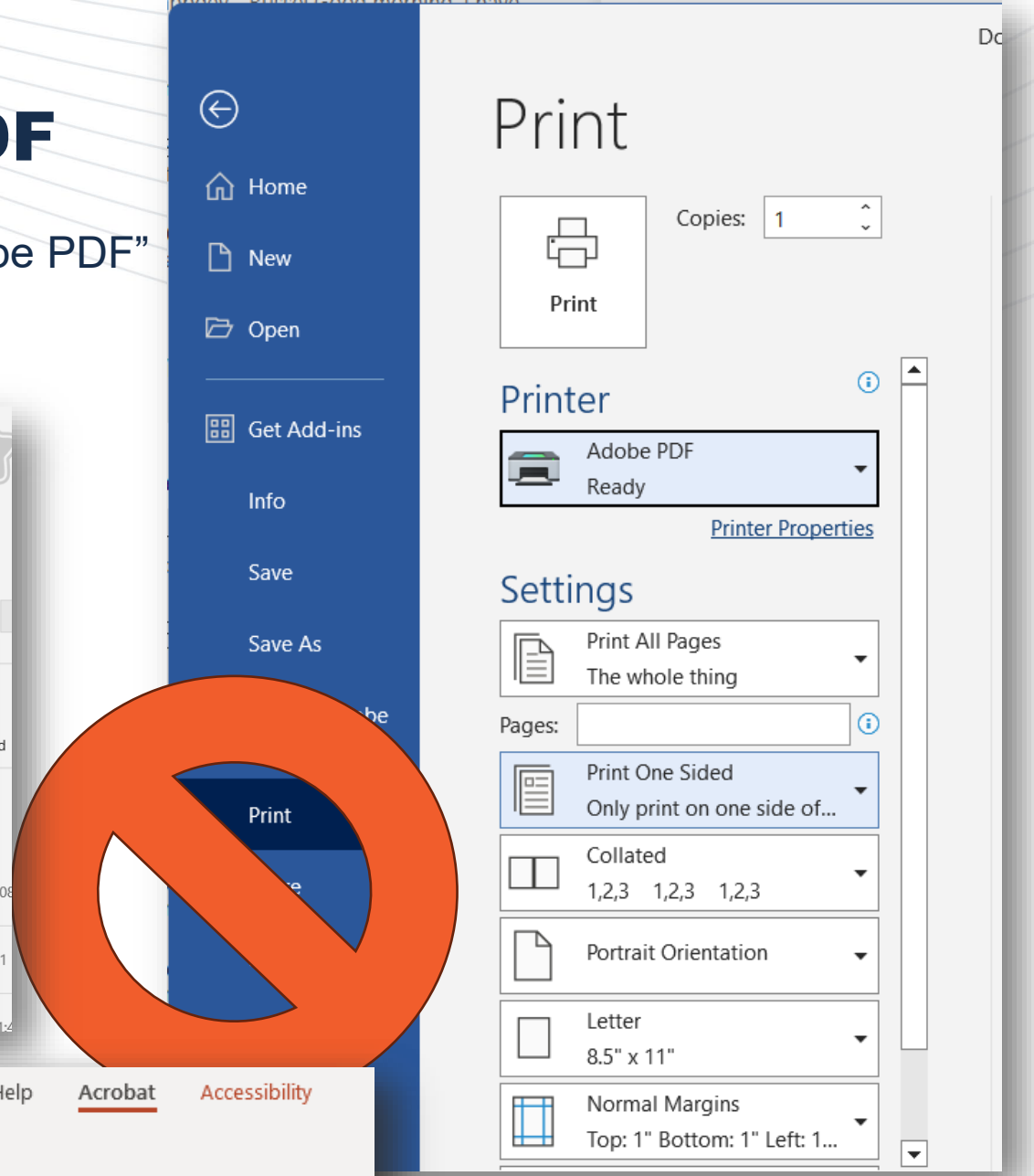
Accessibility tags

Tags
<Document>
<Figure>
<H1>
<H2>
<P>
<H3>
<P>
<P>
<H4>
<Table>
<P>
<P>
<L>
<H3>
<P>
<H3>
<P>
<P>
<H3>
<P>
<P>
<P>
<P>
<H3>
<P>
<H3>

Save as a PDF vs Print as a PDF

- Don't "**Print As** Adobe PDF"
- **Save As** file type PDF





NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

What were PDFs intended for?

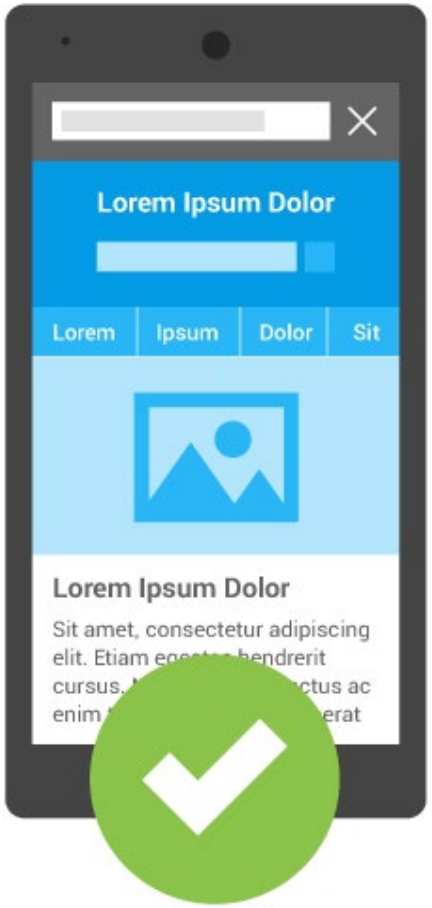
- Adobe developed PDFs in 1992 to present documents that including formatted text and images for printing.
- These files were intended to be independent from software, hardware and operating systems.

PDFs are intended for printing

- PDF stands for "portable document format". Essentially, the format is used when you need to save files that cannot be modified but still need to be easily shared and printed.
- PDFs are not mobile friendly. There is an app you can download and use if the PDF is developed to be used by that app, otherwise you have to pinch and zoom to see different parts of the PDF.

What are the differences

- Use HTML instead of PDF



NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Annual Report Filing

Introduction

The purpose of this manual is to provide guidance to those interested in filing an annual report with the North Carolina Secretary of State. It includes step-by-step instructions for filing annual reports online with the North Carolina Secretary of State's Office. The manual is intended for businesses and corporations in North Carolina.

Background

Every business corporation, limited liability company, limited liability partnership, and limited liability limited partnership is required to file an annual report with the Secretary of State's Office. The annual report provides the state with updated information about the business, including its ownership structure, financial status, and other details. Filing an annual report is important because it helps the state maintain accurate records of businesses operating within its jurisdiction.

If a business ignores the requirement to file an annual report, the state may dissolve the business.

Requirements

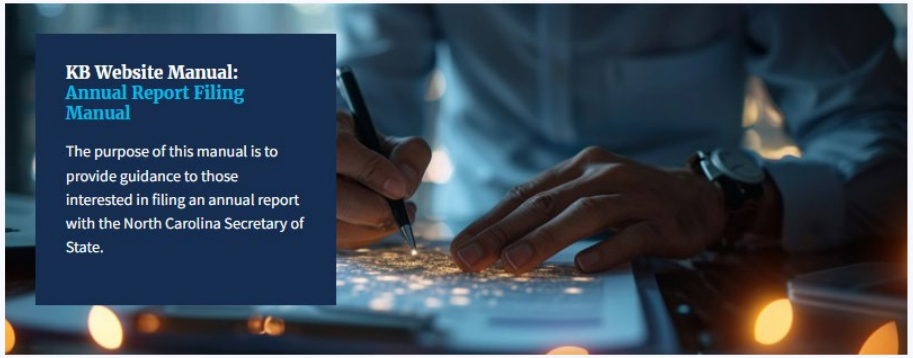
To file an annual report with the North Carolina Secretary of State, you can either file it online or by mail. The online process is simple and involves the step-by-step instructions outlined in this book.

The annual report filing fee for different business entities can be found at Forms (sosnc.gov).

The deadline for filing the annual report is **April 15th** of each year.

Annual Report Filing Manual

Business Registration



Introduction

The purpose of this manual is to provide guidance to those interested in filing an annual report with the North Carolina Secretary of State. It includes step-by-step instructions for filing annual reports online with the North Carolina Secretary of State's Office. The manual is intended for businesses and corporations in North Carolina.

Information

Version 1.0
December 22, 2023

Mobile Device Use

- When PDFs were 1st created in 1992 it was basically 0 mobile devices.
- In 2012, this figure was at a meager 10.88%.
- As of December 2023, 56.1% of all web traffic came through mobile devices.

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

How to Encourage Change?

Who are we really helping?

1,186 Employees at NCDIT
10.55 Million in NC

- 15% of your employees have some sort of disability
  - NC DIT Employees – 178
  - North Carolinians – 1,582,500
- 6% of your employees have difficulties with color.
  - NC DIT Employees – 71
  - North Carolinians – 633,000
- 2.75% of your employees suffer from severe vision impairment
  - NCDIT Employees – 33
  - North Carolinians – 290,125

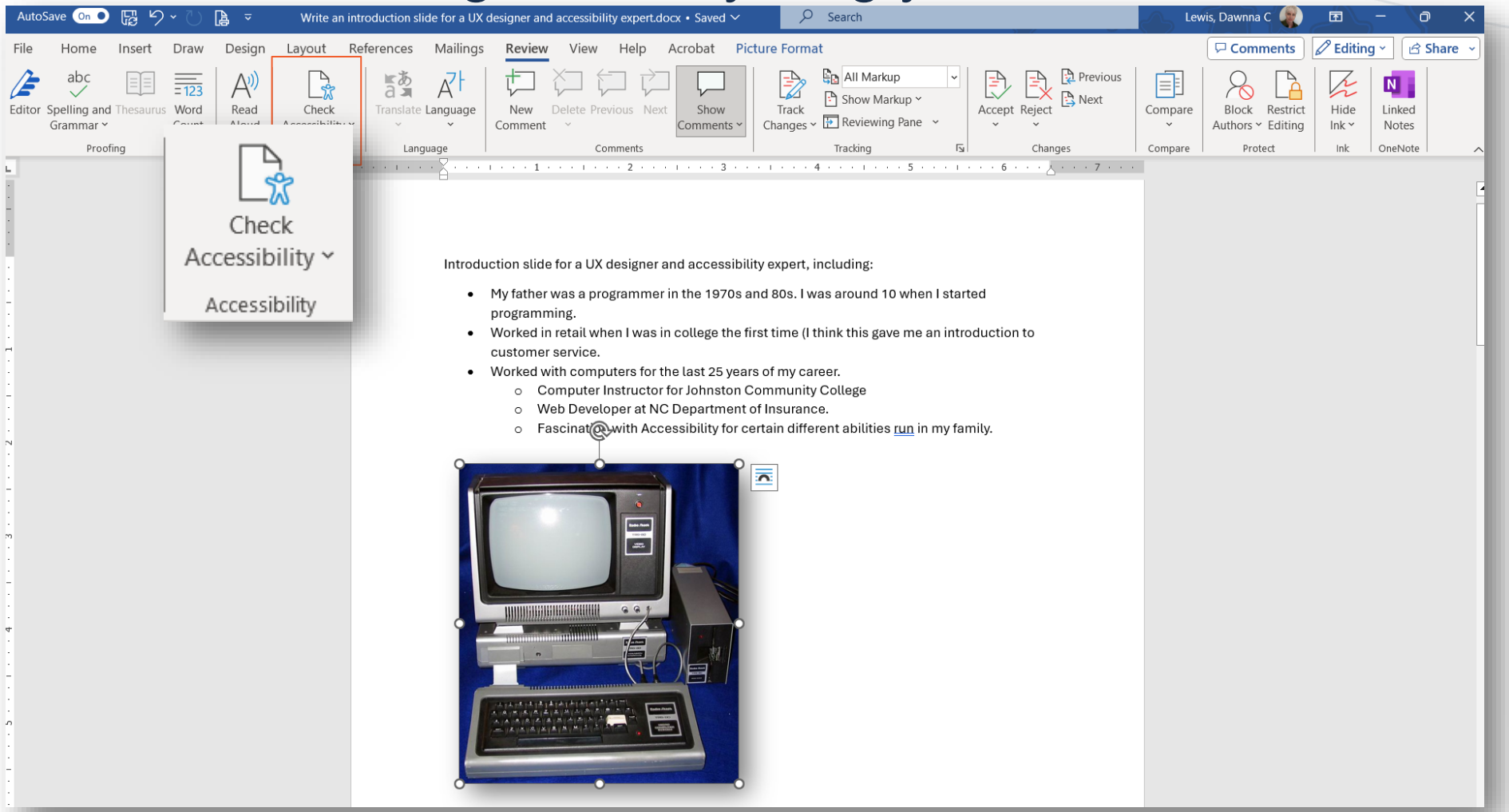
NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

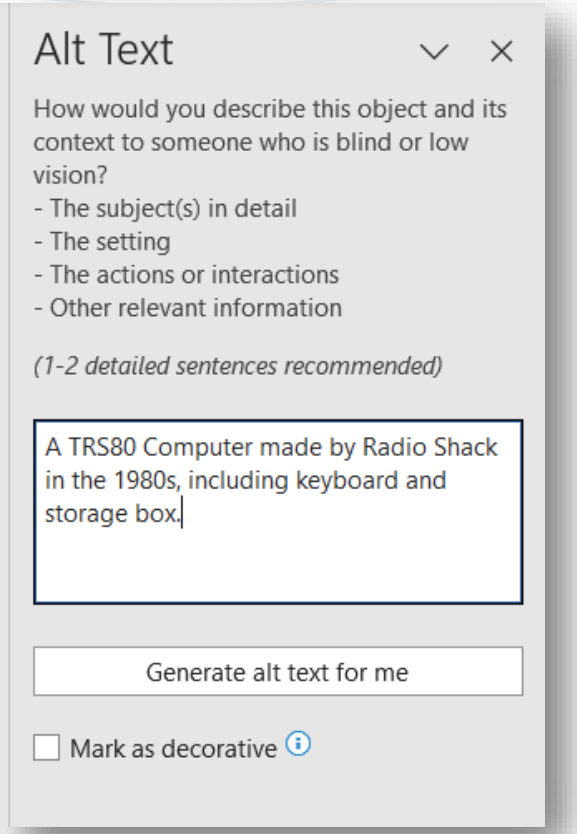
Accessibility for all

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

March A11y Challenge

Add alt tags to everything you do for the Month of March.





NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

How to Challenge Change in your organization?

- Start a challenge to make one change in all documents in your organization.
    - Teach content creators to add alt text to everything this month.
    - One month challenge them to run content thru Grammarly for an 8th grade level.
    - Run a challenge to find contrast problems in Documents. Give a prize to all that find one.
    - Run a challenge to find text not size 12 or greater.

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Looking for Recommendations

- April Durrence is looking for vendor recommendations for:
  - eLearning modules (using Storyline)
  - Live transcription and ASL services

The First Rule of PDFs: Don’t Use a PDF

… unless you must

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

NCDIT

NORTH CAROLINA
DEPARTMENT OF
INFORMATION
TECHNOLOGY

Open Discussion