

# TEITAC Communications Task Force

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Jared Smith

# Tools

- TEITAC.org Website
- Mailing Lists
- Wiki
- Calendar
- TRACE Online Hand Raising Utility

# TEITAC.org Website

- Provides access to all tools
- Not publicly editable

# TEITAC.org Website

- Provides access to all tools
- Not publicly editable

## Telecommunications and Electronic and Information Technology Advisory Committee

TEITAC



United States  
Access Board

[Wiki](#)

[E-mail Lists](#)

[Calendar](#)

[Access Board Home](#)

[TEITAC Refresh Page](#)

### About TEITAC

TEITAC is a federal advisory committee providing recommendations for updates of accessibility standards issued under section 508 of the Rehabilitation Act and guidelines under section 255 of the Telecommunications Act. [TEITAC members](#) represents over forty industry, disability groups, standard-setting bodies in the U.S. and abroad, and government agencies, among others. More information about TEITAC is available at the [Access Board web site](#).

All TEITAC activities are open to the public. We encourage members of the public to be involved and contribute to sub-committee and task force activities.

### Subcommittees

There are several sub-committees and task forces within TEITAC. Each subcommittee has a wiki page devoted to it. The wiki provides details about committee co-chairs, mailing lists, meeting times, resources, etc.

[View the list of subcommittees](#)

### Wiki

A wiki is available at <http://teitac.org/wiki/> This tool allows the publishing of committee and sub-committee information (including meeting times) and resources, as well as a collaborative medium for the generation of

information (including meeting times) and resources, as well as a collaborative medium for the generation of

Wiki

[View the list of subcommittees](#)

# Mailing Lists

- Currently 10 lists:
  - ▶ teitac-committee (89 - Committee members only! Primarily announcements)
  - ▶ teitac-general (70)
  - ▶ teitac-websoftware (101)
  - ▶ teitac-video (51)
  - ▶ teitac-telecom (61)
  - ▶ teitac-hardware (32)
  - ▶ teitac-closed (32)
  - ▶ teitac-subparta (64)
  - ▶ teitac-documentation (43)
  - ▶ teitac-tools (21 - Communications Task Force)

# Mailing Lists

- Primary mechanism for communication
- List details are found at <http://list.teitac.org/>

## **TEITAC Committee**

*This list is available to TEITAC committee members and designated alternates only.  
This list is primarily used for committee announcements.*

- [archives](#)
- [subscribe](#)
- [unsubscribe](#)
- [manage your subscription](#)

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## **General Interface Accessibility Subcommittee**

- [working space](#)
- [archives](#)
- [subscribe](#)
- [unsubscribe](#)
- [manage your subscription](#)

- [πρωτοβουλία λήψης αποφάσεων](#)
- [πρωτοβουλία](#)
- [αποφάσεις](#)

# Mailing Lists

- Subscription settings
  - Request/change your password
  - Change your e-mail address
  - DIGEST version
  - Temporarily halt mail delivery
- Send messages to {listname}@list.teitac.org
- You must be subscribed to a list to post to it.
- Multiple e-mail addresses?
- Filter on subject line - [teitac-telecom]
- Limit posts and replies to teitac-committee list

# Mailing List Etiquette

- Do not set autoresponders and vacation messages to reply to the list ...  
...or temporarily disable delivery ...  
...or add “out of the office” or “vacation” to the subject line.
- Trim replies to display only relevant portions of the original message.
- Keep subject lines simple. Do not change subject line unless topic changes. Digest users must trim messages and modify subject line.
- Limit “me too”, “thank you”, or other less relevant messages.
- Replies go directly to the list, not to the sender.
- Report abuse or other problems




# Mailing List Archives - [list.teitac.org/ mailarchives/](http://list.teitac.org/mailarchives/)

- Publicly accessible
- Searchable
- E-mail addresses are removed to avoid spam

# Wiki

- Wiki - What I Know Is...
- A knowledge document network.
- Great for documentation and sharing of knowledge. Less good for conversation.
- Anyone can create/edit pages. Must register and verify e-mail address first.
- Compare changes (*diff*).
- Each subcommittee has a 'working space' or main page.

# Wiki



United States  
Access Board

[Test](#) [my talk](#) [preferences](#) [my watchlist](#) [my contributions](#) [log out](#)

[article](#) [discuss this document](#) [edit this document](#) [history](#) [move](#) [watch](#)

## TEITAC Wiki

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[\[edit\]](#)

## Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space

[\[edit\]](#)

# Wiki

TEITAC



United States  
Telecommunications Board

Test [my talk](#) [preferences](#) [my watchlist](#) [my contributions](#) [log out](#)

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[\[edit\]](#)

**Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space**

Space

Information Technology Advisory Committee Interactive Work

Welcome to the Telecommunications and Electronic and

[\[edit\]](#)

Links to  
all tools

- [Wiki homepage](#)
- [Access Board home](#)
- [TEITAC.org](#)
- [Mailing Lists](#)
- [Calendar](#)
- [All pages](#)
- [Recent changes](#)

#### subcommittees

- [General Interface](#)
- [Web and Software](#)
- [Telecommunications](#)
- [Audio Video](#)
- [Self contained/closed](#)
- [Desktops/Portable](#)
- [Sub-part A](#)
- [Sub-part A](#)
- [Desktops/Portable](#)
- [Self contained/closed](#)
- [Audio Video](#)

# Wiki

The image shows a screenshot of the TEITAC Wiki homepage. At the top left is the TEITAC logo, which includes a star and the text "United States Access Board". To the right of the logo is a navigation bar with links for "Test", "my talk", "preferences", "my watchlist", "my contributions", and "log out". Below this is a secondary navigation bar with buttons for "article", "discuss this document", "edit this document", "history", "move", and "watch". The main heading is "TEITAC Wiki". Below the heading is a "Contents" section with a "[hide]" link. The contents list includes: "1 Introduction", "2 About", "3 Announcements", "4 How To Contribute", "5 Subcommittees", "6 Themes", "7 Task Forces", and "8 General Reference Materials". Below the contents is a large heading: "Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space". At the bottom right of the page is an "[edit]" link. Two blue callout bubbles are overlaid on the page. One bubble points to a sidebar menu and contains the text "Links to all tools". The other bubble points to the "All pages" and "Recent changes" links in the sidebar and contains the text "View all pages and recent changes".

**Links to all tools**

- Wiki homepage
- Access Board Home
- TEITAC.org
- Mailing Lists
- Calendar
- All pages
- Recent changes

**View all pages and recent changes**

**Contents [hide]**

- 1 Introduction
- 2 About
- 3 Announcements
- 4 How To Contribute
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**Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space** [edit]

# Wiki

Set Preferences

Links to all tools

View all pages and recent changes

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Below the navigation is a "Contents [hide]" section with a list of links: "Home", "About", "Announcements", "4 How To Contribute", "5 Subcommittees", "6 Themes", "7 Task Forces", and "8 General Reference Materials".

On the left side, there is a sidebar with a "subcommittees" section containing a list of links: "General Interface", "Web and Software", "Telecommunications", "Audio Video", "Self contained/closed", "Desktops/Portable", "Sub-part A", "Sub-part B", "Desktops/Portable", "Self contained/closed", and "Audio Video".

At the bottom of the page, there is a large heading: "Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space" with an "[edit]" link to its right.



# Wiki

Set Preference

View your watchlist

Links to all tools

View all pages and recent changes

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TEITAC



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Test my talk preferences my watchlist my contributions log out

article

discuss this document

edit this document

history

move

watch

## TEITAC Wiki

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Home

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Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space

[edit]

Space

Information Technology Advisory Committee Interactive Work

Welcome to the Telecommunications and Electronic and

[edit]

# Wiki

Set  
Preferences

View your  
watch list

Watch this  
page

Links to  
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and recent  
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Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space

[edit]

[edit]



# Wiki

Discussion

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[edit]

[edit]

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article

discuss this document

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Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space

[edit]

[edit]

# Wiki

Discussion

Edit this document

Set Preferences

Watch this page

View your list

Links to all tools

View all pages and recent changes

Edit part of a document

The image shows a screenshot of the TEITAC Wiki page. At the top left is the TEITAC logo, a star with three lines, and the text "United States Business Board". Below the logo is a navigation menu with items like "Wiki homepage", "Access Board", "TEITAC.org", "Mailing Lists", "Calendar", "All pages", and "Recent changes". A sub-menu titled "subcommittees" lists "General Interface", "Web and Software", "Telecommunications", "Audio Video", "Self contained/closed", "Desktops/Portable", "Sub-part A", and "Sub-part A". The main content area has a "Contents [hide]" section with a list of links: "4 How To Contribute", "5 Subcommittees", "6 Themes", "7 Task Forces", and "8 General Reference Materials". Below this is a large heading: "Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space". At the top right of the page, there are links for "preferences", "my watchlist", and "log out". Below these are buttons for "article", "discuss this document", "edit this document", "history", "move", and "watch". Callouts in blue speech bubbles point to various features: "Discussion" points to the "discuss this document" button; "Edit this document" points to the "edit this document" button; "Set Preferences" points to the "preferences" link; "Watch this page" points to the "watch" button; "View your list" points to the "my watchlist" link; "Links to all tools" points to the navigation menu; "View all pages and recent changes" points to the "All pages" and "Recent changes" links; and "Edit part of a document" points to the "edit this document" button.



# Wiki

Discussion

Edit this document

Set Preferences

View this document's history

Links to all tools

View all pages and recent changes

Edit part of a document

TEITAC



United States  
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article

discuss this document

edit this document

history

move

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Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space

[edit]

[edit]

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Discussion

Edit this document

Set Preferences

View this document's history

Links to all tools

View all pages and recent changes

Contents - determined by document headings

Edit part of a document

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Welcome to the Telecommunications and Electronic and Information Technology Advisory Committee Interactive Work Space

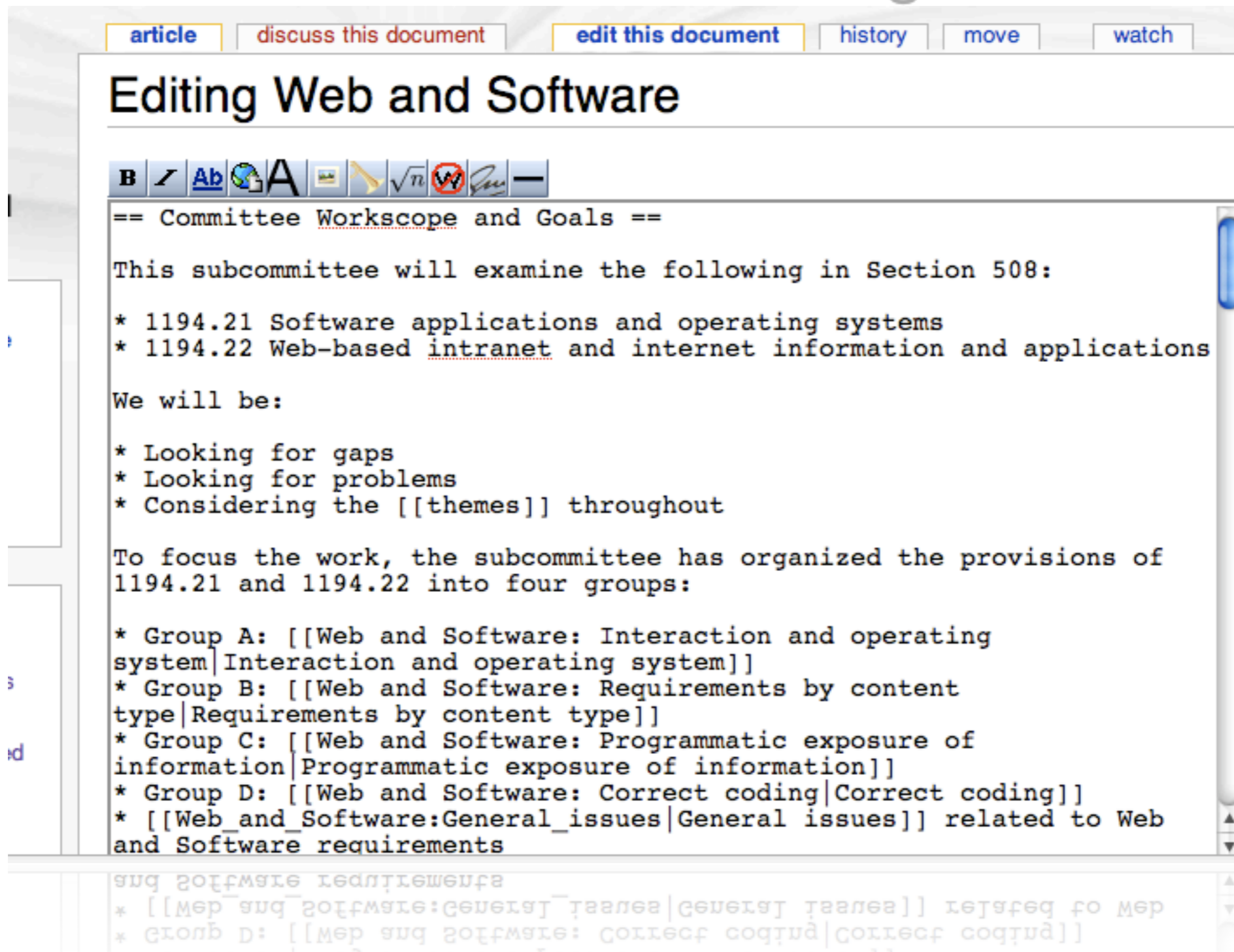
[edit]

# Wiki

- Document names should be descriptive.
- Power comes in inter-linking documents.
- To create a document, enter the document name into your browser - [http://teitac.org/wiki/DOCUMENT NAME](http://teitac.org/wiki/DOCUMENT_NAME) ... or create a link to the new document and follow that link.
- Avoid / ? & in document names

# Wiki Editing

Simply enter the text you want to display, like you would in a text-only e-mail. WikiText is only required for additional formatting.



The screenshot shows a Wiki editing interface. At the top, there are navigation buttons: "article", "discuss this document", "edit this document", "history", "move", and "watch". The main title of the document is "Editing Web and Software". Below the title is a rich text editor toolbar with icons for bold (B), italic (I), underline (Ab), link (Globe), unlink (A), insert image (Image), insert link (Chain), insert table (Table), insert math (sqrt), insert table (Table), insert table (Table), and a minus sign. The text area contains the following WikiText:

```
== Committee Workscope and Goals ==  
  
This subcommittee will examine the following in Section 508:  
  
* 1194.21 Software applications and operating systems  
* 1194.22 Web-based intranet and internet information and applications  
  
We will be:  
  
* Looking for gaps  
* Looking for problems  
* Considering the [[themes]] throughout  
  
To focus the work, the subcommittee has organized the provisions of  
1194.21 and 1194.22 into four groups:  
  
* Group A: [[Web and Software: Interaction and operating  
system|Interaction and operating system]]  
* Group B: [[Web and Software: Requirements by content  
type|Requirements by content type]]  
* Group C: [[Web and Software: Programmatic exposure of  
information|Programmatic exposure of information]]  
* Group D: [[Web and Software: Correct coding|Correct coding]]  
* [[Web_and_Software:General_issues|General issues]] related to Web  
and Software requirements
```

# WikiText

- ==Headers==
  - Headers provide structure to document and are used to automatically generate table of contents
  - Start with 2nd level header (two ='s)
- Lists
  - \* bulleted list
  - # numbered list
- Formatting
  - ``italicized text`` = *italicized text*
  - ```bold text``` = **bold text**
  - ````bold and italicized text```` = ***bold and italicized text***
- When editing a document, leave a descriptive summary



# WikiText Links

- <http://teitac.org/>
- [\[http://access-board.gov/ Access Board homepage\]](http://access-board.gov/)
- [\[\[Hardware Meeting 11-12-06\]\]](#)
- [\[\[Hardware Meeting 11-12-06|Notes from Monday's Meeting\]\]](#)

# Wiki

- It's difficult to break the wiki (*but please don't try*).
- Be respectful of the work of others, but wiki is all about change and contribution.
- Wiki is primarily self-governing.
- Plenty of help resources online. Ask for help.
- Don't worry if it's broken - let others fix it.
- Identify subcommittee members to be wiki editors.

# Subcommittee Meeting Protocols

- Allow two business days advance, public notice. It is your responsibility, NOT the Communications Task Force, to see that notice is given for your meetings.
- Check calendar - [teitac.org/calendar/](http://teitac.org/calendar/) - for conflicts.
- Reserve RCC. This is required for each meeting. Tom Brett can assist in reservation.
- Post notice to the wiki (date/time, connection details, RCC ID)
- Request calendar event (form at bottom of calendar page). Include URL of wiki meeting notice page.
- After meeting, post notes and action items to wiki.
- <http://highspeedconferencing.com/> Free conferences. Toll charges apply, but free Skype connections.

# During the teleconference...

- TRACE Online Hand Raising Utility - [teitac.org/tohru/](http://teitac.org/tohru/)
- Moderator can add you if you aren't online.
- Window can be resized.
- Mute yourself if you are not speaking (\*2 or Mute in Skype).
- Use a reliable connection. Cell phones are often problematic. Skype only on very fast connections.
- Identify yourself when speaking.
- Speak clearly and at a reasonable speed.

# Calendar

- Lists all upcoming committee and subcommittee meetings.
- Subscribe to Google Calendar.
- Recommend an event (TEITAC only).

# How can we help?

- Are the tools working?
- Are other tools needed?
- Subcommittee face-to-face meetings?