



## NEW LEGAL REQUIREMENTS

# Making Our Documents Accessible

We are now legally required to ensure our websites, emails and MORE are accessible!

- Is it okay to scan a flyer and email it to your colleagues or students?
- Is it okay to scan a flyer and upload it to your website?
- Is it okay to use an image for an email signature?



The answer to these questions is the same. All documents distributed through Mt. SAC systems must be accessible to all viewers.

## TRAINING (and pizza) AVAILABLE

Want training on how to make your PDF documents accessible? Please join us Thursday, January 25, 2018 for either of two sessions offered by the Chancellor's office training department (Gaeir Dietrich of the High Tech Center Training Unit). Please sign up through POD (copy and paste the links below). We will provide pizza from noon to 1 p.m.

- **Session A:** 8:30 a.m. to Noon, Building 6-122  
[https://prodweb.mtsac.edu/prodapex/f?p=205:15:::NO:15:P15\\_ACTIVITYID:8408](https://prodweb.mtsac.edu/prodapex/f?p=205:15:::NO:15:P15_ACTIVITYID:8408)
- **Session B:** 1:00 p.m. to 4:30 p.m., Building 6-122  
[https://prodweb.mtsac.edu/prodapex/f?p=205:15:::NO:15:P15\\_ACTIVITYID:8409](https://prodweb.mtsac.edu/prodapex/f?p=205:15:::NO:15:P15_ACTIVITYID:8409)

Please help us make our documents accessible and avoid litigation by attending this hands-on training class. Note: We encourage you to bring sample documents and we will convert them to accessible PDFs together.

POD Calendar: <https://prodweb.mtsac.edu/prodapex/f?p=205:30:::>