March 2026 PowerHour

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Housekeeping…

- If you have any questions as I present, please put them in the chat.

Today's Agenda

- WordPress Updates
- PDF Accessibility
- Annual Accessibility Training
- Upcoming Procedures
- DOJ Final Rule Updates
- Accessibility Intranet Site
- Resources
- Q&A

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WordPress Updates

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PDF Accessibility

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Make Source Documents Accessible

- Ensure source documents are accessible in the software where they were created in before exporting to PDF.

- Use proper heading structure, confirm color contrast, and add alt text in images.

- Run the software's accessibility checker, resolve issues and then export to PDF.

Microsoft Accessibility Checker

- Microsoft Office's Accessibility Checker does not detect missing document title or language settings.

- Adobe's Accessibility Checker will identify those issues after export.

Adobe Accessibility Checker

- After exporting the document to PDF, run the Adobe Accessibility Checker to verify compliance.

- Adobe Accessibility Checker is located under "All Tools" in left sidebar of Acrobat; you may need to select "View more".

Prepare for accessibility

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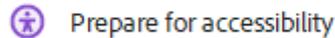
PDFs and WordPress

- Conduct an inventory of all PDFs in your website(s) Media Library.
- Remove PDFs that are outdated, unlinked or no longer necessary.
- Ally for Websites continues to scan all PDFs stored in the Media Library, even if they are not currently linked on your website.
- All files stored in the Media Library are searchable by external search engines, regardless of whether they are linked.
- UT Extension publications should NOT be stored in Media Library; always link to the official version of the UT Extension Publications website.

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Annual Accessibility Training

Upcoming Procedures

- UTIA Web Acceptable Use Procedure
- UTIA Web Accessibility Procedure
- Social Media Procedure
- Email Signature Procedure

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DOJ Final Rule

Resources

- UTIA WP Guide

- Accessibility Intranet Site

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Q&A

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