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**Subject:** Important Notice About Web Review for Accreditation  
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**Attachments:** [image001\[11\].png](#)  
[PDF Accessibility Checklist.docx](#)  
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Good morning,

Thank you to everyone that joined the meeting today. It helped me understand how I can better support all of you.

## Inventory

**You should have received your inventory** (an Excel spreadsheet) via email at 7:30 AM on Monday, September 30, 2024. I have learned that Outlook cannot handle sending out 97 emails scheduled for the same time on the same day. Some people did not receive the email. Unfortunately, I cannot tell who by the sent folder. **Please notify me ASAP if you did not receive your inventory.**

## Directory Listings

If you need to make lots of changes to your directory listings, please make all of our lives simpler and read [How to Add or Update Online Directory Information](#). There is a spreadsheet template where you can make all your changes and upload to the [Web Services Form](#) so you only have to submit one form.

## Checking PDFs for Accessibility

A few of you asked about checking PDFs. I am attaching a checklist that I use for our Web Content Editors to ensure that the documents we upload are accessible. I am also including the one for PDF forms. Webforms are

more accessible than PDF forms, but in cases where a web form will not suffice, we do have a few PDF forms. Accessibility takes training, if you have not taken any training, it probably will not make sense to you. If you would like to take training, please see the [Accessibility Training Resources](#) in the Accessibility Center.

## **Acronyms and Abbreviations**

Finally, while I have your ear – uh eyes, please check out the [Acronym & Abbreviations page](#) I have started. New employees have a very hard time with all of our BC specific acronyms. I have started to put this together to help them. I would like your help! Please take a look and send me any that may be missing. I know there are plenty more out there and want to capture as many as I can.

Have a great rest of your day. Please feel free to email, Teams or call with any questions.

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