



## Use of Microsoft Publisher

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Information Technology will load Publisher on District computers upon request. While Microsoft Publisher is available for use at College of the Desert, use of Publisher needs to support COD's efforts to maintain the accessibility of electronic documents.

To ensure documents that are emailed, posted on web sites, or distributed electronically in any other way, meet COD's Administrative Procedure 3725 Information and Communications Technology Accessibility & Acceptable Use, please keep the following limitations on the use of Publisher in mind:

- Documents created in Publisher can only be printed
- Documents created in Publisher cannot be posted on the COD web site
- Documents created in Publisher cannot be emailed, except as part of the document review process
- If you create a PDF from Publisher, the PDF will not be accessible and cannot be posted on the COD web site or emailed.

Please sign to acknowledge you understand and agree to limit your use of Publisher in accordance with COD guidelines.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_