

## National Federal Milk Marketing Order 2023 Pricing Formula Hearing Tips for Saving and Submitting Electronic Exhibits

- ➤ Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794(d)), as amended, mandates that U.S. Federal agencies create and use electronic and information technology that is accessible to people with disabilities. All files posted to a Federal government website must meet 508 compliance requirements.
- ➤ To assist USDA in making electronically submitted exhibits compliant and posted quickly online for public viewing, we request the following:
- If submitting a PDF from an original Microsoft Word document:
  - o Create and save your document in Microsoft Word.
  - Next, convert your Microsoft Word document to .pdf by clicking "Save As" .pdf.
    - <u>Do not</u> 'print to .pdf'
  - If possible, please avoid sending scanned documents.
- > Exhibits created from Microsoft Excel can be submitted as Excel documents. To ensure the integrity of the file when submitted, we recommend locking the cells:
  - o Right click mouse on Excel sheet name.
  - Select 'Protect Sheet'.
  - o Confirm 'Select locked cells' and 'Select unlocked cells' are checked.
  - Enter password of your choosing; Select 'OK'.
  - The password should not be sent with the file.