



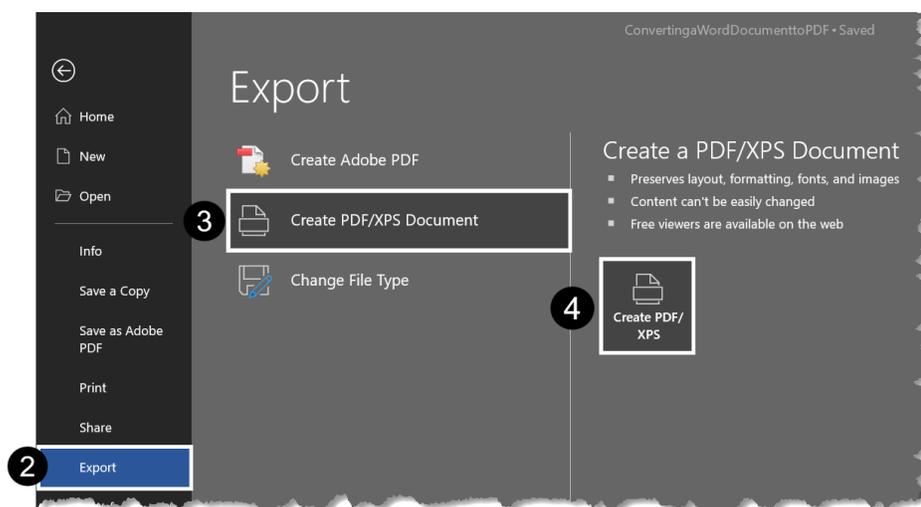
Converting a Word Document to PDF

You have an accessible Word document. Now it is time to make it a PDF. Creating a PDF from Word allows you to create tagged PDF files. PDF tags provide assistive software like screen readers with a structural organization of the information including headings, lists, images, links, and tables. The tags tell the software what something is and how it relates to content on the page.

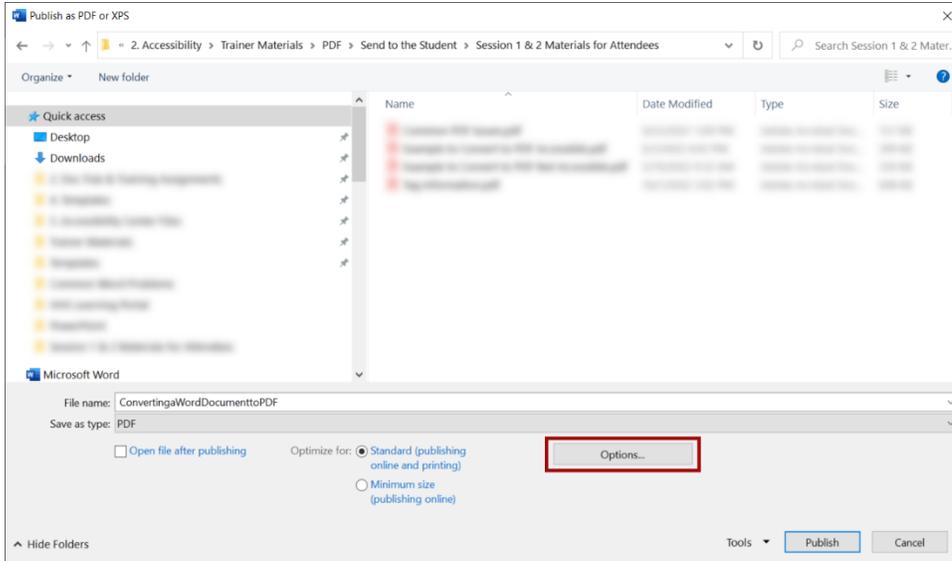
There are two options available to create an accessible tagged PDF. Both can be found by choosing the Export option from the file menu. Choosing PDF/XPS uses the converter created by Microsoft and designed specifically for MS Office. Choosing Adobe PDF will use the Adobe Plug-in from Adobe Acrobat professional.

WARNING: The "Print to PDF" option in Office will not create a tag structure and will need manual tagging in Acrobat Pro.

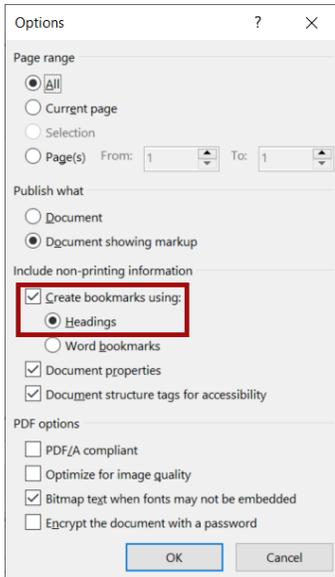
1. Go to **File**.
2. Click **Export**.
3. Options appear to the right. Click **Create PDF/XPS Document**.
4. More information appears to the right. Click on the **Create PDF/XPS**.



5. Choose **More options...** before you save the file.
6. A new window will appear named, **Publish as PDF or XPS**. Click on **Options**.



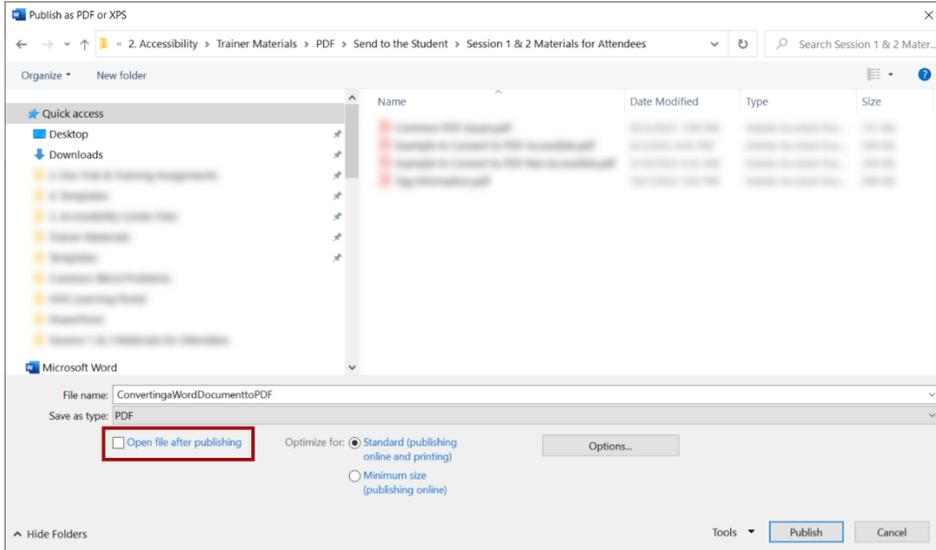
7. Check the **Create bookmarks using:** checkbox and select **Headings** radio button.



8. Click **OK**.

9. Check the **Open file after publishing** checkbox.

Note: Checking the **Open file after publishing** check box opens your PDF in Edge if your Word file is saved to OneDrive or SharePoint.



10. Click **Save**.

Note: If the Accessibility Check in Adobe has a high number of errors, try converting from the Acrobat tab in Word.