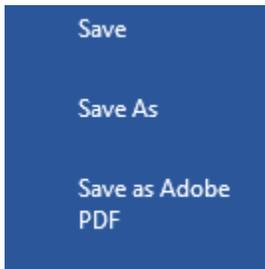


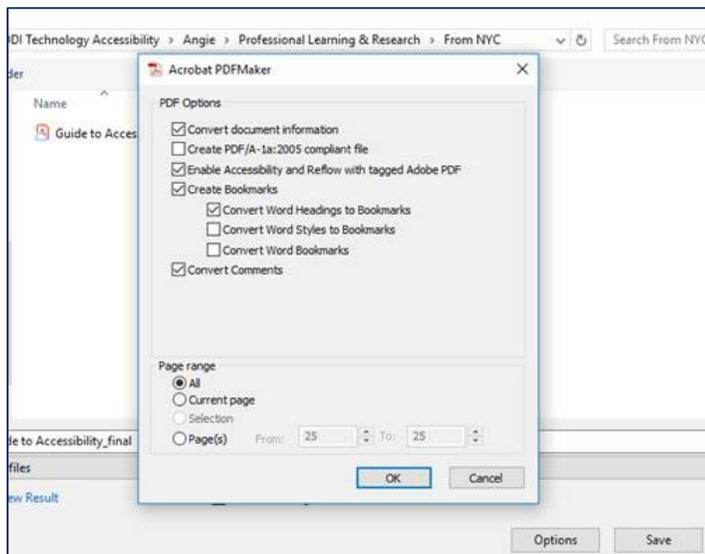
Converting to PDF

There are situations that require a Word Document to be saved to PDF. It is important to properly save the document to PDF to make sure accessibility is maintained. The easiest way to ensure this is the Save as PDF option. (Do not print to PDF.)

1. Click File and then “Save as Adobe PDF.”

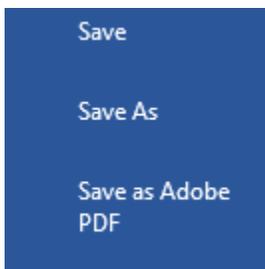


2. Click on the options button and make sure that the “Enable Accessibility and Reflow with tagged Adobe PDF” box is checked.



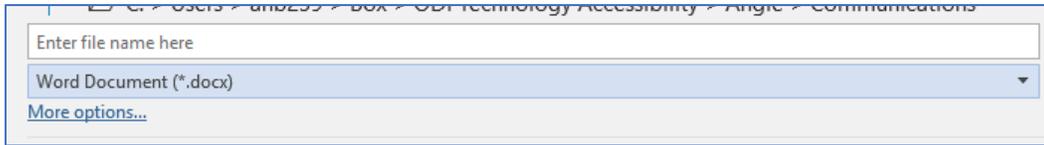
If there is no Save as PDF option, Save As is the next best option.

1. Click File and then “Save As.”



2. Choose a location to save the document.

3. Then select PDF from the file type drop down menu.



4. Finally click more options and make sure that the “Document structure tags for accessibility” box is checked.

