



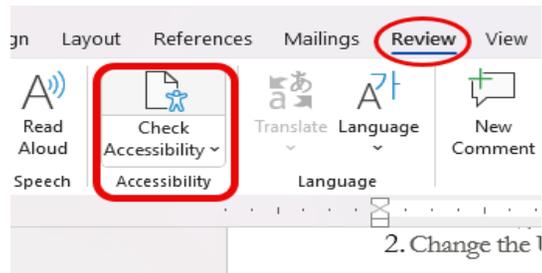
Converting Word and PPT Documents to Accessible PDFs

To produce accessible PDF files for the web, the following requirements must be met:

- The file must meet accessibility standards by providing alternative text for images, proper headings, appropriate link text, etc.
- The file must be exported correctly. If a file is created by printing to PDF, **IT WILL NOT** save any of the accessibility information.
- To use the Adobe Add-in option, users must have Adobe Acrobat Pro DC installed.

STEP 1. Run the Accessibility Checker

Microsoft 365 includes an Accessibility Checker that helps identify issues. Ensure you have resolved all accessibility issues before converting the document into a PDF.



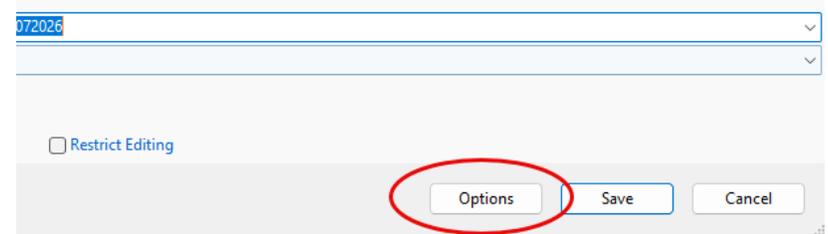
To run the checker:

- Select **Review** > **Check Accessibility**.
- Review errors, warnings, and tips.
- Follow the suggested fixes.

STEP 2 - OPTION #1. Adobe Add-in

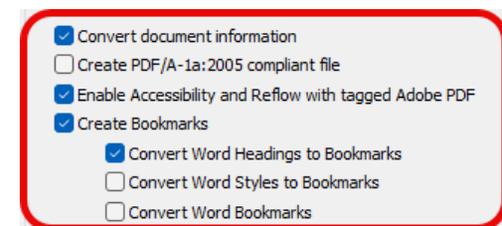
Please note the Acrobat add-in is only available to users who have Acrobat Pro DC installed.

1. To export a PDF, select **Create PDF** from the **Acrobat** ribbon.
2. Alternatively, you can select **File** > **Save as Adobe PDF**. This will open the **Save As Adobe PDF** dialog box.
3. Select the **Options** button. This will open the Acrobat PDFMaker dialog box.



4. Ensure that **Convert document information, Enable Accessibility and Reflow with tagged Adobe PDF, and Create Bookmarks (Convert Word Headings to Bookmarks)** are selected.

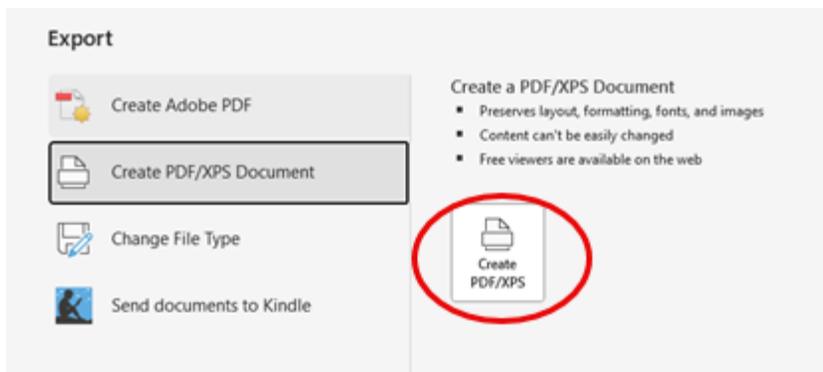
5. Select **OK**.
6. Select **Save**.



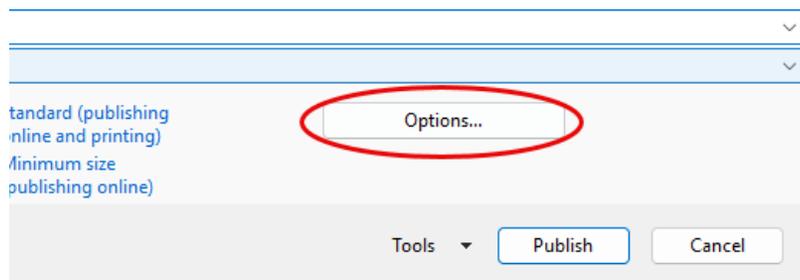
STEP 2 – OPTION #2. Saving PDF Natively

Tagged PDF files can still be created without installing Acrobat.

1. Select **File > Export**.
2. Select **Create PDF/XPS Document**, then select the **Create PDF/XPS** button.

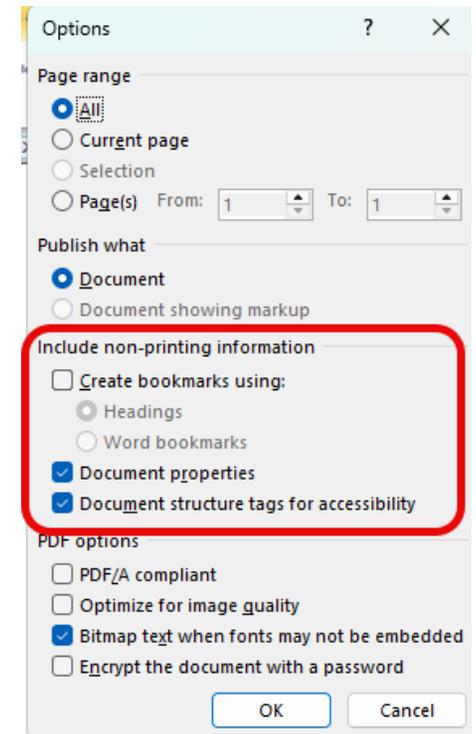


3. Before saving, select **Options**. This will open the Publish as PDF or XPS dialog box.



4. Under the **Include non-printing information** section, ensure that the **Create bookmarks using (Headings)**, **Document properties**, and **Document structure tags for accessibility** options are selected.

5. Click **OK**.
6. Click **Publish**.



***NOTE:** The following instructions can also be used to convert PowerPoint files to PDF.