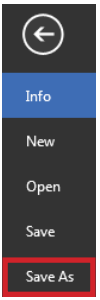
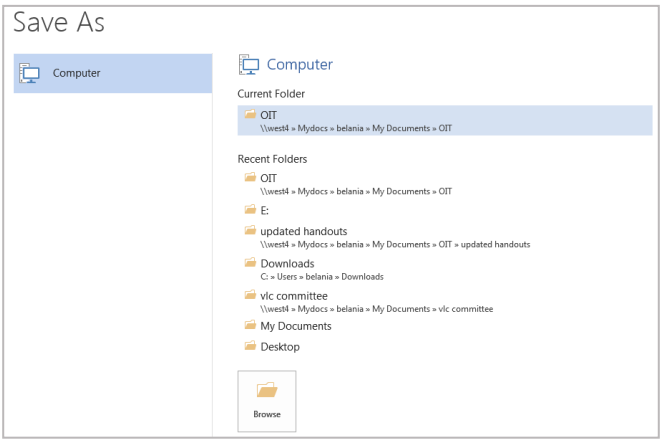
Creating Accessible PDFs from Word Documents

When creating PDFs from Word documents, first make sure that you have followed the guidelines for Word document accessibility. Next, you will need to save the Word document as a tagged PDF. These directions will explain how this is done.

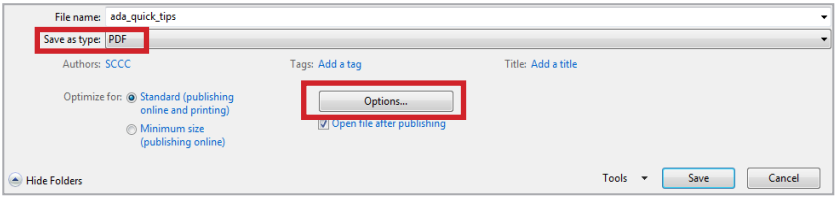
1. Click the **File** tab and then click **Save As**.



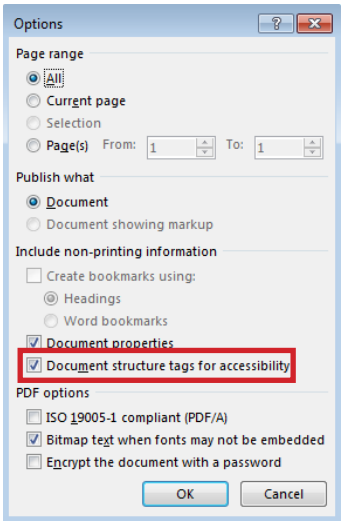
2. Under **Choose a Location**, choose where you want the file to be saved.



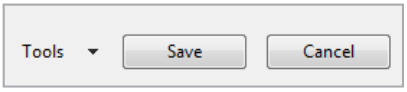
3. In the **Save As** dialog box, click the arrow in the **Save as type** list and then choose **PDF**. Next, select **Options**.



4. Make sure that the **Document structure tags for accessibility** check box is selected, then click **OK**.



5. Click **Save**.



Microsoft. (n.d.). Create accessible PDFs. Retrieved 2018, from https://support.office.com/en-us/article/Create-accessible-PDFs-064625E0-56EA-4E16-AD71-3AA33BB4B7ED