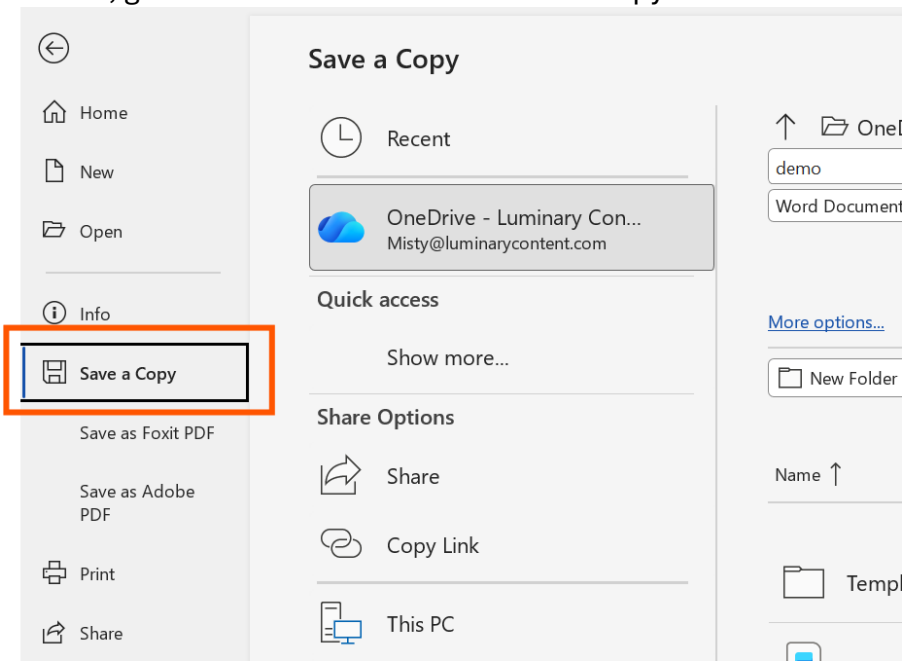
Saving a Word Doc as a PDF

Follow these steps to make sure your Word Document is exported with the tags that make it accessible.

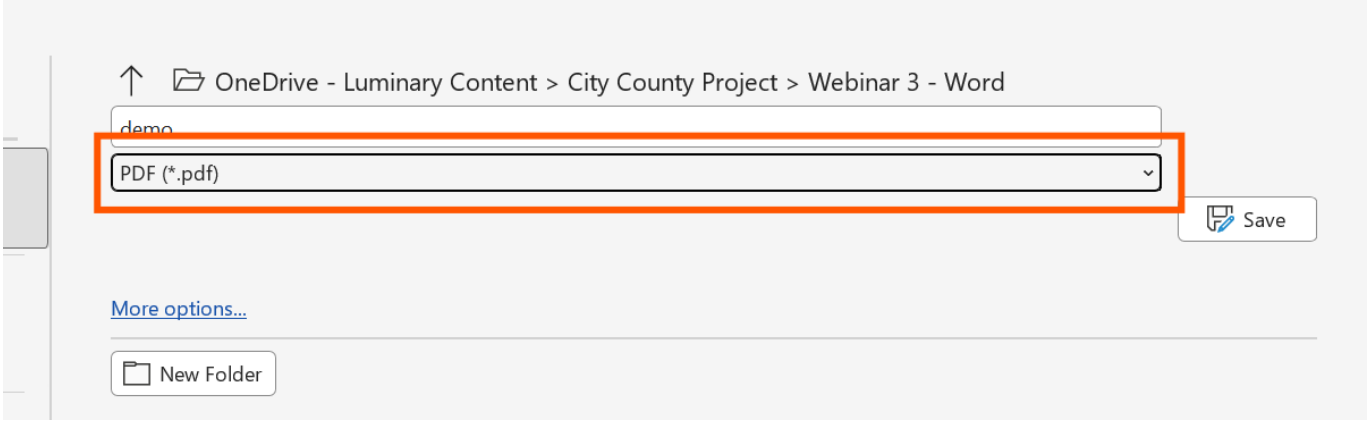
Step 1

In Word, go to File and then choose ‘Save a Copy.’



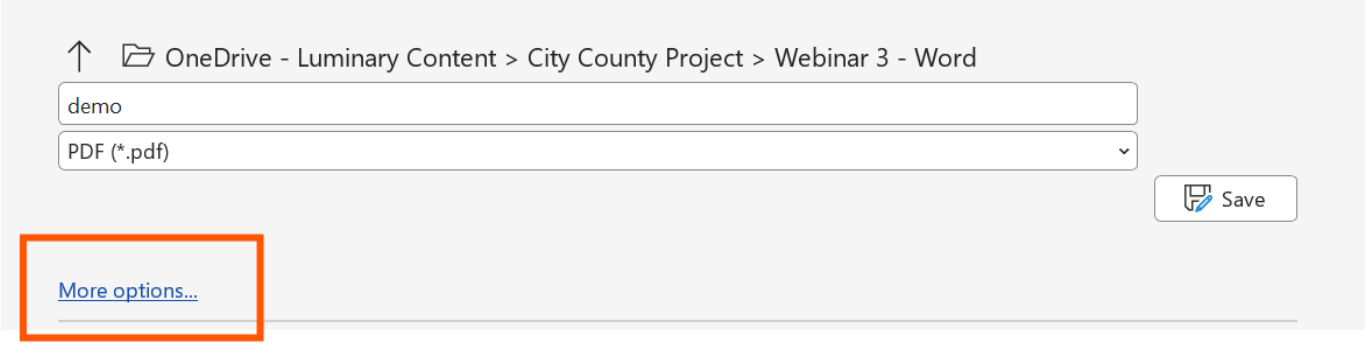
Step 2

On the right side of the screen, there is a dropdown menu under the document file name. Select ‘PDF’ from the dropdown.



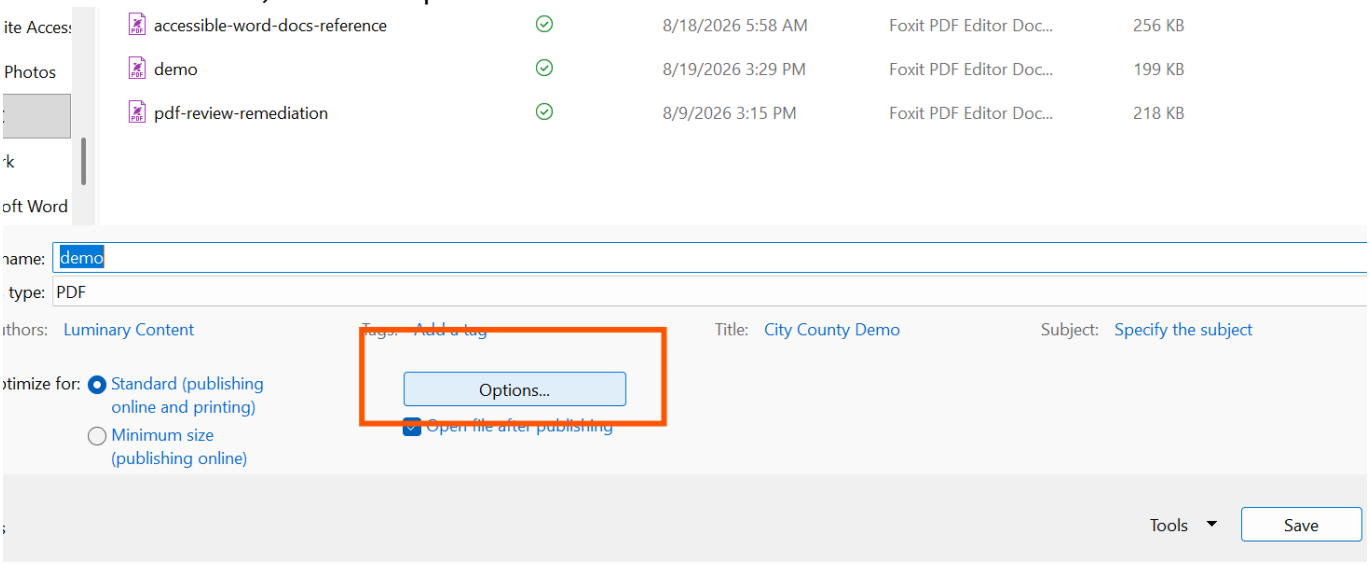
Step 3

Click the More options... link.



Step 4

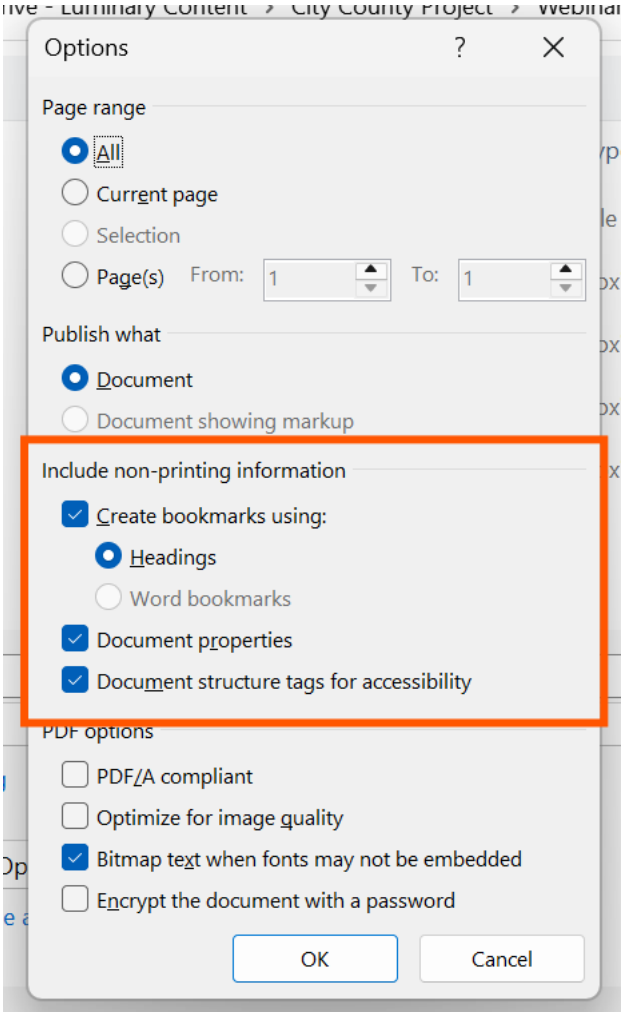
On the next screen, click the Options button.



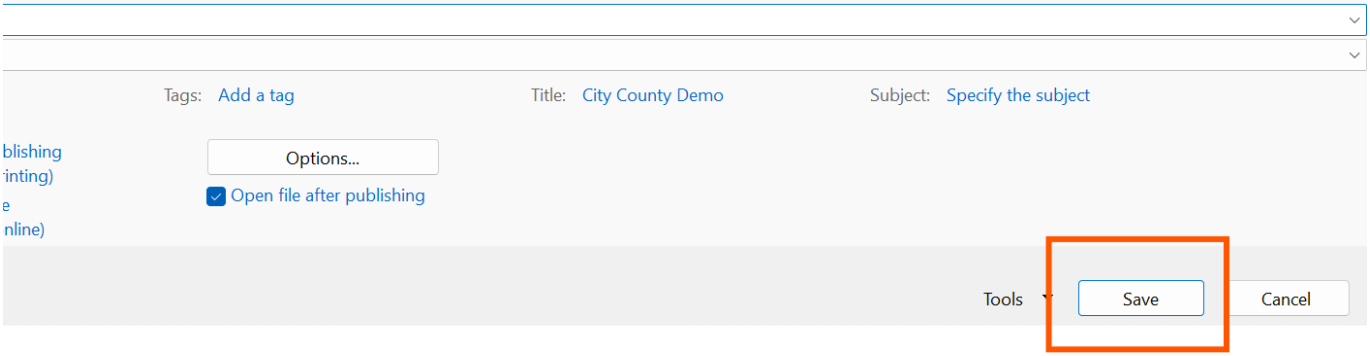
Step 5

Make sure that the following has a checkmark:

- Create bookmarks using Headings
- Document properties
- Document structure tags for accessibility



Then click the OK button to close the pop up.

Step 6

Click Save to finish exporting/saving the document as a PDF.