PDF Conversion

The National Center on Disability and Access to Education

NCDAE

http://ncdae.org/resources/cheatsheets/pdf.php

PDF Conversion In Microsoft Word 2007/2010 Documents

Converting to PDF

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

1. The file must meet accessibility standards by providing ***alternative text*** for images, ***proper headings***, appropriate ***link text***, etc.
2. The file ***must be exported correctly.*** If a file is created by printing to PDF, it will not be correctly tagged.
3. Office 2007 users must have either ***Acrobat or the Microsoft PDF add-in installed.*** Office 2010 users can create tagged PDF files ***natively or with the Adobe add-in.***

Note

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

Word 2007

Adobe Add-in

The Adobe Add-in, also called PDF Maker, is the ***best choice*** to create high-quality tagged PDF files.

1. To export a PDF, click on the Office button, hover over ***Save As,*** and select ***Adobe PDF*** (or use shortcut Alt+F, F, A).



1. Or you can select ***Create PDF*** from the Acrobat ribbon. A dialog box will appear.



1. The program should create a tagged PDF file by default. If not, select ***Adobe PDF Conversion Options*** and select the ***Create Accessible (Tagged) PDF file*** option.



Microsoft Add-in

Word 2007 offers a free ***Save as PDF Add-in*** that allows you to create tagged PDF files without installing Acrobat. This is available at <http://www.microsoft.com/en-us/download/details.aspx?id=7>.

1. Click on the Office Button, hover over ***Save As,*** and select ***Adobe PDF*** (or use shortcut Alt+F, F, P).



1. Before saving, select ***Options*** and ensure that the ***Document structure tags for accessibility*** option is selected.



Word 2010

Adobe Add-in

Please note the Acrobat add-in is only available to users who have ***Acrobat X*** installed and have the ***32-bit version*** of Office 2010.

1. To export a PDF, select ***Create PDF*** from the Acrobat ribbon.



1. Or you can select ***File> Save as Adobe PDF.*** A dialog box will appear.
2. The program should create a tagged PDF file by default.
3. If not, select ***Preferences*** from the Acrobat ribbon and ensure that ***Enable Accessibility and Reflow with tagged Adobe PDF*** is selected.



Saving PDF Natively

Tagged PDF files can still be created without installing Acrobat.

1. Select File > ***Save As.***
2. Under ***Save as Type,*** select PDF.
3. Before saving, select ***Options*** and ensure that the ***Document structure tags for accessibility option*** is selected.



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