



# 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

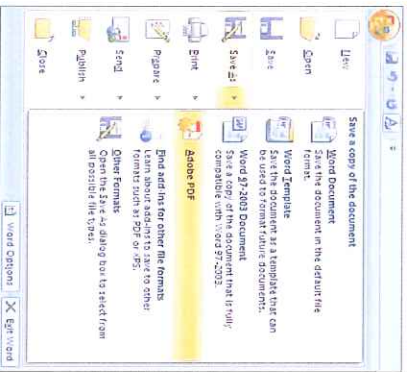
The following instructions can also be used to *convert PowerPoint files* to PDF.

## Word 2007

### Adobe Add-in

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

1. To export a PDF, click on the Office button, hover over *Save Adobe PDF* (or use shortcut Alt+F, F, A).
2. Or you can select *Create PDF* from the Acrobat ribbon. A dialog box will appear.

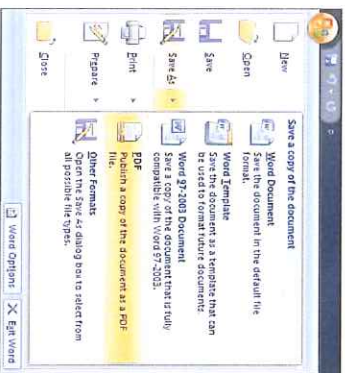
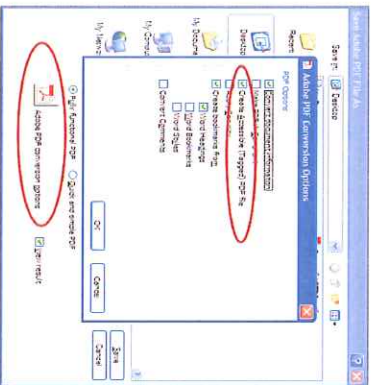


3. The program should create a tagged PDF file by default. If not, select *Adobe PDF Options* and select the *Create Accessible (Tagged) PDF* file option.

### 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).
2. 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.

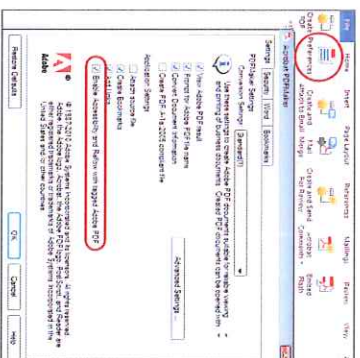


1. To export a PDF, select *Create PDF* from the Acrobat ribbon.



2. Or you can select *File > Save as Adobe PDF*. A dialog box will appear.

3. The program should create a tagged PDF file by default.
4. 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.

