

Microsoft Word- Converting Word to PDF

PDF files are not typically created in Acrobat. They are usually created in another program and *converted* to PDF. There are dozens or probably hundreds of programs that can create PDF files, **but very few of them produce tagged PDF files**. If you are using Microsoft Word or PowerPoint, OpenOffice.org Writer, or Adobe tools such as InDesign, you can often create accessible, tagged PDF files without opening Acrobat. Of course, the accessibility of the PDF depends on the accessibility of the original document.

The majority of the PDF files on the web were probably created in Microsoft Word. The good news is that it is possible to create accessible PDF files in Office, as long as the following requirements are met:

- The file must be accessible. That includes providing alternative text for images, proper headings, appropriate link text, etc. For more information, read our tutorial on Microsoft Word.
- Office 2000-2003 users must have Acrobat installed, as well as the add-in. 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.
- The file must be exported correctly. If a file is created by printing to PDF, it will not be correctly tagged.

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

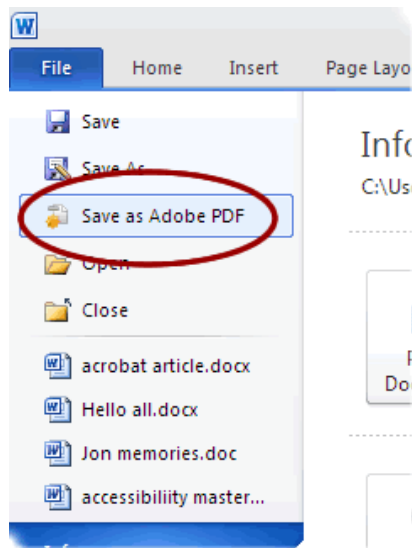
Word 2010

Important: The Acrobat add-in is only available to users who have Acrobat X installed and are using the 32-bit version of Office 2010.

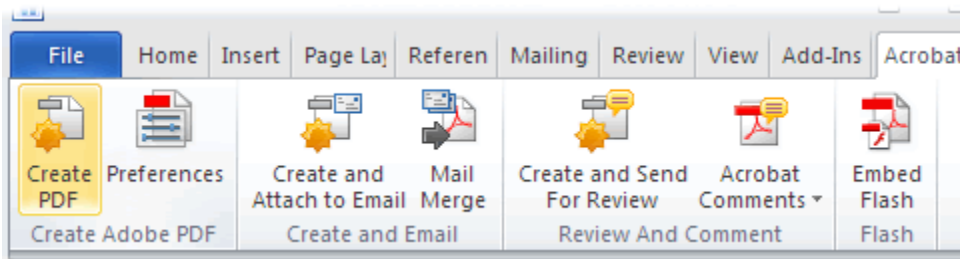
Adobe Ad-In

The Adobe Add-in, also called PDFMaker, is the best choice to create high-quality tagged PDF files. With the Adobe add-in installed, you can export to PDF one of two ways:

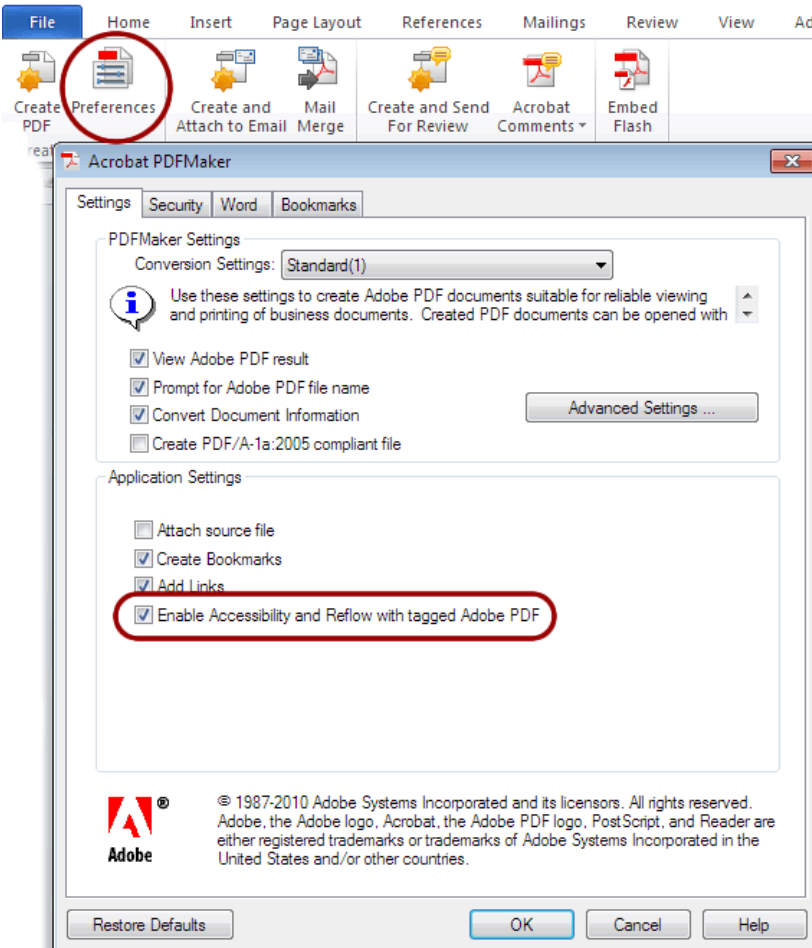
Select File > Save as Adobe PDF.



Or you can select Create PDF from the Acrobat ribbon.



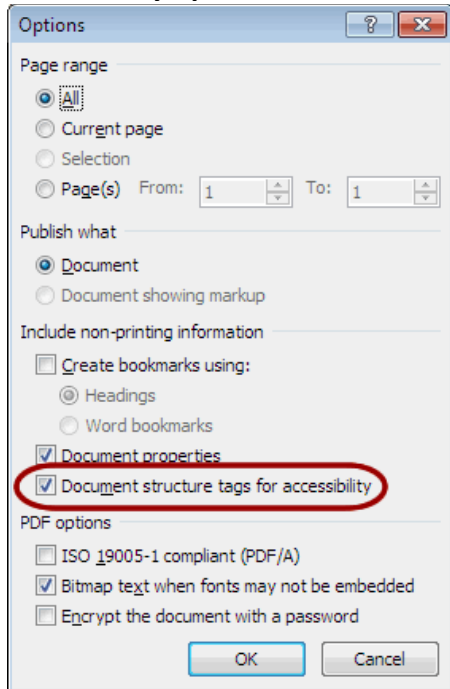
Either one of these options will open the same dialog box. The program should create a tagged PDF file by default. If this is not the case, select Preferences from the Acrobat ribbon and ensure that Enable Accessibility and Reflow with tagged Adobe PDF is selected.



Save as tagged PDF natively

Word 2010 allows you to create tagged PDF files without installing Acrobat. The tagging process may not be quite as good as with the Adobe add-in, but most content, such as heading levels, lists, and alternative text for images is exported. If you want to verify the accessibility of the PDF or edit the tags that are created, you will still need Acrobat Professional.

To convert to PDF using the Microsoft add-in, **Select File > Save As**, and under **Save as type**: select **PDF**. Before you save the file, **select Options** and ensure that the **Document structure tags for accessibility** option is selected.

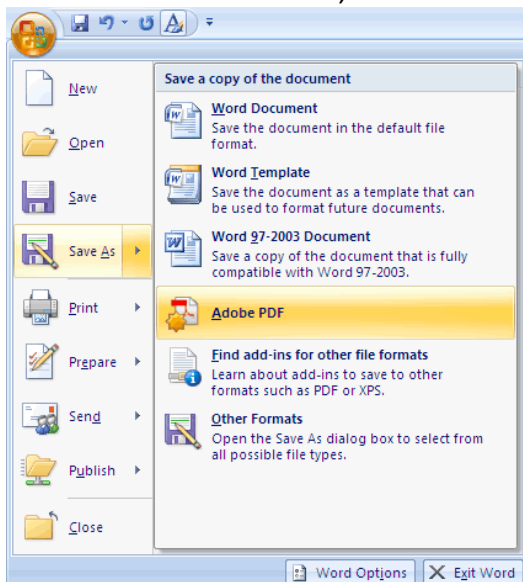


Word 2007

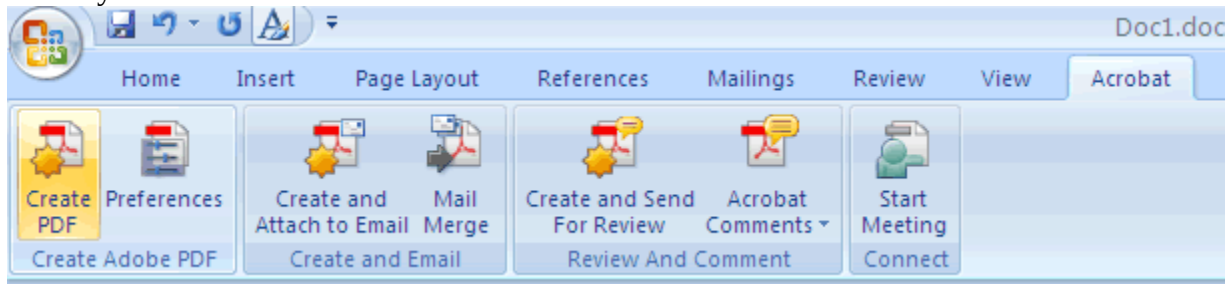
Adobe Add-in

With the Adobe add-in installed, you can export to PDF one of two ways:

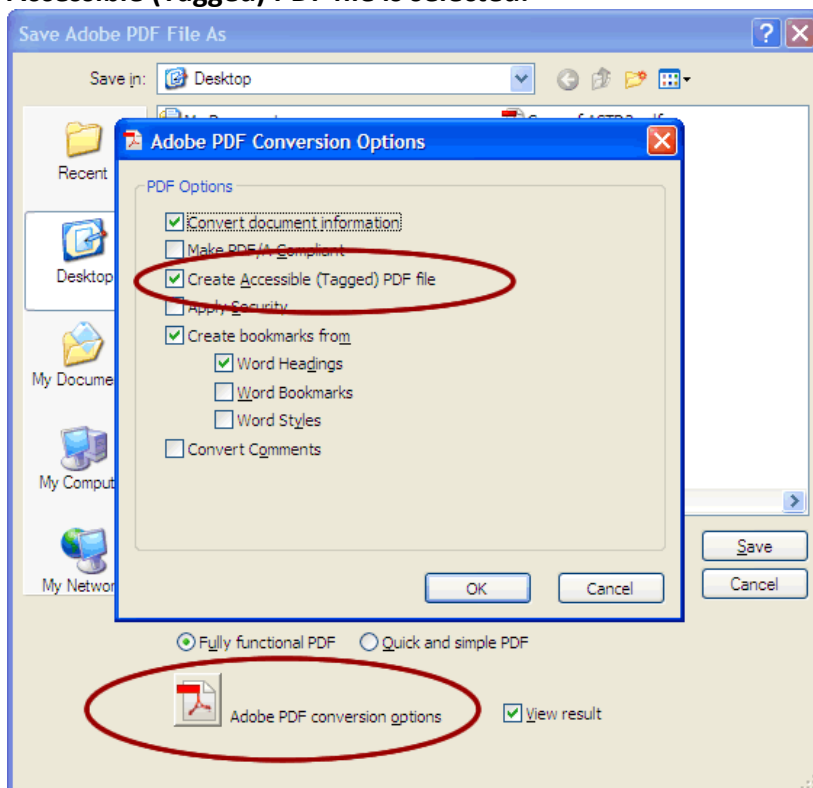
1. Click on the Office Button, hover over Save As, and select Adobe PDF, or press Alt + F, F, A.



2. Or you can select Create PDF from the Acrobat ribbon.



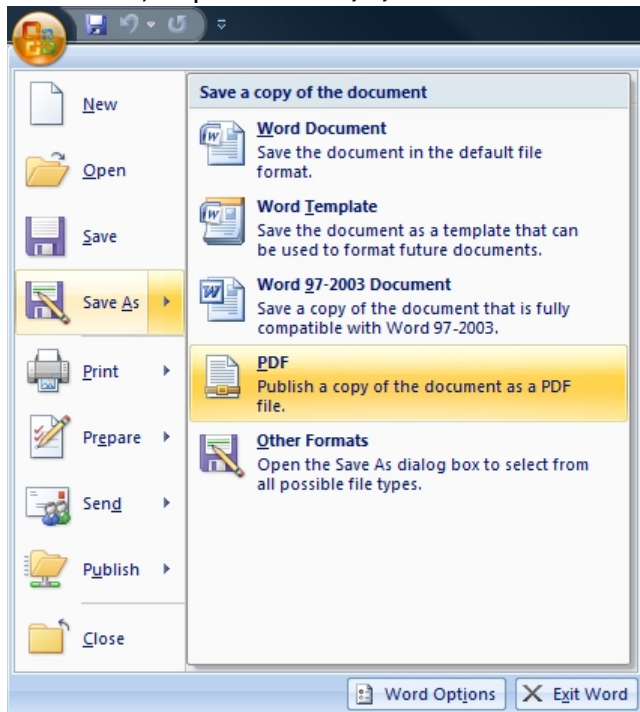
Either one of these options will open the same dialog box. The program should create a tagged PDF file by default. If this is not the case select **Adobe PDF conversion options** and ensure that **Create Accessible (Tagged) PDF file** is selected.



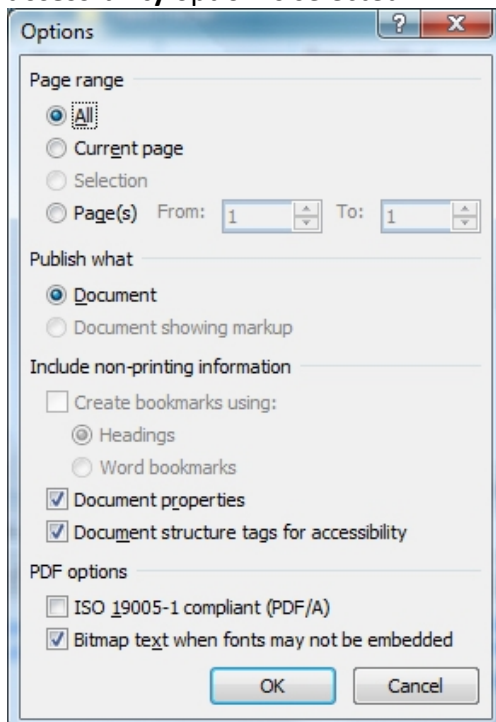
Microsoft Add-in

There is a free **Save as PDF Add-in**- (<http://www.microsoft.com/en-us/download/details.aspx?id=7>) for Word 2007 that allows you to create tagged PDF files without installing Acrobat. If you want to verify the accessibility of the PDF or edit the tags that are created, you will still need Acrobat Professional.

To convert to PDF using the Microsoft add-in, click on the **Office Button**, hover over **Save As**, and select **PDF**, or press **Alt + F, F, P**.



Before you save the file, select **Options** and ensure that the **Document structure tags for accessibility** option is selected.



Word 2000-2003

When you install Adobe Acrobat, an add-in for Microsoft Office is installed by default. The add-in allows you to convert Office files to PDF without opening Acrobat. This add-in also installs an **Adobe PDF** menu, which should appear in the Menu bar. To convert a Word Document to PDF, Select **Adobe PDF > Convert to Adobe PDF**. If your document is correctly structured, this should automatically create a tagged PDF. To ensure that files are being converted correctly, go to **Adobe PDF > Change Conversion Settings** and ensure **Enable Accessibility and Reflow with tagged Adobe PDF** is selected.

