



# 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

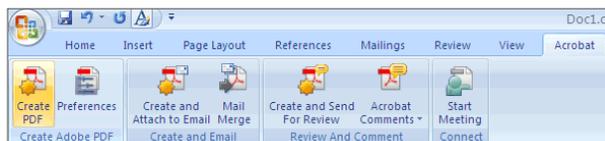
The following instructions can also be used to **convert PowerPoint files** to PDF.

## Word 2007

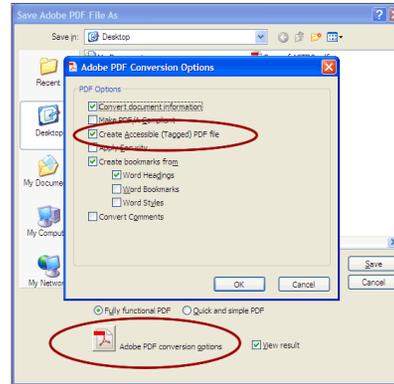
### Adobe Add-in

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 As**, and select **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 Conversion Options** and select the **Create Accessible (Tagged) PDF file** option.

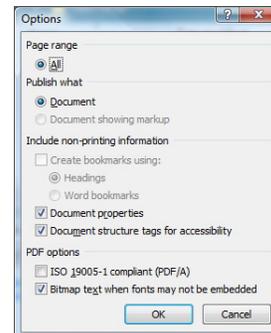


## Microsoft Add-in

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

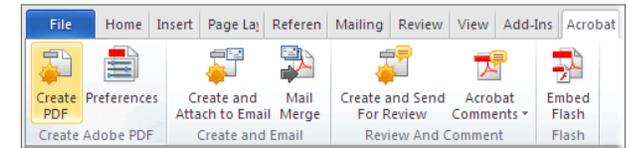


## Word 2010

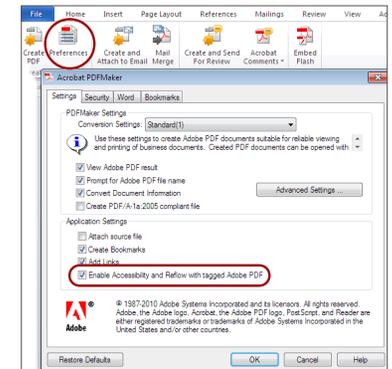
### Adobe Add-in

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.

