**Converting Documents to PDF** 

## **Converting your Document to PDF**

Once you have completed your Word document you will want to convert it into the Adobe Acrobat PDF format. To convert your document with all of the accessibility features you have worked tirelessly to incorporate into the original, please **Do Not** Print to PDF, instead use Word's imbedded Acrobat plug in.

## **Convert the Document to PDF**

- 1. Click the Acrobat tab in the ribbon.
- 2. Click the **Create PDF** button in the **Create Adobe PDF** group. *The Acrobat PDF maker* dialogue box appears notifying you that the document must first be saved.

Acrobat	PDFMaker	×	
Acrobat PDFMaker needs to save the file before continuing. Do you want PDFMaker to save the file and continue?			
	Yes No		

- 3. Click the **Yes** button to save and continue. *The save file as PDF dialogue box appears.*
- 4. Choose the folder location, enter the desired name of the file and click the **Save** button. *The* **Acrobat** *PDF* **<b>***Maker pop-up box appears as the file converts*.

🔁 Acrobat PDFMaker	×
Converting to Adobe PDF	
	Cancel
	Show Details

5. Once the file has finished converting, the Acrobat PDFMaker pop-up will disappear, and the PDF document will open.

## **Preference Settings**

The default settings in the PDFMaker may work well, but it's a good idea to go into the preference settings to make sure that the selected settings give you your desired result.

1. Click the Acrobat tab in the ribbon.



2. Click the **Preferences** button in the **Create Adobe PDF** group. *The Acrobat PDF maker dialogue box appears.* 

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3. Make sure that the **Create Bookmarks**, **Add Links** and the **Enable Accessibility and Reflow** checkboxes are selected.

🔁 Acrobat PDFMaker	$\times$
Settings Security Word Bookmarks PDFMaker Settings Conversion Settings: Standard Use these settings to create high quality Adobe PDF documents suitable for a delightful viewing experience and printing of business documents. Created PDF View Adobe PDF result	
Prompt for Adobe PDF file name     Convert Document Information     PDF/A Compliance: None	
Application Settings Attach source file Create Bookmarks Add Links Enable Accessibility and Reflow with tagged Adobe PDF Enable advanced tagging	
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Restore Defaults OK Cancel Help	

4. Click the **OK** button to save your settings.