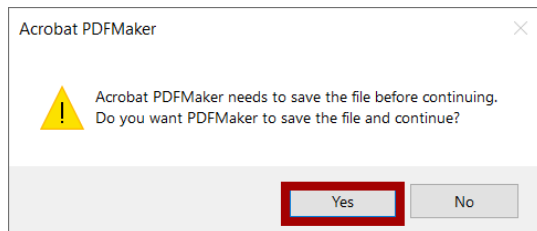


Converting your Document to PDF

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.*



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 Maker pop-up box appears as the file converts.*

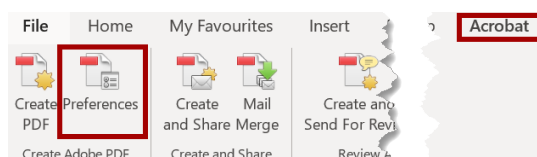


5. Once the file has finished converting, the Acrobat PDFMaker pop-up will disappear, and the PDF document will open.

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.

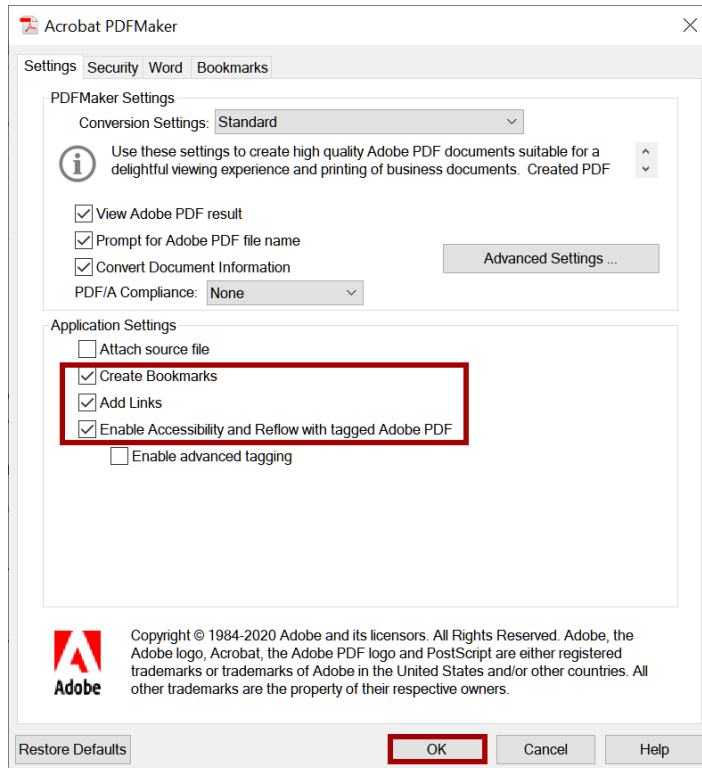


2. Click the **Preferences** button in the **Create Adobe PDF** group. *The Acrobat PDF maker dialogue box appears.*

Making Word Documents Accessible

Converting Documents to PDF

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



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