## Creating PDF Version of a Word Document

Now that we have a remediated Word document the last thing that should be done is to save it as a PDF (Portable Document Format). The reason why it should be converted to a PDF is to preserve document formatting and enables file sharing, when viewed online or printed. It retains the format that was intended including any accessibility issues that were correct. It must be done in this specific way instead of Save as or Save as PDF because it will retain the format and accessibility corrections the other sometimes do not retain those from the document. The steps to set the correct convert Word into a PDF are:

- 1. Go to the Acrobat tab at the top of Word.
- 2. Open the Preferences under the Create Adobe PDF section.



- 3. Under PDFMaker Settings, make sure that the following boxes are checked: View Adobe PDF result, Prompt for Adobe PDF file name, and Convert Document Information.
- 4. Under Application Settings, make sure that the following boxes are checked: Create Bookmarks, Add Links, and Enable Accessibility and Reflow with tagged Adobe PDF.
- 5. Next go to the Advanced Settings.

🔁 Acrobat PDFMaker	×
Settings       Security       Word       Bookmarks         PDFMaker Settings       Conversion Settings:       Standard(1)         Image: Conversion Settings:       Standard(1)       Image: Conversion Settings:       Image: Conversion Settings:       Standard(1)         Image: Conversion Settings:       Standard(1)       Image: Conversion Settings:       Image: Convert Suitable for a delightful viewing experience and printing of business documents. Created PDF       Image: Convert Documents       Image: Convert Document Information       Image: Convert Document Information	
Copyright © 1984-2023 Adobe and its licensors. All Rights Reserved. Adobe, the Adobe logo, Acrobat, the Adobe PDF logo and PostScript are either registered trademarks or trademarks of Adobe in the United States and/or other countries. All other trademarks are the property of their respective owners.         Restore Defaults       OK       Cancel       Help	

- 6. Under File Options, change Compatibility to "Acrobat 8.0 (PDF 1.7)"
- 7. Click OK and save these conversion settings, as these will be the settings that you use to convert your Word documents to PDF. Click OK in Acrobat PDFMaker.

Standard - Adobe PDF Setting	95 ×
Standard General Fonts Color Advanced Standards	Description Use these settings to create high quality Adobe PDF documents suitable for a delightful viewing experience and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 7.0 and later.
	Compatibility: Acrobat 8.0 (PDF 1.7)  G Object Level Compression: Maximum Auto-Rotate Pages: Collectively by File Binding: Left Resolution: 600 dots per inch All Pages
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All that's left is to click OK in Acrobat PDFMaker, then creating the PDF.

8. In the Create Adobe PDF section, click on Create PDF and save the document.

