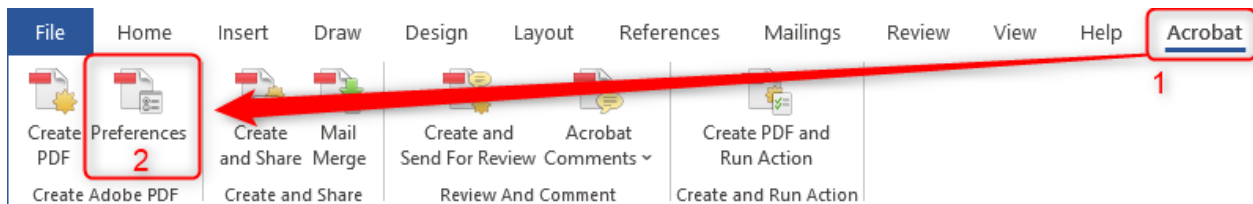


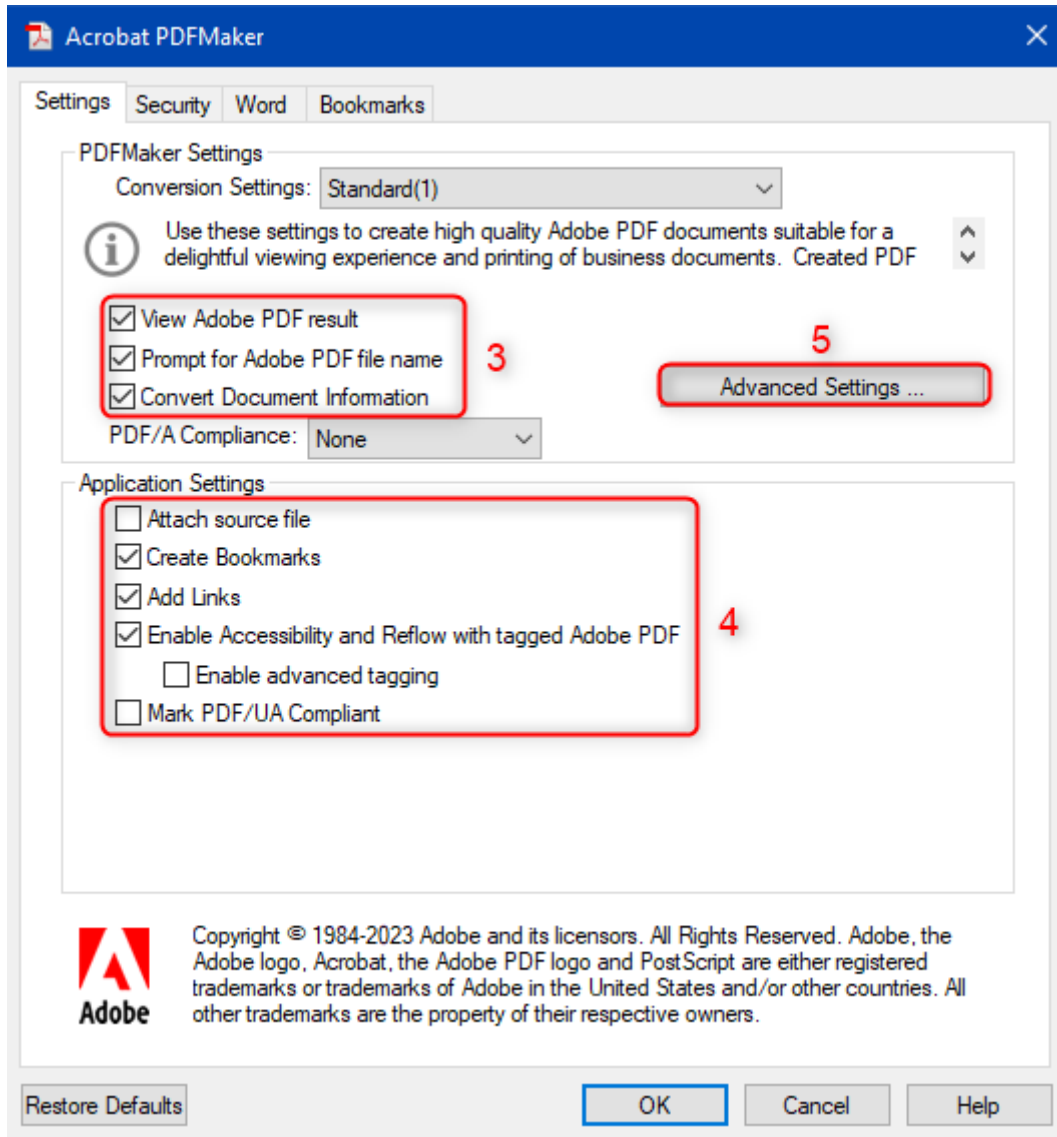
Creating PDF Version of a Word Document

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:

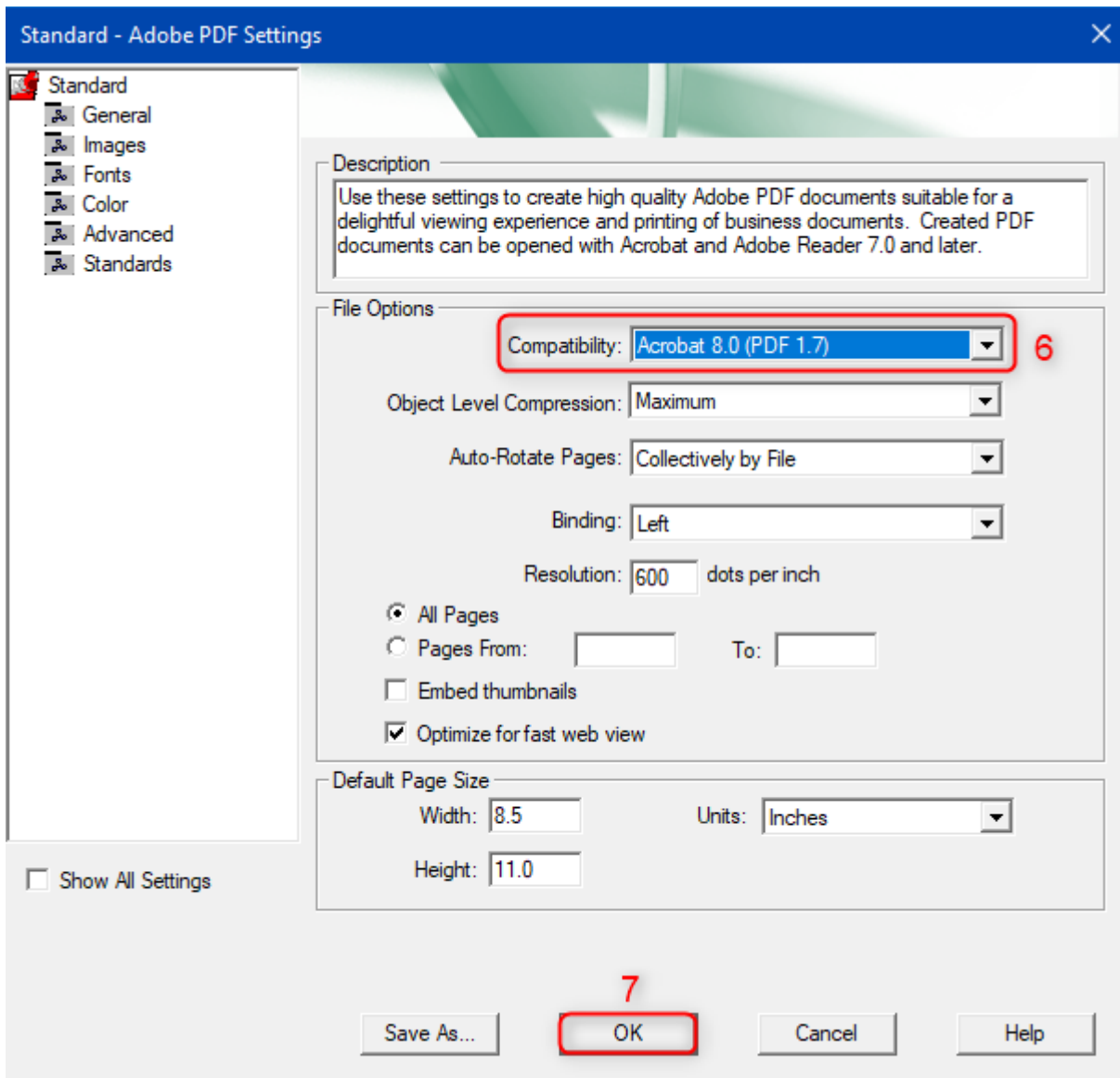
1. Go to the Acrobat tab at the top of Word.
2. Open the Preferences under the Create Adobe PDF section.



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.



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.



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.

