



OFFICE OF THE CHIEF INFORMATION OFFICER

EXPORT WORD TO PDF GUIDE

INTRODUCTION

Once the Word document has been remediated, the final step is to save it as a PDF (Portable Document Format). Converting the document to PDF ensures that its formatting remains intact and makes it easier to share, whether online or in print. The method outlined below preserve the intended layout and include any accessibility enhancements made.

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SETTING PREFERENCES IN MICROSOFT WORD

Setting preferences is crucial to the accessibility process of the converted document. This process of setting preferences only needs to be done once, if the preferences are saved to the correct location (identified later in this procedure).

The steps to setting the preferences are:

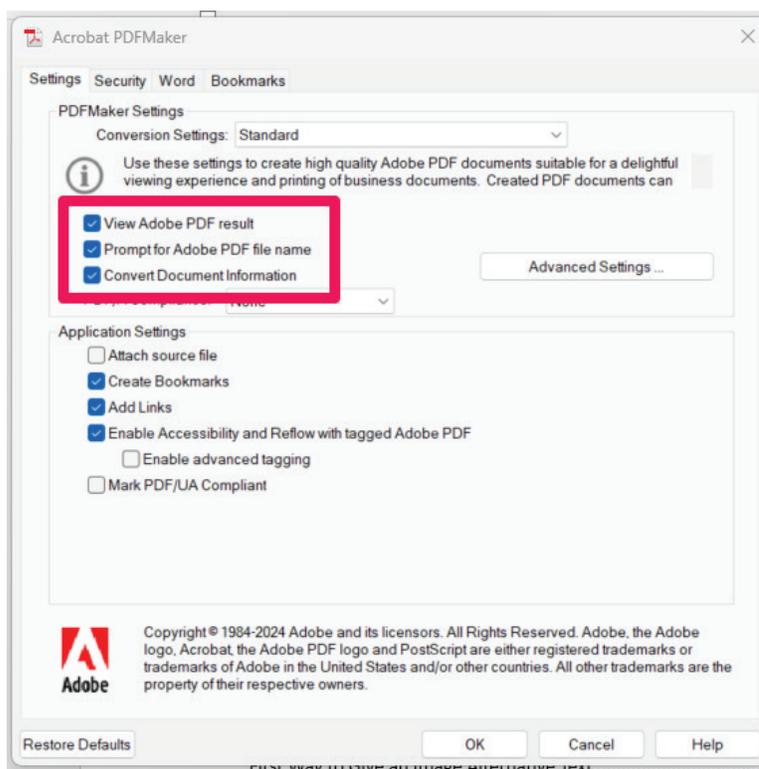
1. Go to the Acrobat tab at the top of the Word document.



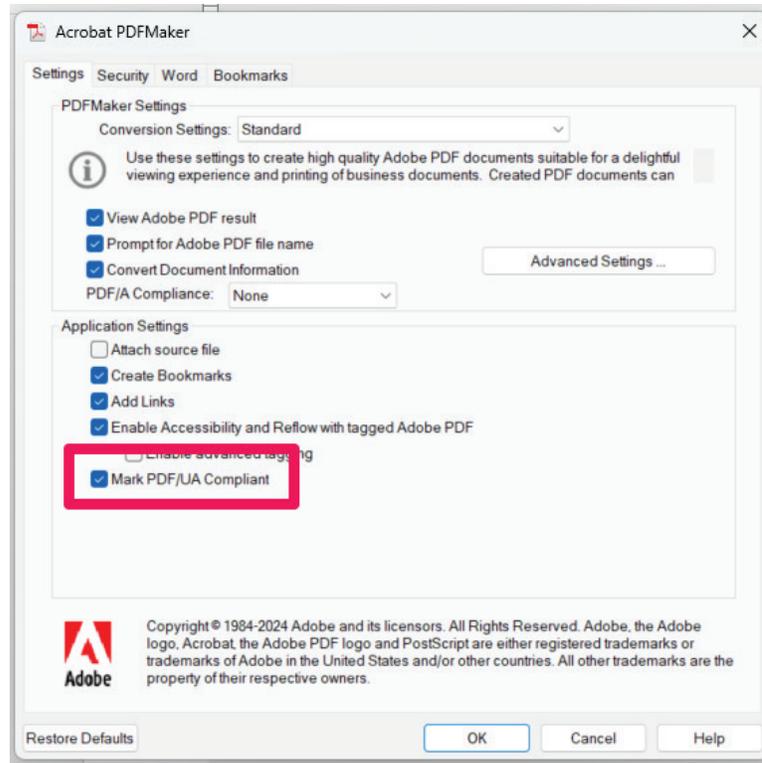
2. Open the Preferences under the Create Adobe PDF section.



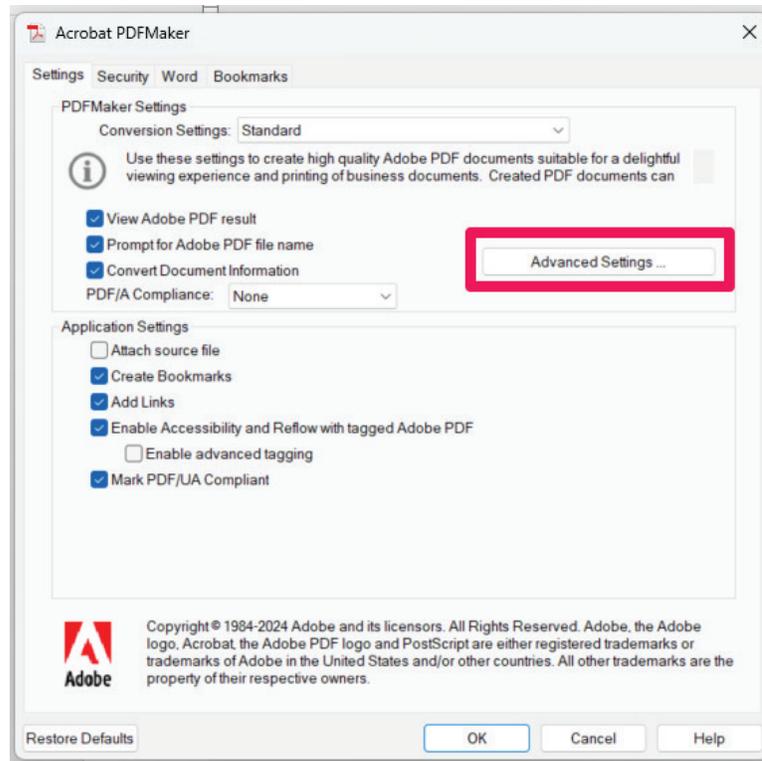
3. Under PDFMaker Settings, make sure that the following boxes are checked: View Adobe PDF result, Prompt for Adobe PDF file name, and Convert Document Information.



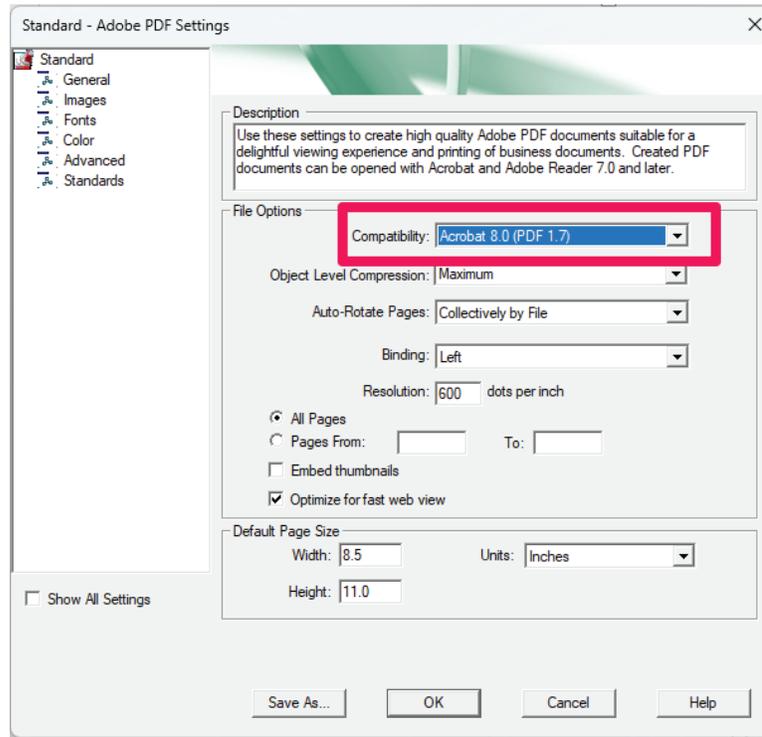
- Under Application Settings, make sure that the following boxes are checked: Create Bookmarks, Add Links, and Enable Accessibility and Reflow with tagged Adobe PDF.



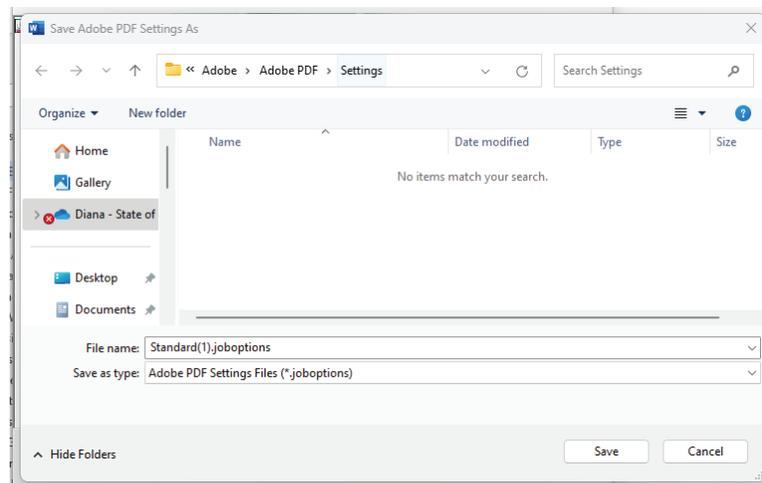
- Next go to the Advanced Settings.



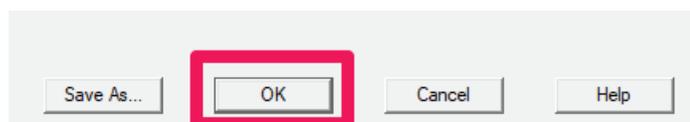
- Under File Options, change Compatibility to "Acrobat 8.0 (PDF 1.7)"



- Click the Save As button and when the dialog box appears make sure it is saving to the path (Adobe > Adobe PDF > Setting).



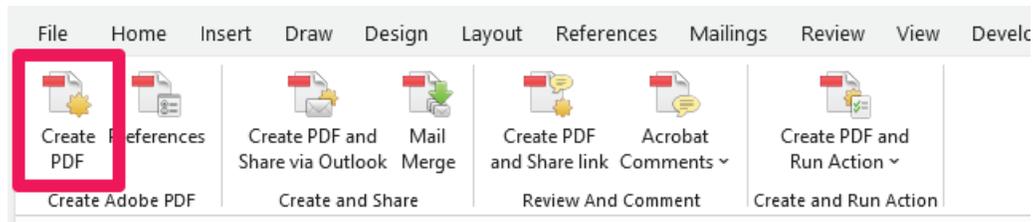
- Click OK and save these conversion settings, as these will be the settings that you use to convert your Word documents to PDF. Click OK in Acrobat PDFMaker.



CONVERTING THE WORD DOCUMENT TO PDF

Setting the correct Word Document preferences is crucial to the accessibility process, as it ensures that both formatting and accessibility improvements are preserved—something other methods may not consistently maintain.

1. Once the Preferences have been set, Create PDF button in the toolbar.



2. Run an accessibility check on the PDF document, to ensure there are no accessibility issues.



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