

Alternate Method of Exporting Tagged Accessible PDFs from MS Office.

How to Bypass Adobe's PDF Maker altogether and instead use Microsoft's built-in export utility. After you've created a compliant, accessible Word file, this method makes a decent, tagged and accessible PDF.

1. File

2. Save As (not Save as Adobe PDF).

3. Select PDF from the type selection menu.

4. Click on More options link.

5. Navigate to the folder where the PDF will be stored.

6. Select Options button.

7. In the Options dialogue box, **check these options:**

- Create bookmarks
- Document properties
- Document structure tags for accessibility
- Optimize for image quality

8. OK and Save to complete the process.

