

# 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.

