

## Document Conversion from Microsoft Office to PDF

It is important to preserve accessibility when saving as another file type. Before converting your document or presentation to a .pdf file, an accessibility check should be performed on the original document. It is much easier to correct accessibility issues in the original format using Microsoft Office than trying to correct problems after converting to a .pdf.

### Microsoft Office

1. Click “File” at the top of your window.
2. Click “Save As” on the left.
3. Select the location you wish to save your document.
4. In the dropdown “Save as type” select “PDF”
5. Click “Options” and make sure the document structure tags for accessibility box is checked.
6. Click “OK”

Note: Unfortunately, this functionality is not available in older versions of Office on Mac computers.