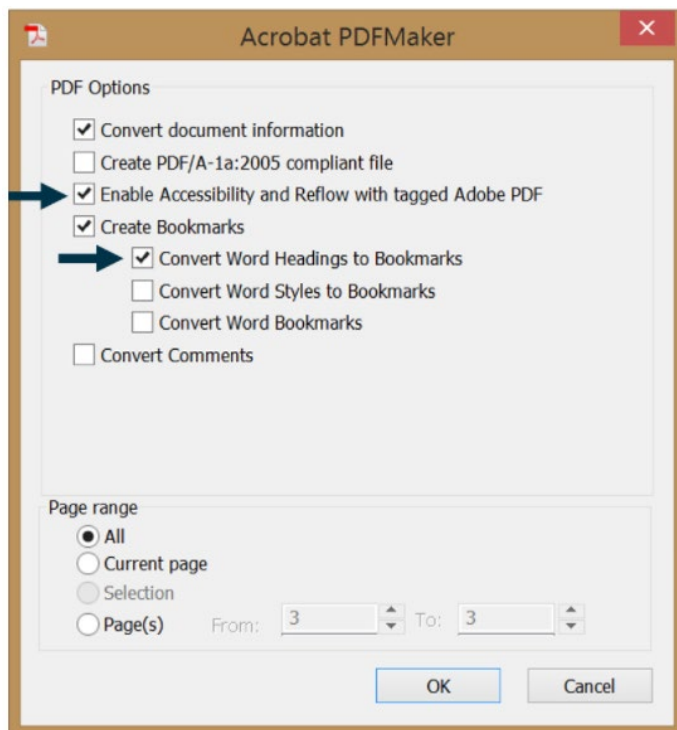


## Accessibility Tip of the Week: Saving as a Tagged PDF

We usually create our documents using the Microsoft Office suite. From there, we can save them as a PDF. How you do this is important though to keep the accessibility features intact and it automatically tags the document during the conversion.

### To save as a tagged PDF from Word in Windows:

1. Click on **File > Save as Adobe PDF**.
2. In the pop-up dialog, click **Options**.
3. Ensure that the following option is checked: **Enable Accessibility and Reflow with tagged Adobe PDF**.
4. Make sure **Convert Word Headings to Bookmarks** is also selected.



### To save as tagged PDF from Word in Mac:

1. Go to **File > Save As**.
2. In the File Format drop-down menu, select **PDF**.
3. Select the "**Best for electronic distribution and accessibility**" radio button.
4. Click **Export**.

