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## PDF Conversion Options

### Microsoft Office 2007 (*two options*)

- Buy the full Adobe Acrobat Standard or Professional Package to obtain the **PDFMaker** button in Microsoft Word, PowerPoint and Excel.
- Install the [Microsoft Office Add-in to save files as PDF/XPS file](http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&DisplayLang=en) (http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&DisplayLang=en). Once installed, use the add-in by going to the **Office Button > Save As > Select PDF or XPS file**. You can use this add-in via Word, PowerPoint or Excel to save your document as a PDF or XPS file without the need to buy and install Adobe Acrobat.

### Microsoft Office 2003 (*one option*)

- Buy the full Adobe Acrobat Standard or Professional Package to obtain **PDFMaker** button in Microsoft Word, PowerPoint and Excel.

### Office for Mac (*one option*)

- You cannot create a tagged PDF document from Office for Mac. You can, however, use [OpenOffice](http://www.openoffice.org) for Mac (http://www.openoffice.org) to create tagged PDF documents. Using OpenOffice, select **File > Export as PDF**; select the “tagged PDF” checkbox under the **General** tab in the PDF options window.
  - i. If you opt not to use OpenOffice, print your document to PDF in Word for Mac, open the PDF, add tags, assess reading order, and follow through with the complete workflow of reviewing and repairing the document in Acrobat to ensure accessibility.

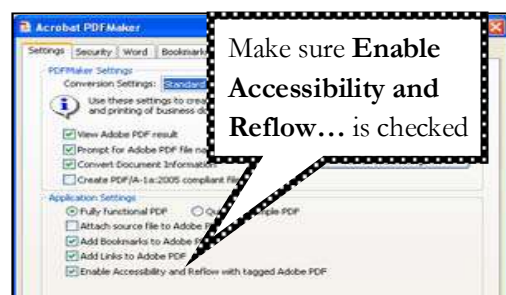
### Word Perfect (*one option*)

- The full version of Adobe Acrobat Standard or Professional needs to be installed.


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## Converting to PDF Using PDFMaker (Microsoft Office only)

Before converting your file to PDF using **PDFMaker**, check *settings* for accessibility. Settings for **PDFMaker** are accessed under **Preferences** on the **Adobe** menu (**Adobe PDF** menu > **Change Conversion Settings...** in Office 2003). For accessibility purposes, make sure that the option **Enable Accessibility and Reflow with tagged Adobe PDF** is checked (see screenshot at right).



To use PDFMaker,

- step 1.* Open the document in the application that was used to create it. If you make any changes to the document, make sure that you re-save before continuing.
- step 2.* Go to the **Acrobat** tab, then click **Create PDF** (Office 2007). If using Office 2003, click the PDFMaker toolbar icon located in the toolbar  or click the **Convert to Adobe PDF** option located on the **Adobe PDF** menu.
- step 3.* Verify the **Save in** location for the resulting PDF (From the **Save PDF File As** dialog box), and provide a name for the new file.
- step 4.* Click **Save**.
- step 5.* Start Acrobat and open the file from there to verify that the PDF appears correct (if the new PDF document does not open right away in Acrobat).



**TIP :** If using Microsoft Office 2007 applications, you will need to use Acrobat 8.1 in order to have access to PDFMaker. If using Adobe Acrobat 8, install the update to 8.1 from the **Help** menu in Acrobat.

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## Converting to PDF Using “Convert to PDF” in Acrobat

This method of creating a PDF, like PDFMaker, does create a “tagged PDF” from Microsoft Office documents. Unfortunately, Office documents cannot be converted to PDF using this method on the Macintosh platform.

To use “Convert to PDF”,

- step 1.* Open Acrobat.
- step 2.* Click **File > Create PDF > From File**.
  - a.* This method is also employed by simply opening your document in Acrobat from the **File** menu in Acrobat OR by dragging your document to the Acrobat icon on your computer.
- step 3.* **Save** the resultant PDF.