



GOVERNOR'S TECHNOLOGY OFFICE

EXPORT WORD TO PDF GUIDE

INTRODUCTION

Once the Word document has been remediated, the final step is to save it as a PDF (Portable Document Format). Converting the document to PDF ensures that its formatting remains intact and makes it easier to share, whether online or in print. The method outlined below preserve the intended layout and include any accessibility enhancements made.

WHY THIS METHOD MATTERS

Converting your document using the Export feature creates a cleaner, more accessible PDF.

- Export preserves important accessibility tags and structure, which reduces the amount of fixing required in Adobe Acrobat Pro.
- Using Save As PDF is not recommended because it often creates accessibility errors, leading to more work – or in some cases a PDF that cannot be fully corrected.

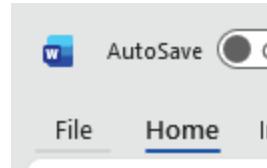
TABLE OF CONTENTS

Introduction	1
Why this Method Matters	1
Beginning the Conversion	2
Start by Finding Export	2
Open the Export Panel	3
Adjusting PDF Output Settings	3
Finish Creating the PDF.....	4

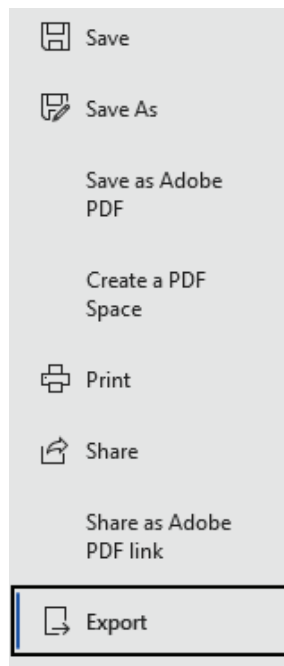
BEGINNING THE CONVERSION

START BY FINDING EXPORT

1. Go to the upper left corner of the Word Program and Select the File Tab button.

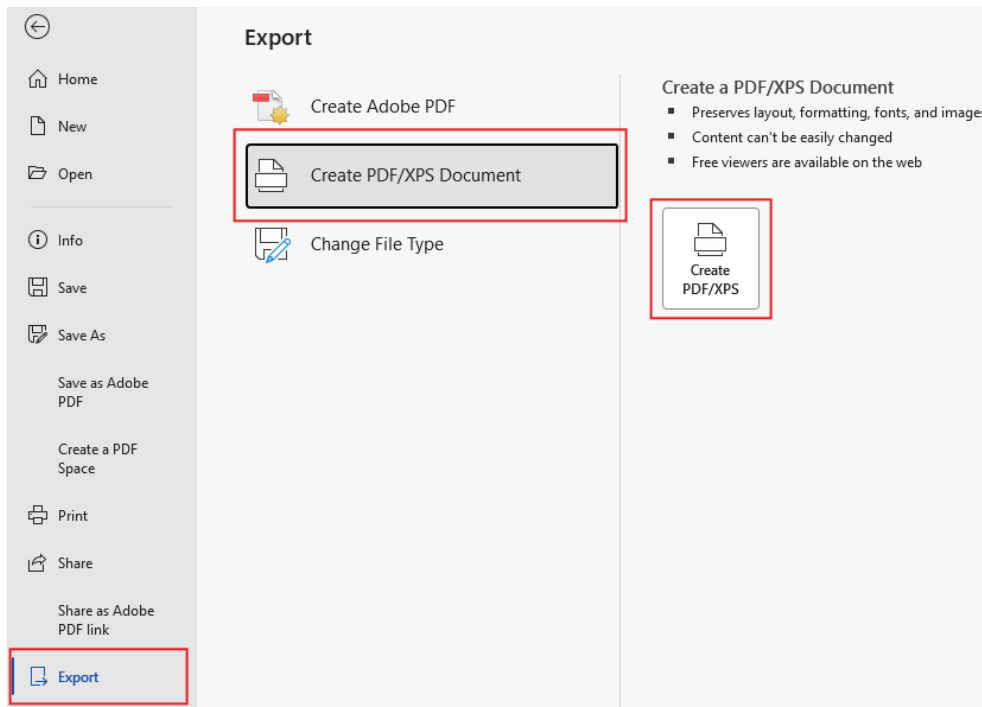


2. After selecting file, a new window with more options will appear.
3. Find and select the Export option.



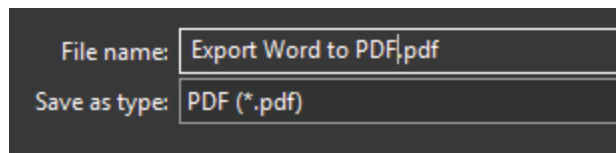
OPEN THE EXPORT PANEL

4. After selecting Export, additional options will open on the right side.
5. To the right, select Create PDF/XPS Document. Another option will appear next to it.
6. Click on the Create PDF/XPS button. The "Publish as PDF or XPS" window will appear.

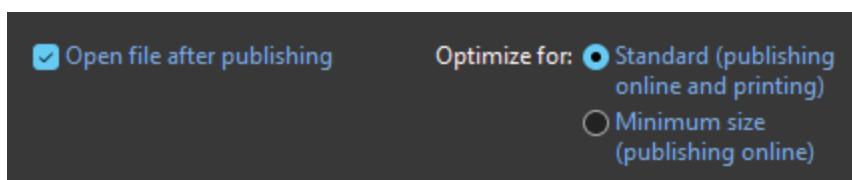


ADJUSTING PDF OUTPUT SETTINGS

7. Create a file name and make sure the "Save as type" field is set to PDF.

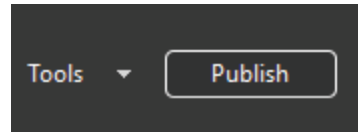


8. Ensure the checkbox for "Open file after publishing" is selected.
9. Make sure "optimize for Standard" is selected.



FINISH CREATING THE PDF

10. Click the Publish button. The document will now be converted and opened in Adobe. Allow a few moments for it to load.



11. You have now successfully created a PDF document.



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