



OFFICE OF THE CHIEF INFORMATION OFFICER

EXPORT POWERPOINT DOCUMENT TO PDF

INTRODUCTION

Now that the PowerPoint document has been remediated, the final step is to save it as a PDF (Portable Document Format). Converting the document to PDF ensures that the formatting is preserved and enables easy file sharing, whether the document is viewed online or printed. This process maintains the intended format, including any accessibility fixes that were applied. It's important to save it in this specific way rather than using "Save As" or "Save as PDF," as the latter options may not preserve the formatting and accessibility adjustments made to the document.

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SETTING ADOBE PREFERENCES

The steps to set the correct preferences for conversion to PDF are:

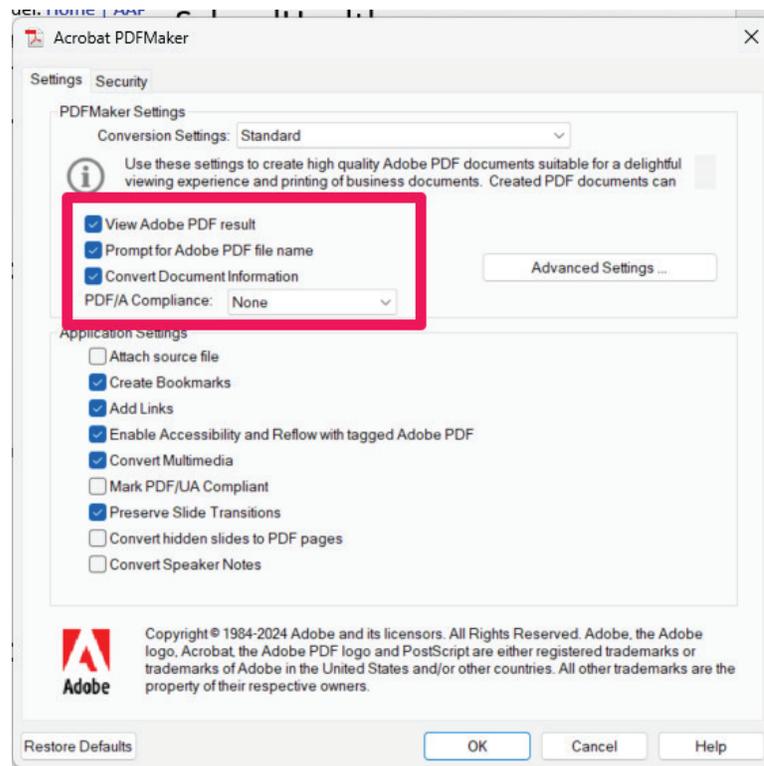
1. Go to the Acrobat tab at the top of PowerPoint.



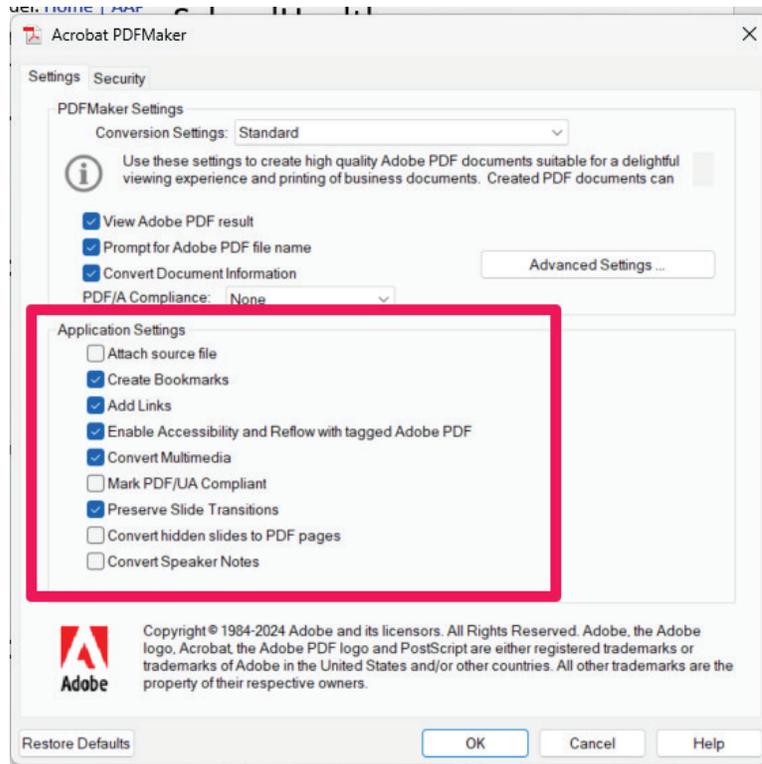
2. Open the Preferences under the Create Adobe PDF section.



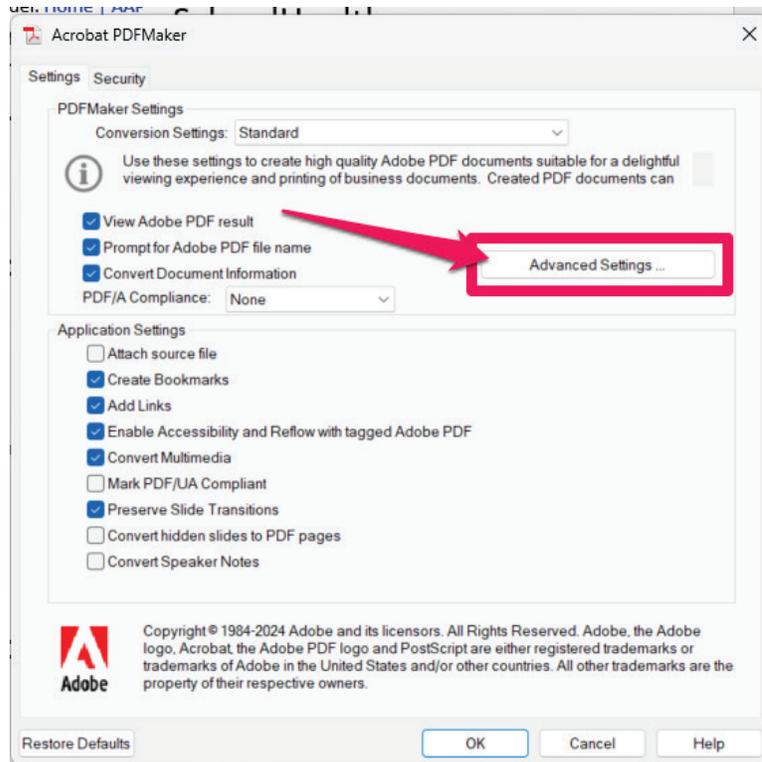
3. Under PDFMaker Settings, make sure that the following boxes are checked: View Adobe PDF result, Prompt for Adobe PDF file name, and Convert Document Information.



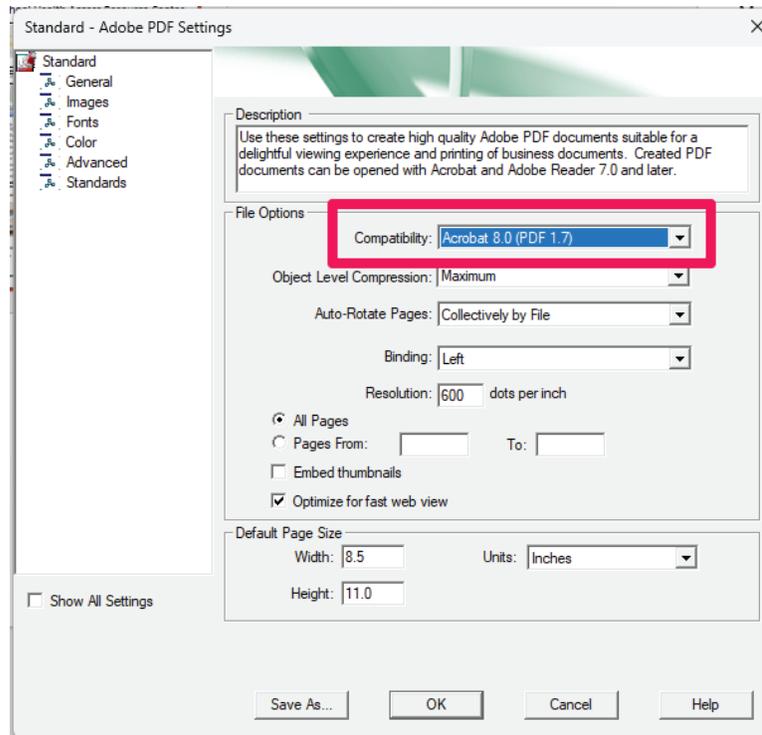
4. Under Application Settings, make sure that the following boxes are checked: Create Bookmarks, Add Links, Enable Accessibility and Reflow with tagged Adobe PDF, Convert Multimedia, and Preserve Slide Transitions.



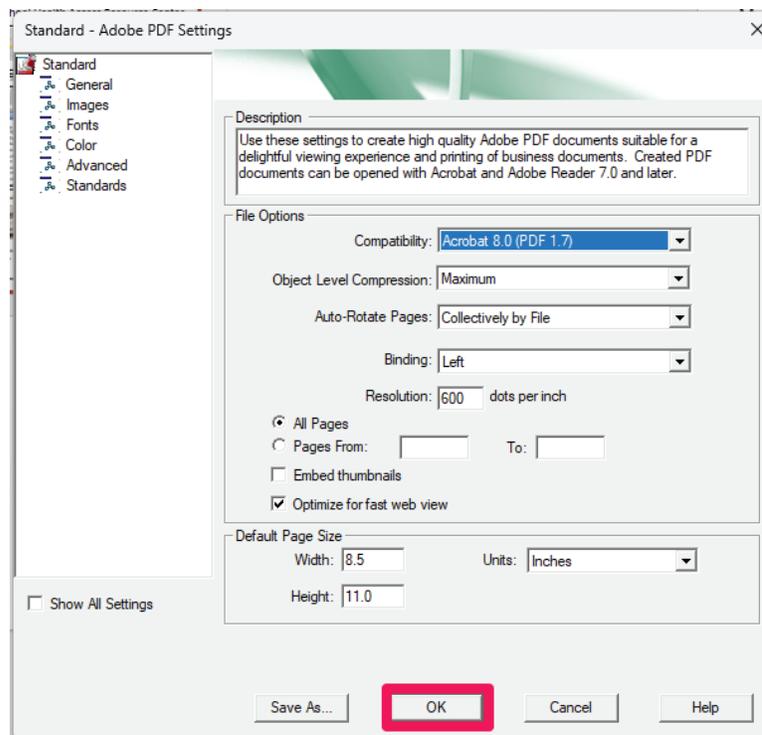
5. Next go to the Advanced Settings.



1. Under File Options, change Compatibility to "Acrobat 8.0 (PDF 1.7)"



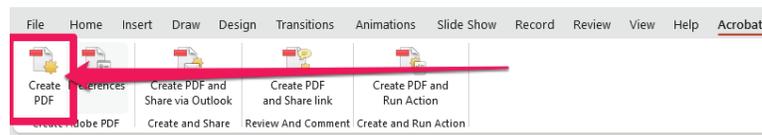
2. Click OK and save these conversion settings, as these will be the settings that you use to convert your PowerPoint documents to PDF. Click OK in Acrobat PDFMaker.



CONVERT THE POWERPOINT DOCUMENT TO PDF

All that's left is to click OK in Acrobat PDFMaker, then creating the PDF.

1. In the Create Adobe PDF men tab, click on Create PDF and save the document.



SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

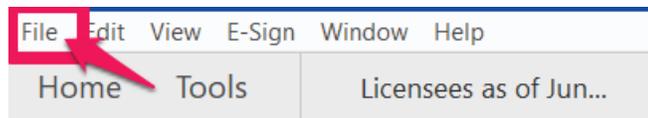
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

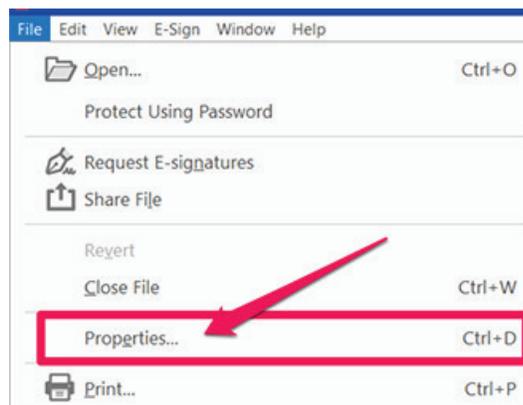
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.



2. Select "Properties" to open the Document Properties window.

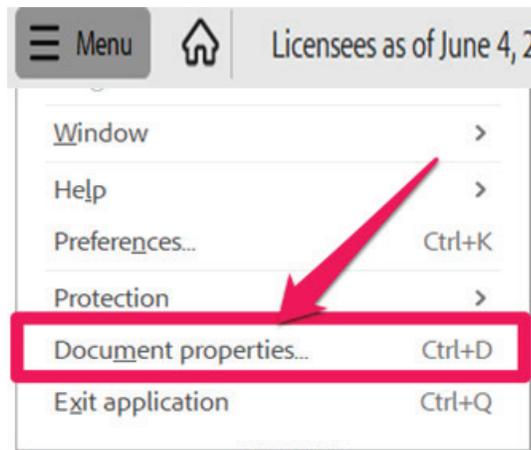


Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

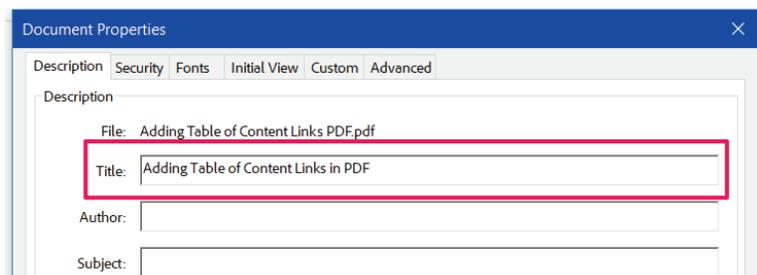


2. Select "Document Properties" to open the Document Properties window.



3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat



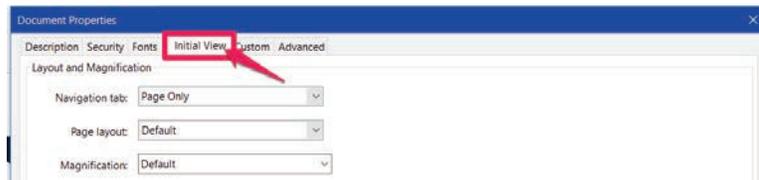
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

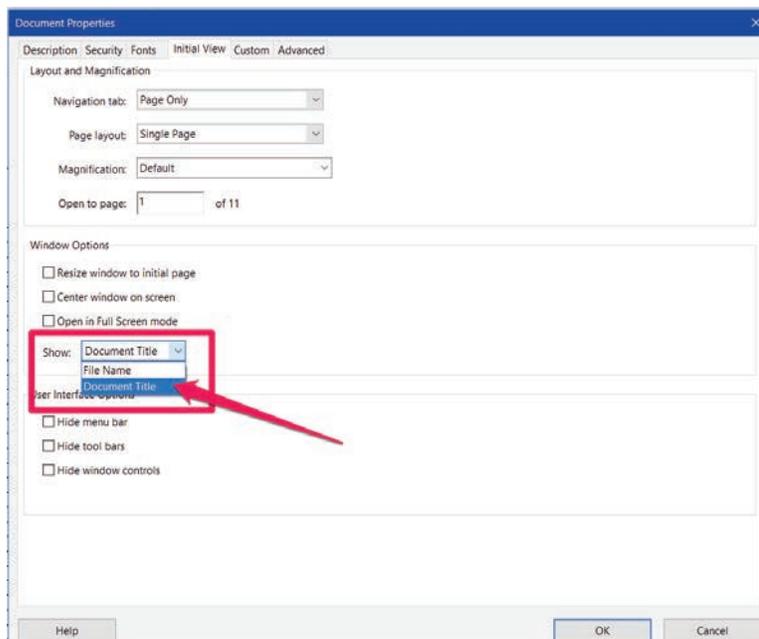
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the “Initial View” tab.



3. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



SETTING THE LANGUAGE IN PDF

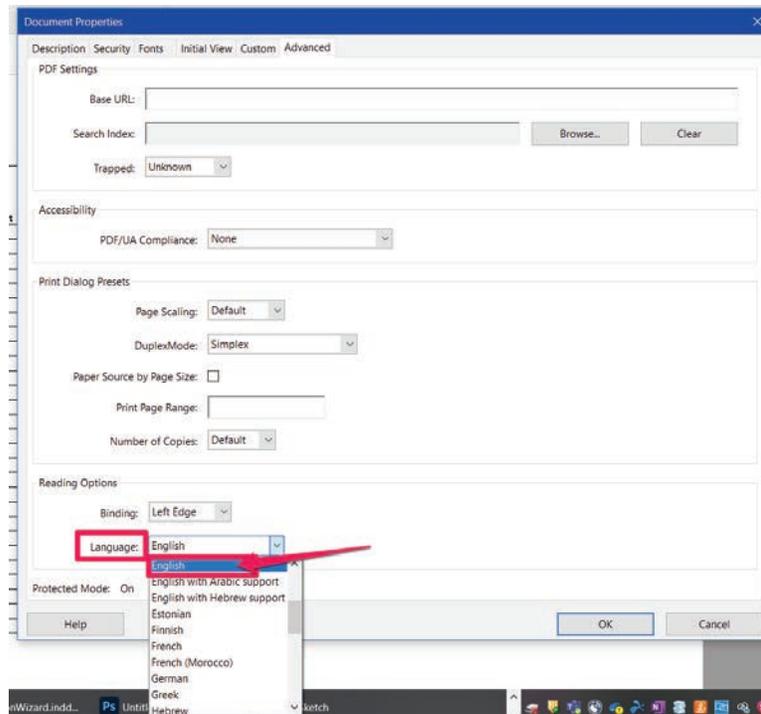
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the "Advanced" tab in the Document Properties window.



2. Choose the "Language dropdown" and change it to the correct language. In this case "English."



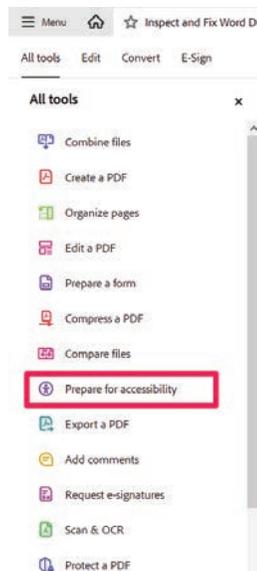
3. Click the "OK" button to save any changes to the PDF title or language.

FULL ACCESSIBILITY CHECK ON DOCUMENT

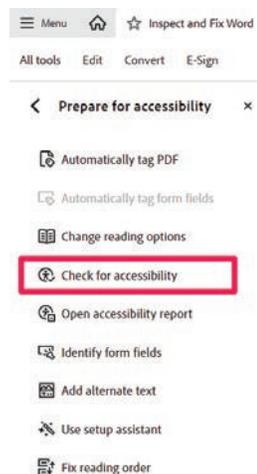
FULL ACCESSIBILITY CHECK - NEWER VERSIONS OF ADOBE

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool in the All Tools Menu on the left. This menu is displayed by default on the left side of the page.

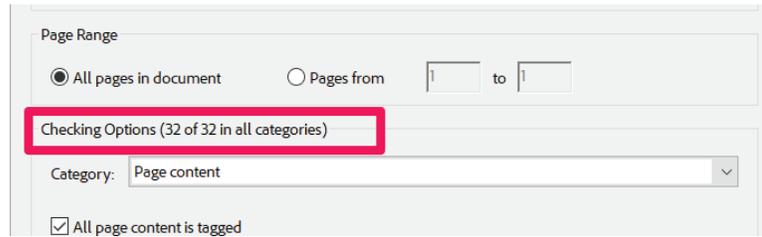
1. Locate the All Tools menu on the left and click the Prepare for accessibility button.



2. Click on Check for accessibility



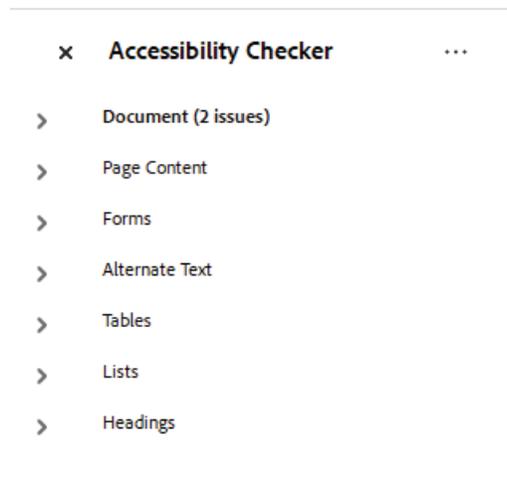
- In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories). Use the default "All Pages" to check all pages or select a page range to check on individual sections of a document.



- Click the Start Checking button.



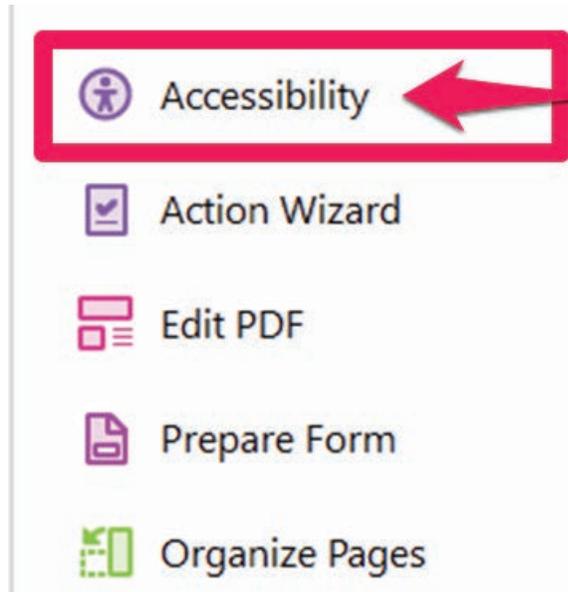
- The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.



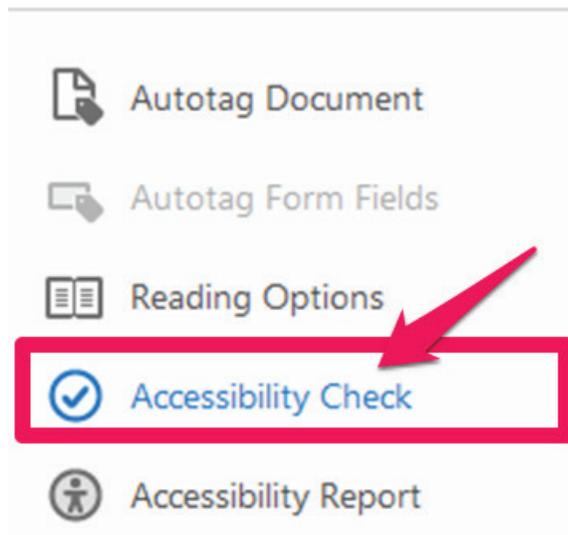
FULL ACCESSIBILITY CHECK OLDER VERSIONS OF ADOBE ACROBAT

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool on the left tool menu.

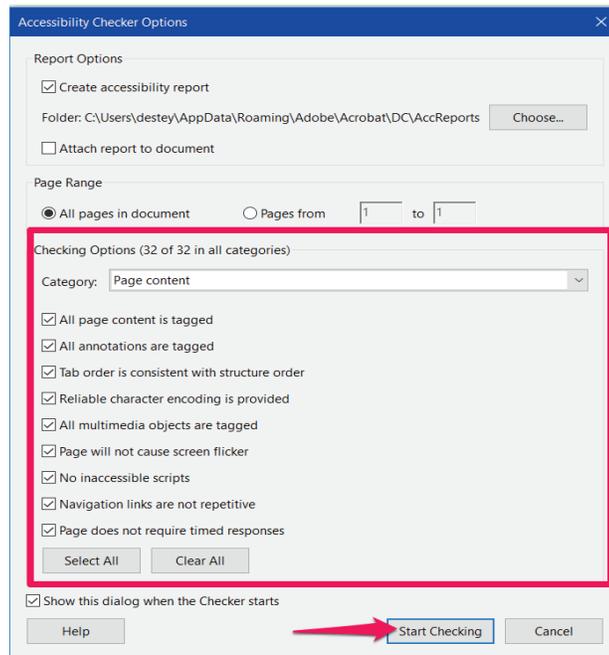
1. Use the Accessibility Tool on the right side of the document tool menu.



2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.



3. In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories). Then click on Start Checking.



4. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.

