



Accessible Word Document Training

******The module names (Heading 2) are not voiced, but module section names (Heading 3) are. Any other non-voiced content is marked at the beginning and end with a double asterisk (******). Keyboard keys are listed as they appear on the keyboard (Ctrl, Alt, etc.).******

Module 7: Converting Word Documents to PDF

State of Minnesota Accessible Word Document Training. Module 7: Converting Word Documents to PDF. This course has no captions because the slide text provides the full transcript. Select the Next button to begin.

Audio Volume

Select the audio button to control the slide audio volume. If you want to turn off the narration, mute the audio with Ctrl +Alt + M.

About this Module

In this module you will learn:

- How to convert a Word document to a PDF.
- And steps that need to happen after conversion.

Before Converting your Word Document to PDF

To convert your Word document to a PDF, start with a fully accessible Word document. The effort you put into making your Word document accessible will transfer over to your PDF.

We recommend installing Adobe Acrobat Pro and using that to convert to a PDF. Never use “Print to PDF” for conversion as it won't create the appropriate tags for an accessible PDF. If you do not have Acrobat Pro, work with someone who does.

When you install Acrobat Pro, an Acrobat tab is automatically added to your word ribbon. Select Next to learn how to create a PDF from Word's Acrobat tab.

Converting Word Documents to PDF

To convert a Word document to PDF, select the Acrobat tab on the Ribbon. Or press Alt to activate the ribbon and Y, 2 to select the Acrobat tab.

Select the Create PDF button or press the C key.

Name the PDF file and choose the location to save the file. Then select the Save button.

After Converting your Word Document to PDF

Once your document is converted to a PDF, there are additional steps left to make the PDF accessible. You need Adobe Acrobat Pro to make the final adjustments. Using the tag tree. If you do not have that software, please work with someone who does.

For more on making PDF accessible, see the state of Minnesota's Accessible PDF Training.

Certificate of Completion

Congratulations! You successfully completed Accessible Word Document Training.

The Office of Accessibility would like to thank you for your hard work.

Additional resources, such as a summary guide for this module are available in the Resources menu in the top right.

Select the Certificate of Completion button to download a certificate for your records. Enter your name and date of completion into the form fields.

Click the Exit button to leave the course.