

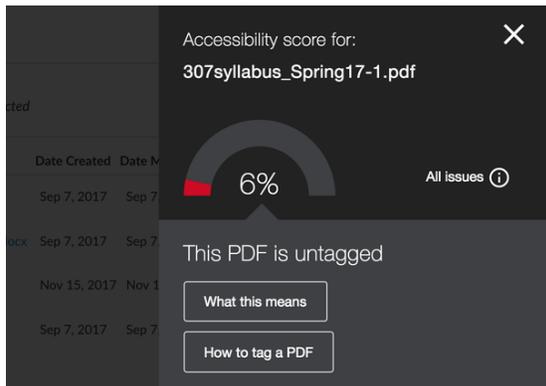


Export a Word Doc as a Tagged PDF

Ensure that your Word Doc stays accessible when converting to PDF

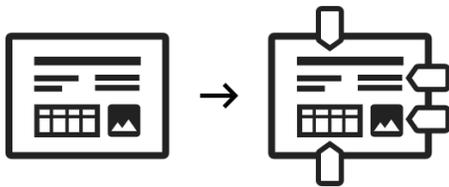
Although keeping your documents as a .doc or .docx file is the best way to ensure the document remains accessible, many instructors prefer to export their Word docs as PDF. When exporting as PDF, it is important that you check your export settings to make sure that the PDF will be tagged, as this will make sure the document is easy to navigate with a screen reader.

Scenario: You upload an untagged PDF of your syllabus



You created your syllabus in a Word doc, exported it as PDF, and added it to your course. A red Ally indicator appears next to your file, and informs you that your PDF is untagged.

What is a tagged PDF?



Easier navigation

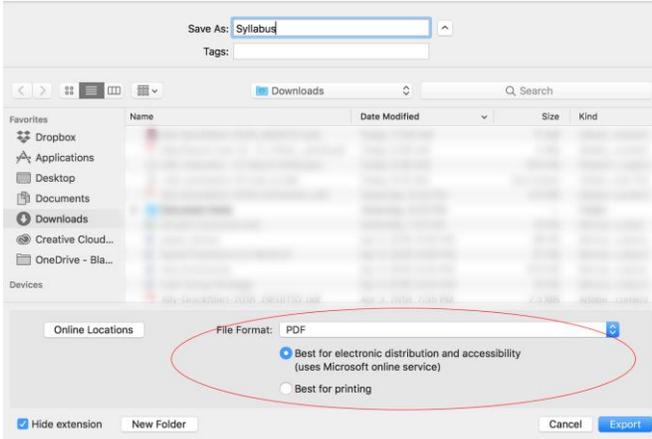
The structural information in a tagged PDF allows for automatic generation of a table of contents. This facilitates navigation for all students, especially for long documents.



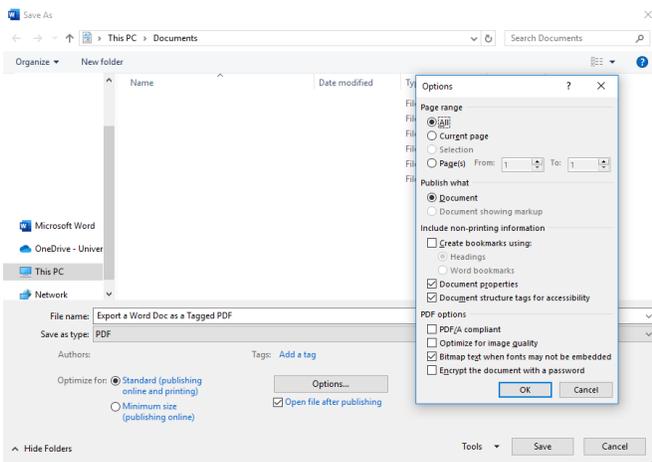
Adapts to screen size

A tagged PDF will reflow the content to best fit your device. Without tags, students will be required to do more zooming and scrolling.

A tagged document provides readers with improved navigation, helps keep texts organized, and is essential for students who use a screen reader. You can upload the Word file to maintain accessibility, or your Word doc as a PDF with the correct settings.



To export a Word document as a tagged PDF, go to “File,” select “Save As” then select PDF from the drop-down. You will notice a dialogue box, check **“Best for electronic distribution and accessibility.”** Then upload your newly tagged PDF to Ally.



For Office 365, go to “File,” select “Save As” then select PDF from the drop-down. Click Options, make sure the **Document structure tags for accessibility** check box is selected, and then click OK.