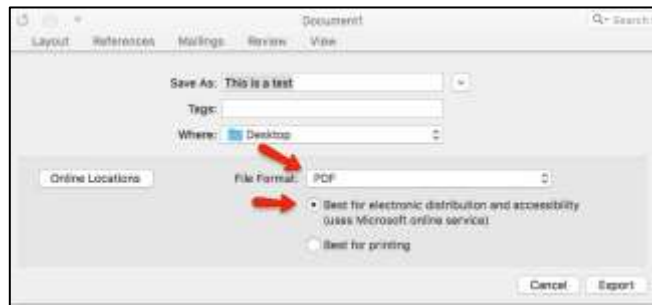


How do I Convert Word and PowerPoint Files to Tagged PDF on a Mac?

Word Documents

1. Open the **Word** document you wish to convert.
2. Do a **File > Save As** and change **File Format** to **PDF**.
3. Make sure “**Best for electronic distribution and accessibility**” is checked.
4. Click **Export**.



PowerPoint Presentations

Note: In order to convert PPT to tagged PDF, a full version of Adobe Acrobat is required. To download UML licensed version, go to <https://www.uml.edu/IT/Services/Software/Adobe.aspx> and setup Adobe Creative Cloud.

1. Open PowerPoint document you wish to convert
2. Click on the **Acrobat** menu item in the menu ribbon
3. Select **Create PDF**