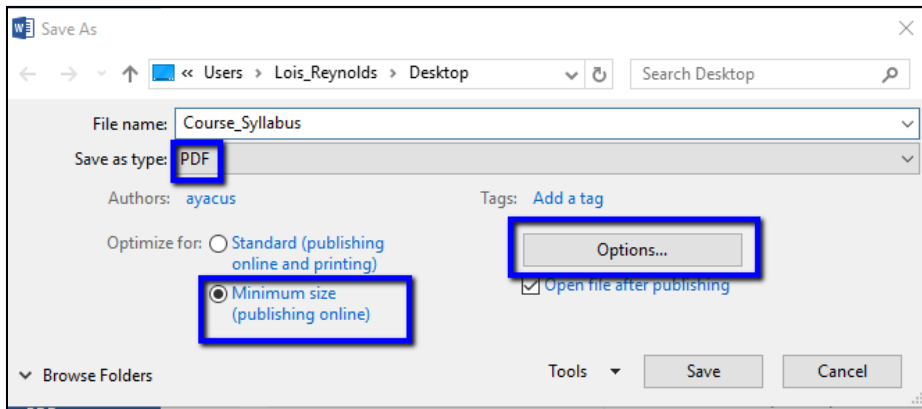


## How do I Convert Word and PowerPoint Files from Office 2016 to PDF for Windows?

1. Open the **PowerPoint or Word 2016** document you wish to convert.
2. Click **File** then **Save As** (do not use *Save as Adobe PDF* if listed). You will see the following screen:



3. In the **Save as type** area, choose: **PDF**
4. Click the **Optimize for: Minimum size (publishing online)** circle
5. Click **Options**
6. On the next screen make sure “**Document structure tags for accessibility**” is checked off and click **OK and Save**.

