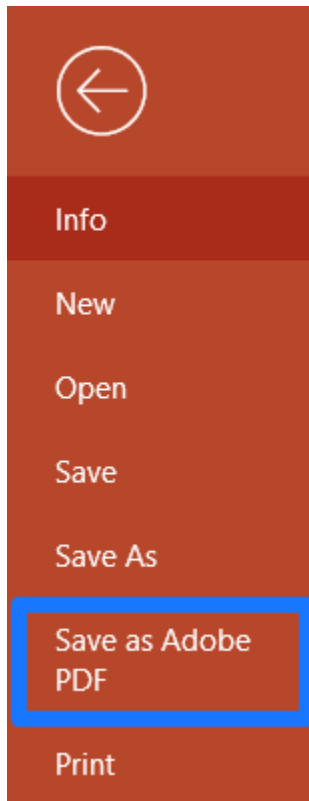


Appendix A - Converting Accessible PPT to Accessible PDF

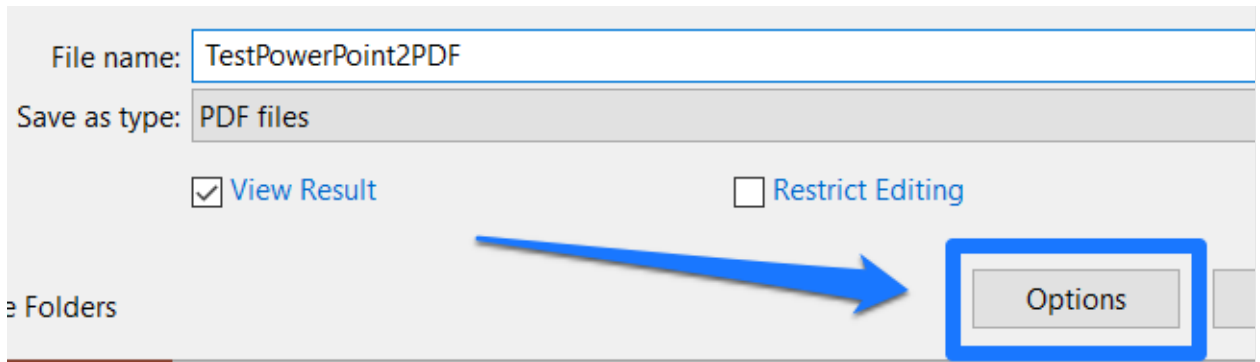
This appendix is referenced in [Checklist for Accessible Presentations](#)

These steps assume that your PPT file is accessible and error-free.

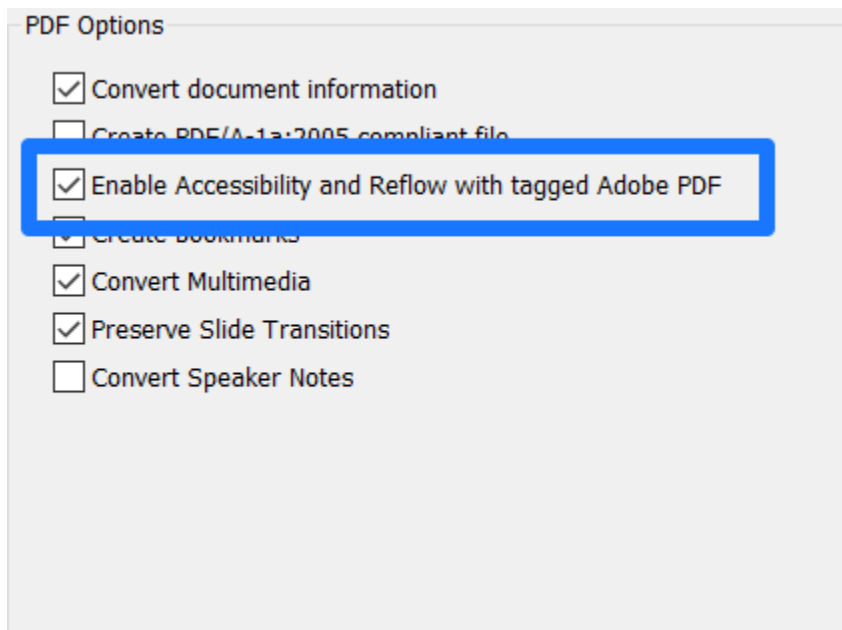
1. Open the presentation and navigate to the **File** tab. From there, select **Save As Adobe PDF**.



2. A window will pop up asking you to name the new PDF document. Select **Options**.



3. An Acrobat PDFMaker window will appear. Make sure the **Enable Accessibility and Reflow with tagged Adobe PDF** option is checked. Click **OK**.



4. After you have entered the name for your PDF, click **Save**.

WARNING: DO NOT use **Print As PDF** to create your handouts. This will erase all accessibility elements of the presentation and create a PDF that is not accessible.

