**Make your Word documents accessible to people with disabilities:**

<https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US#_Toc275414990&PickTab=Windows>

# PDFs from Word

The best way to create an accessible PDF is to [create a fully accessible Word document](https://www.umt.edu/accessibility/electronic-accessibility/guidelines/documents/wordproc/default.php) and "Save As" as a PDF. The "Save As" function carries over the accessible features of your document, such as heading structure, alternate text for images, and markup that explicitly identifies lists, tables, document language, and other content that is important for accessibility.

**Note: Do not Print to PDF.** This method of creating a PDF does not preserve the document's accessibility features.

## **Word 2013 and Word 2010 (Windows)**

* Go to File > "Save As…" and select PDF from the choices provided.
* Select Options and ensure that "Document structure tags for accessibility" is checked.

## **Word for Mac**

It is possible in Word 2016 to export to accessible PDF from a Mac. Please look at some tips for [creating an accessible PDF from a Mac](https://support.office.com/en-us/article/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed#PickTab=macOS) from Microsoft.