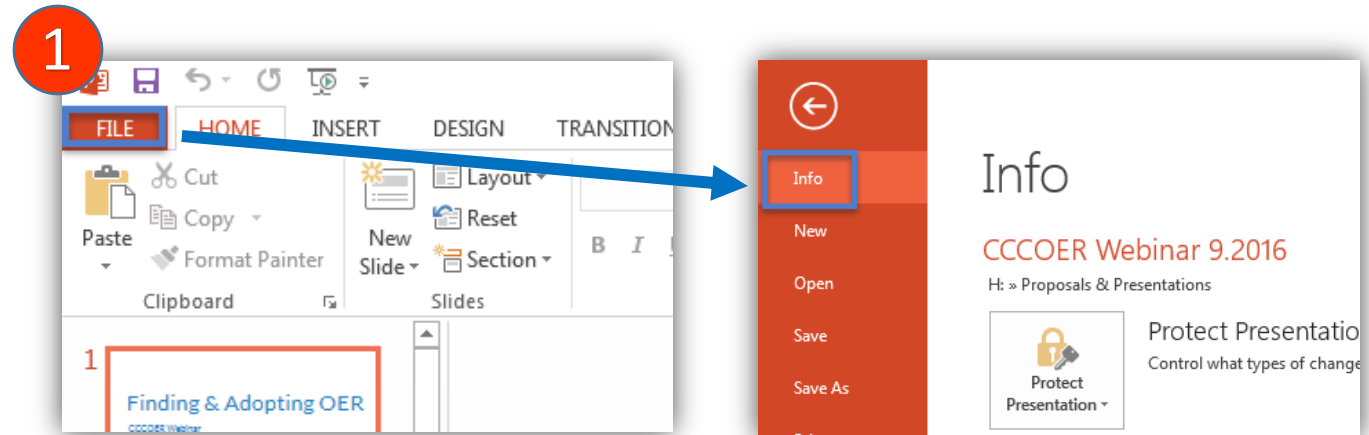


Convert MS PowerPoint Document to Accessible PDF File

Using Windows 7 Operating System and Microsoft Office 2013 Accessibility Options

To include a PowerPoint presentation within a course, follow these steps to ensure accessibility in PDF format.

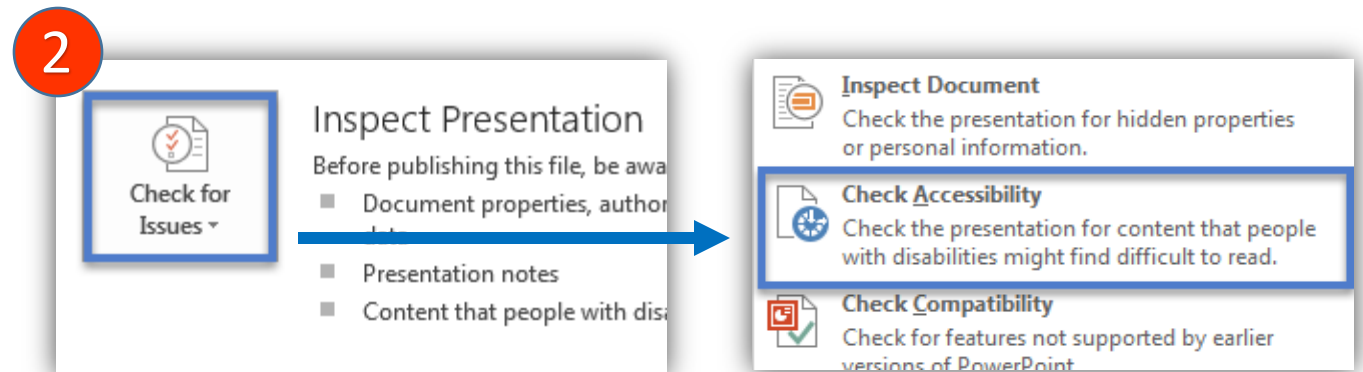
(1) Click the **File** tab and select **Info**.



(2) Click on **Check for Issues** > **Check Accessibility**.

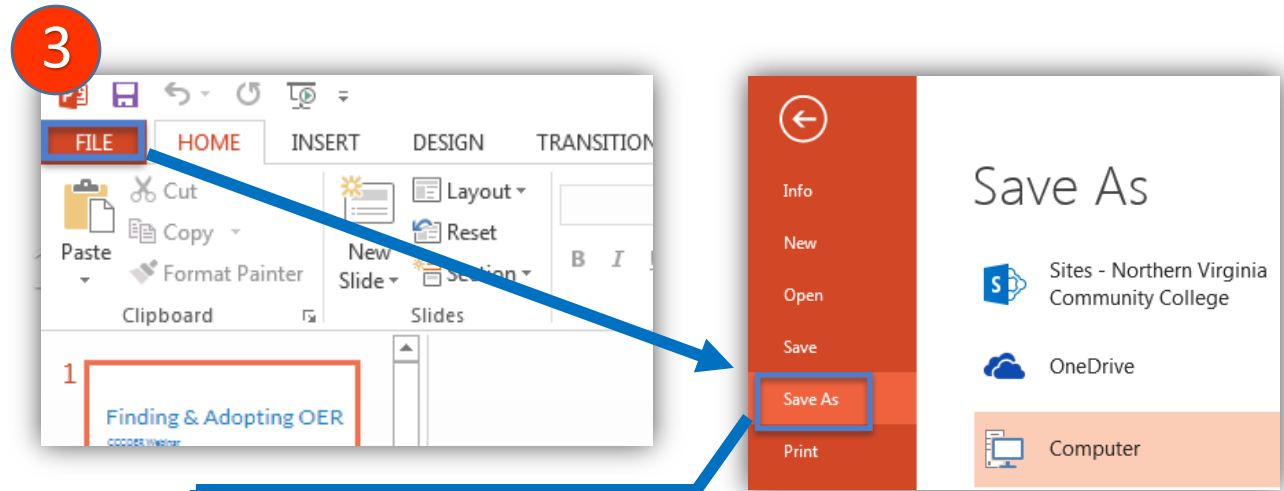
- The checker will progress through your document and provide a list of errors and warnings in a column on the right side of the screen.

- Make necessary changes.



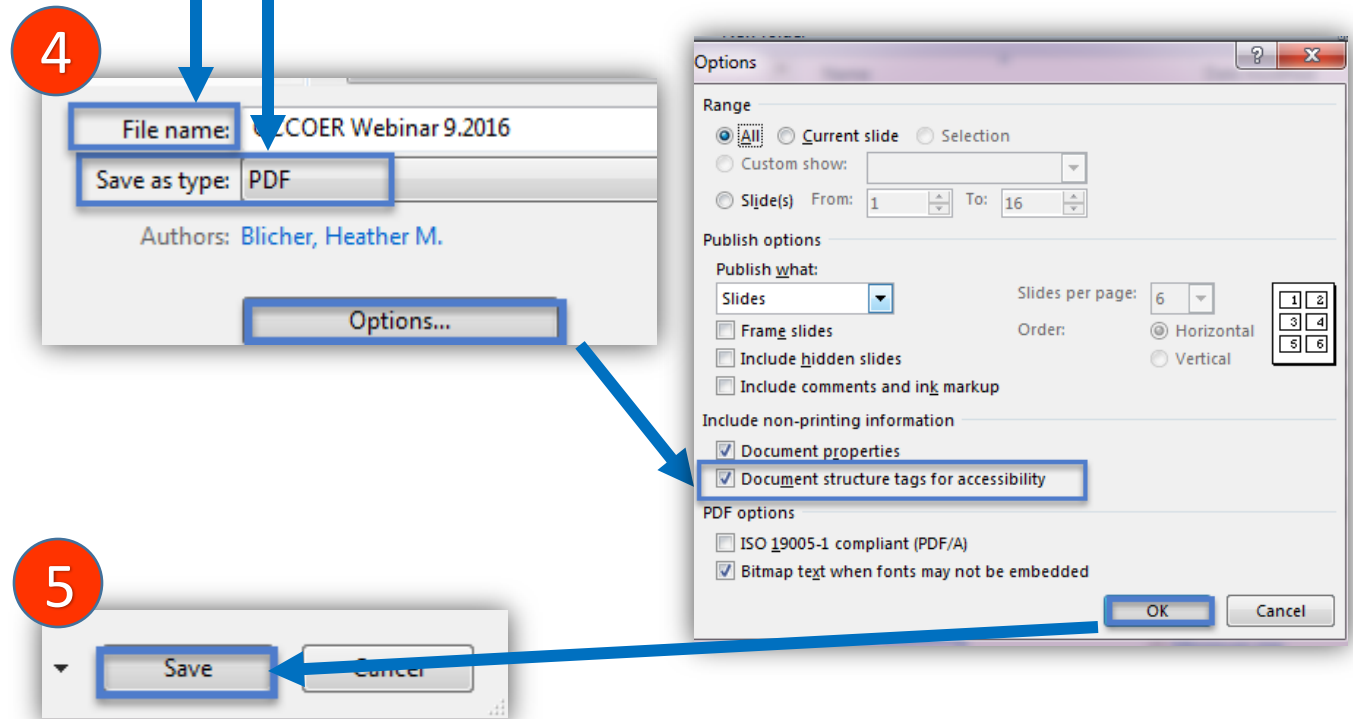
(3) To create the accessible PDF:

- Click the **File** tab and select **Save As**.
- In the **Save as type** field, select **PDF**.
- Enter a file name in the **File name** field.



(4) Click the **Options** button and make sure the **Document structure tags for accessibility** checkbox is selected.

- This checkbox is the default so that the file is accessible to disabled users, enabling them to use a screen reader to navigate the file.



(5) Click **OK** and **Save**.