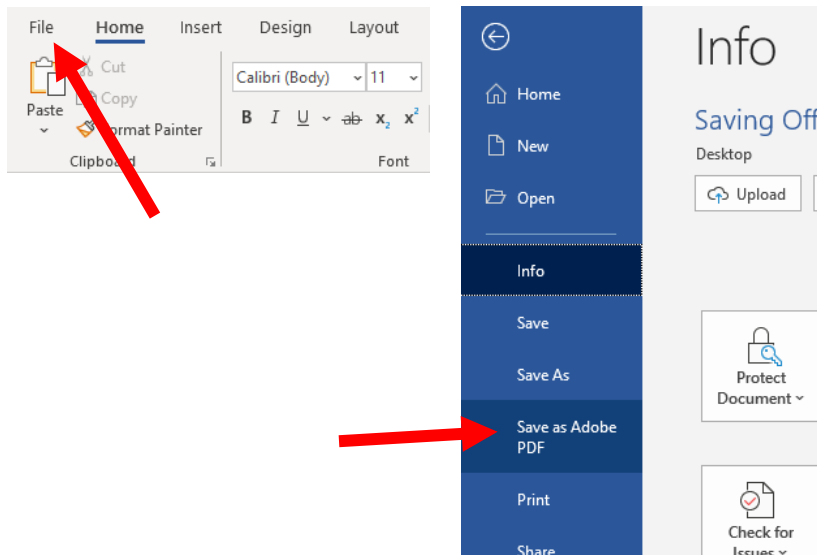


Saving Word/PowerPoint Files as a PDF

Step 1:

In Word or PowerPoint, click **File** in the upper-left corner and then click **Save As Adobe PDF**.



Note: If you do not see a Save as Adobe PDF option, you do not have Adobe Acrobat installed. [Learn how to install Adobe Acrobat \(as part of Adobe Creative Cloud\) here.](#)

Step 2:

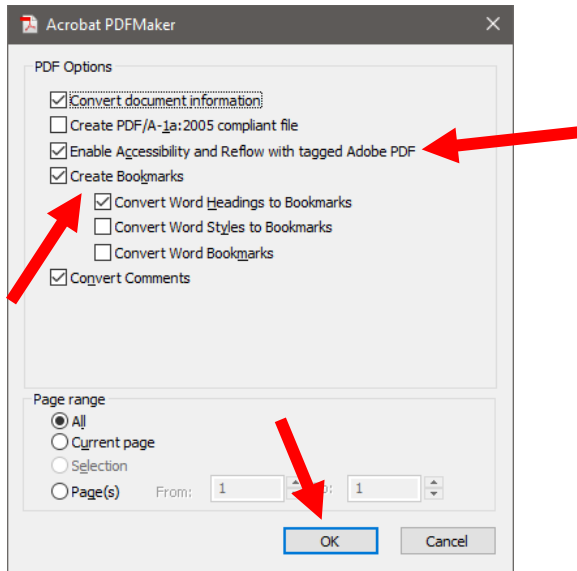
Select a location on your computer to save your PDF file, type a name the file, and then click the **Options** button.



Step 3:

Ensure that the following boxes are checked and then click the **OK** button.

- Enable Accessibility and Reflow with tagged Adobe PDF
- Create Bookmarks
 - Convert Word Headings to Bookmarks (*Only in Microsoft Word*)



Step 4:

Verify the name and destination of your file and then click the **Save** button to save your PDF file.

