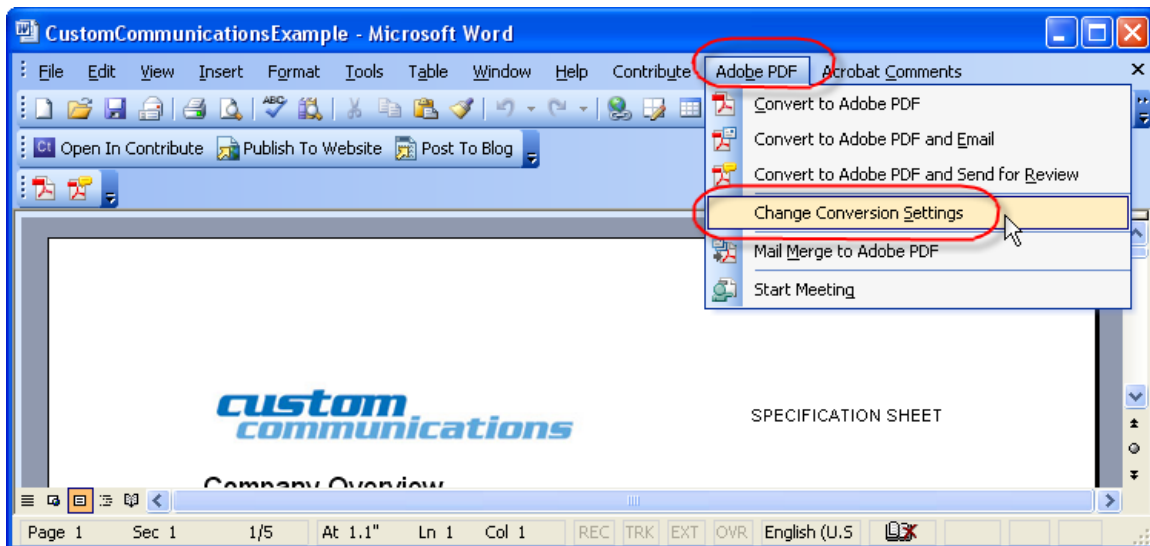


ACCESSIBLE PDF INSTRUCTIONS

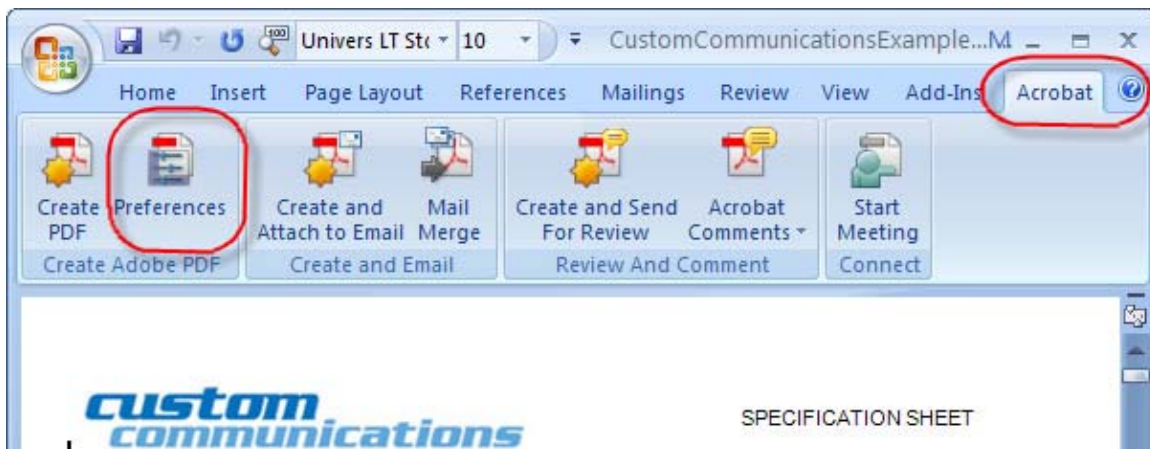
1. Display PDF Maker

Depending upon your version of Microsoft Word, please follow either of the following instructions;

- a. In Microsoft 2003 (Acrobat 7&8) select Adobe PDF on the Word Menu bar
 - i. Select Change Conversion Settings

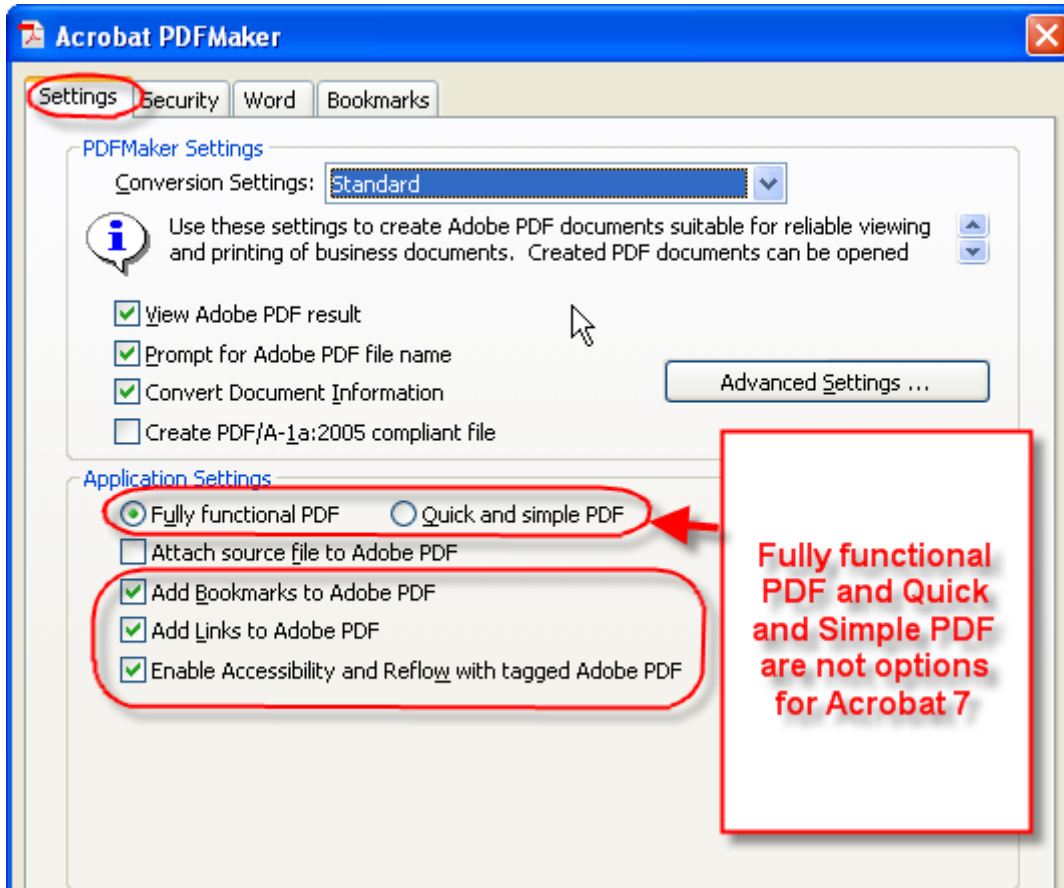


- b. In Microsoft Word 2007 (Acrobat 8 only) select the Acrobat Tab
 - i. Select Preferences from the Create Adobe PDF Group.

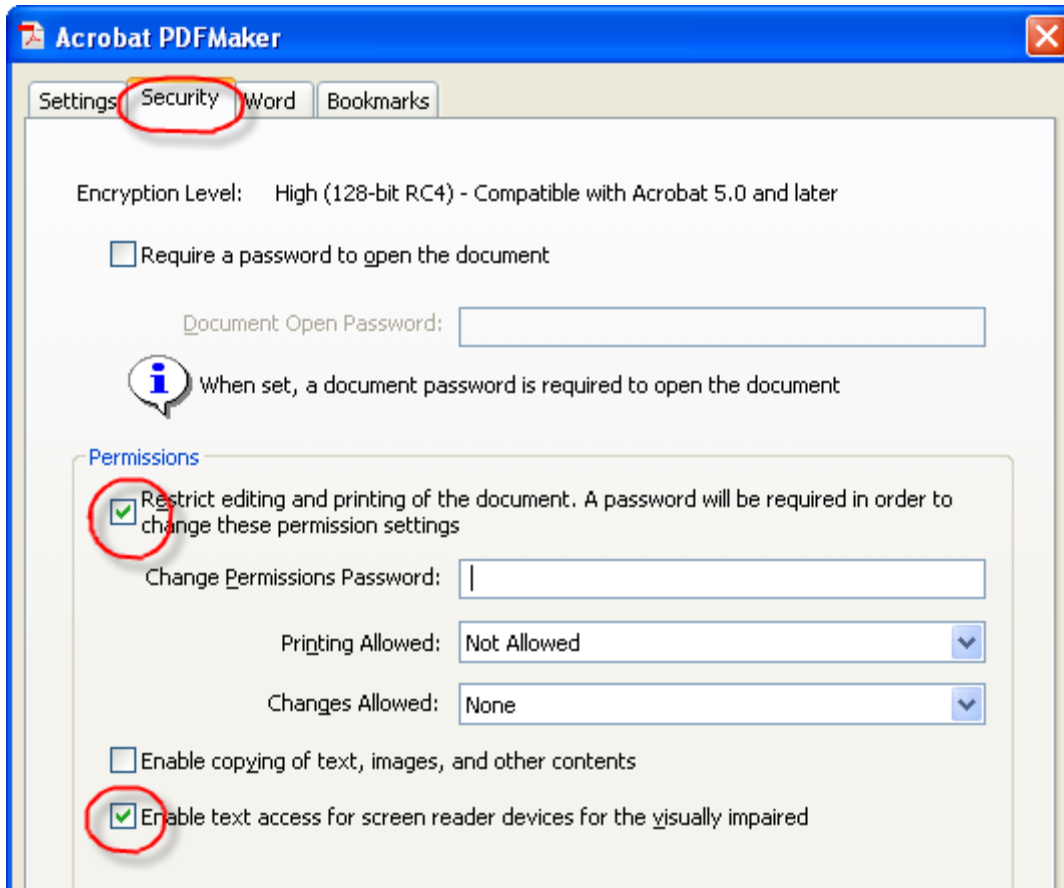


2. Configure PDF Maker

- a. Settings Tab
 - i. Bookmarks
 - ii. Links
 - iii. Enable Accessibility and reflow

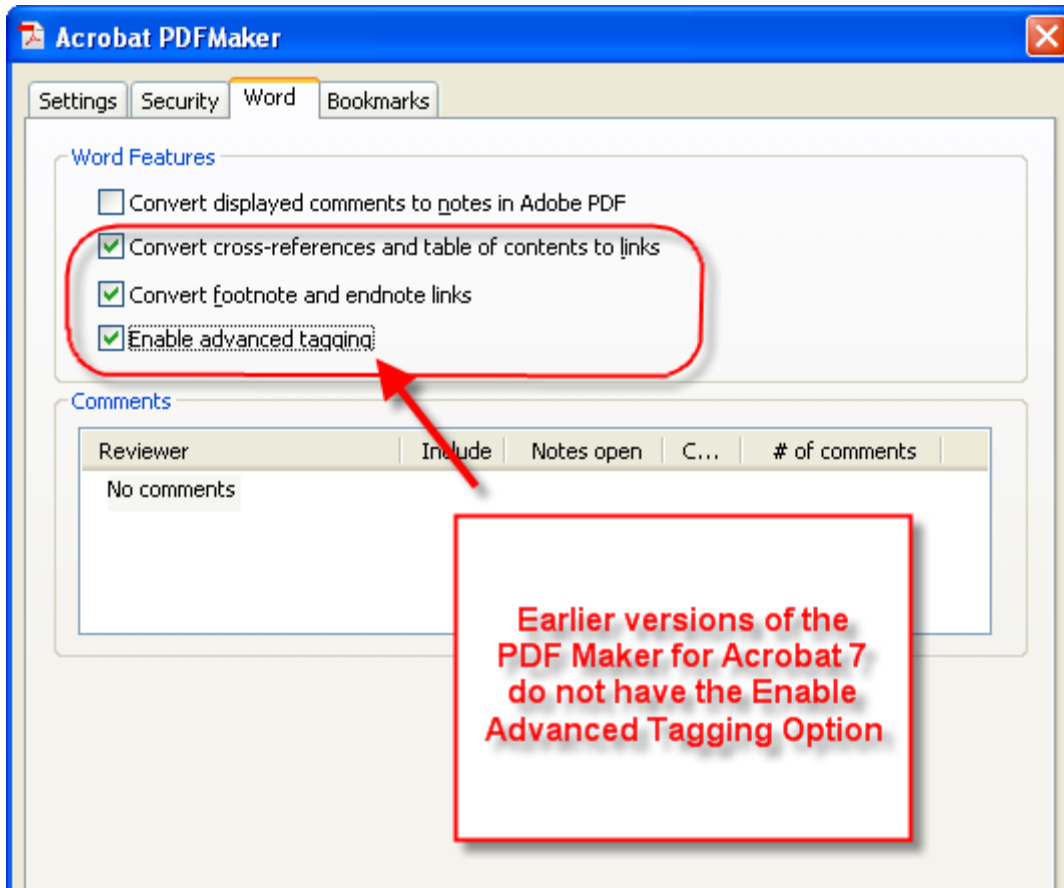


- b. Security Tab
 - i. If Permissions are applied, check enable text access for screen reader devices for the visually impaired (If you do not have password, please keep permissions unchecked)

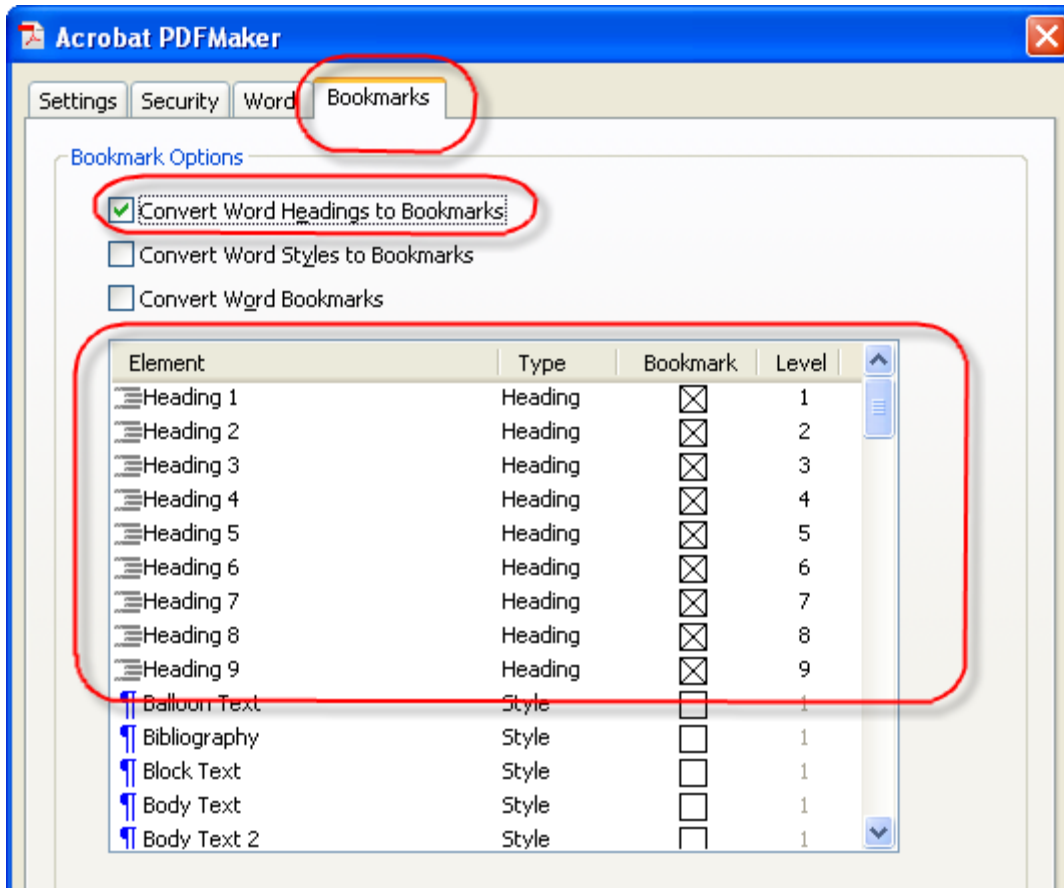


c. Word Tab

- i. Convert cross references
- ii. Convert footnote and endnote links
- iii. Enable advanced tagging



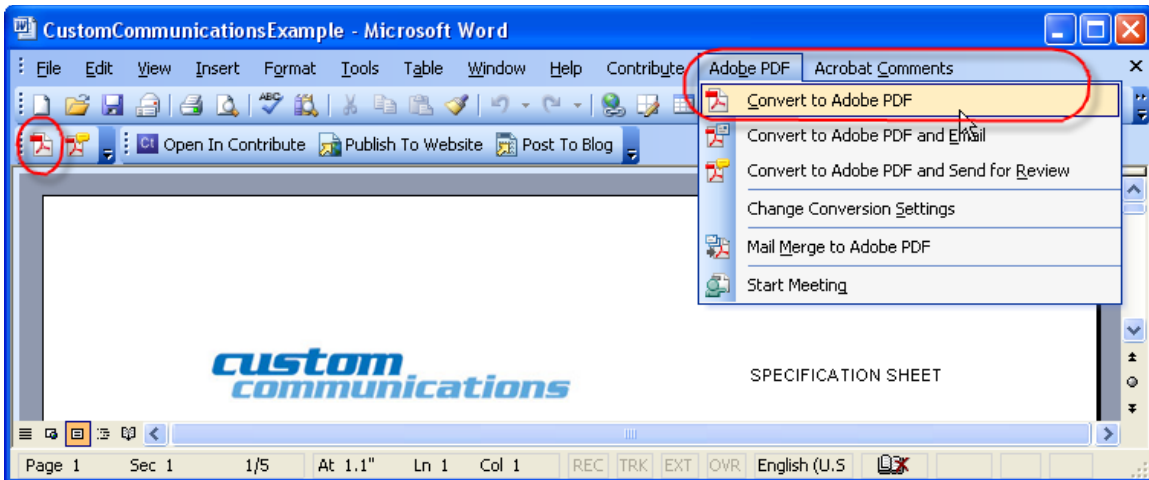
- d. Bookmarks Tab
 - i. Convert Word Headings to Bookmarks
 - ii. Set the proper indent levels



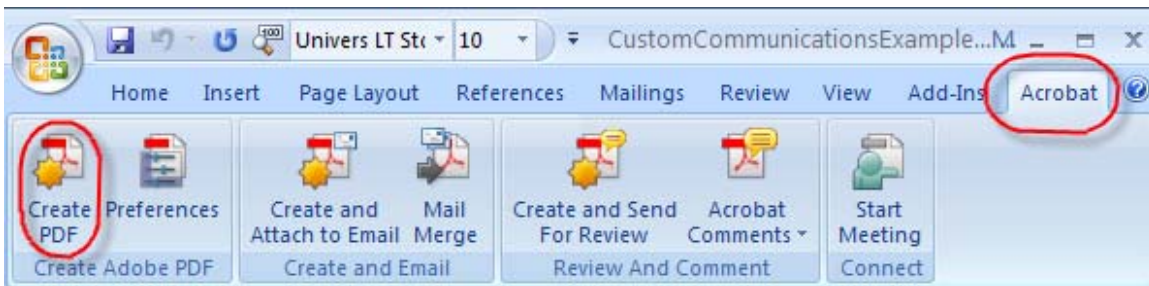
3. Save as Accessible PDF

Depending upon your version of Microsoft Word, please follow either of the following instructions;

- a. Microsoft Word 2003 (Acrobat 7 & 8)
 - i. Convert to Adobe PDF from Adobe PDF Menu
 - ii. Select Convert to Adobe PDF Toolbar



2. Microsoft Word 2007 (Acrobat 8 Only)
 - a. Select Create PDF from the Create Adobe PDF Group



- b. Save as Adobe PDF from the Office button

