# Transcript

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and well structured document can be saved as a PDF for those students who

**0:05**

**may not have access to Microsoft Word Acrobat Reader free download from the**

0:11

Adobe website and current versions of Microsoft Word allow a user to save as

0:17

PDF in there are some steps

0:24

process that allows you to leverage some of the things that you put into your

0:30

document such as headings into business itself so do so to save as a PDF file

0:39

and save as and then under file type select media get a list of options are a

0:46

feature that says options and this is where we went to double check some

0:50

settings so there's all bring up this dialog box that has four sections in the

0:55

section 101 says include non-printing information receiving this word

1:02

interested in renting it per se so we're gonna create bookmarks using the

1:09

headings and we've been certain you can also ensure some additional

1:14

accessibility features for the PDF by making sure that the document properties

1:19

box is checked and that document structure tags for accessibility boxes

1:23

also check this helps screen readers identify those headings as you set them

1:28

up

1:29

gonna hit OK and then another good ideas to have you actually open the file after

1:35

publishing so after microsoft word is done converting this into

1:42

brings open hand to look at how it has translated your bookmarks just activate

1:51

to bookmarkview over on the left hand side and you'll see there's my hitting

1:55

12 so each of these has been changed ranch from heading into a bookmark

2:04

allows me to navigate very similar to navigate in a Word document