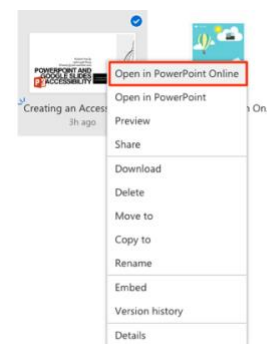


Exporting to PDF

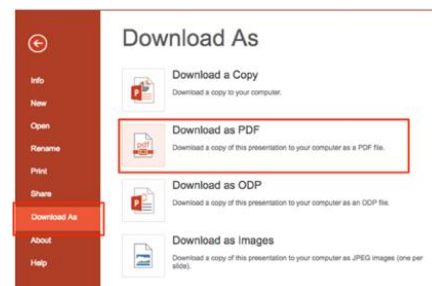
When publishing attachments to the web, it is recommended to use the PDF filetype. Windows users with Acrobat Pro 11 and MS Office may use the Acrobat extension PDFMaker to export a PDF that includes the previously applied accessibility edits. If you don't have this configuration, or are having issues, it is recommended to use the OneDrive method.

All Configurations– OneDrive

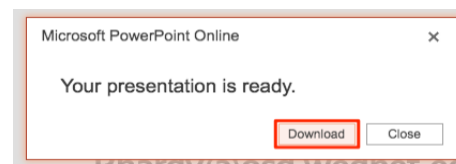
1. Navigate to <https://onedrive.live.com/> and log in using your OSD credentials. Note, if this is your first time using OneDrive, you may need to create an account.
2. Select your Office document and drag it into your OneDrive folder.
3. Once your document has finished uploading, right click it and select "Open in PowerPoint Online" or "Open in Word Online."



4. In the browser version of Word/PowerPoint, click File > Download As > Download as PDF.



5. An alert box will appear reading "Your presentation is ready." Click Download.



6. Open the resulting PDF in Acrobat and resolve any lingering accessibility issues.

Windows - MS Office 2016 & Acrobat Pro 11

1. In PowerPoint/Word, select the Acrobat ribbon. Note: If this ribbon is unavailable to you, ensure you have the latest version of Acrobat Pro 11 installed.
2. Select "Create PDF."
3. In Acrobat 11, run the Accessibility Checker and fix any errors you encounter.