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Windows and macOS

You can save your presentation in a format that can be easily read by a screen reader or be ported to a Braille reader. For instructions, go to [Video: Save a presentation in a different format](#) or [Create accessible PDFs](#). Before converting a presentation into another format, make sure you run the Accessibility Checker and fix all reported issues.

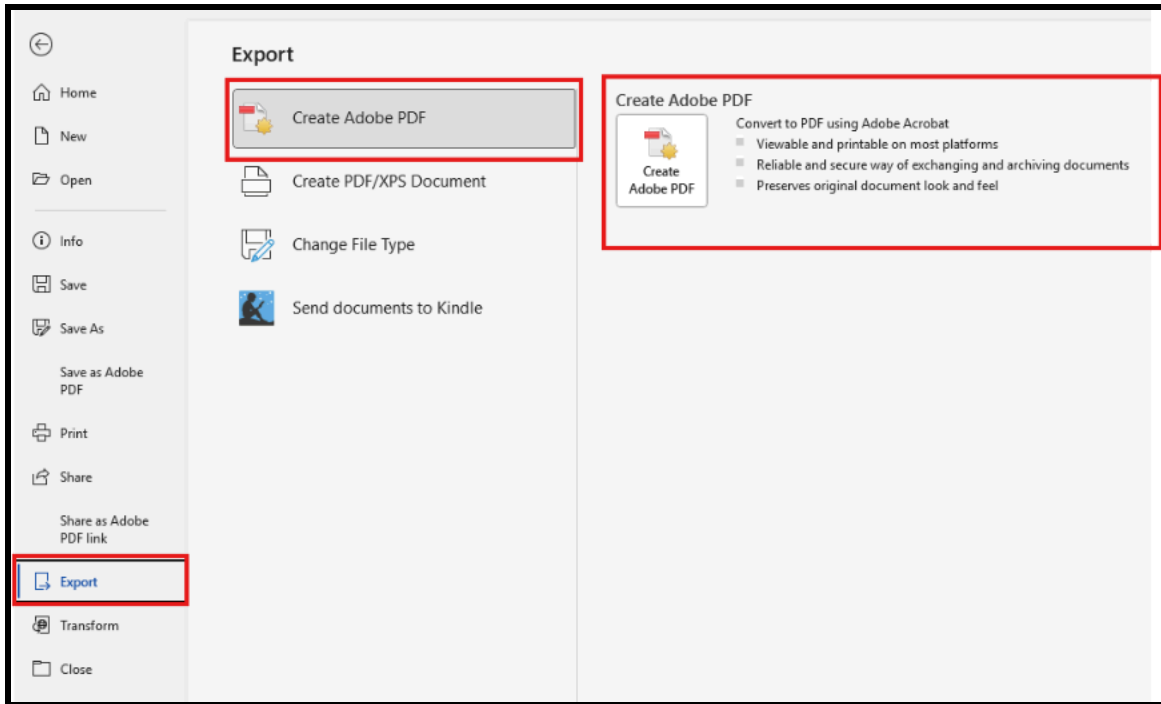
Once your document passes the PowerPoint Accessibility Checker and you have checked it with the Immersive Reader, choose one of the options below to create a PDF.

Note: You may still have accessibility issues in your PDF even if your PowerPoint presentation is 100% accessible according to the PowerPoint Accessibility Checker.

There are a few options for creating a PDF from a PowerPoint document.

Option 1: Export: Create Adobe PDF

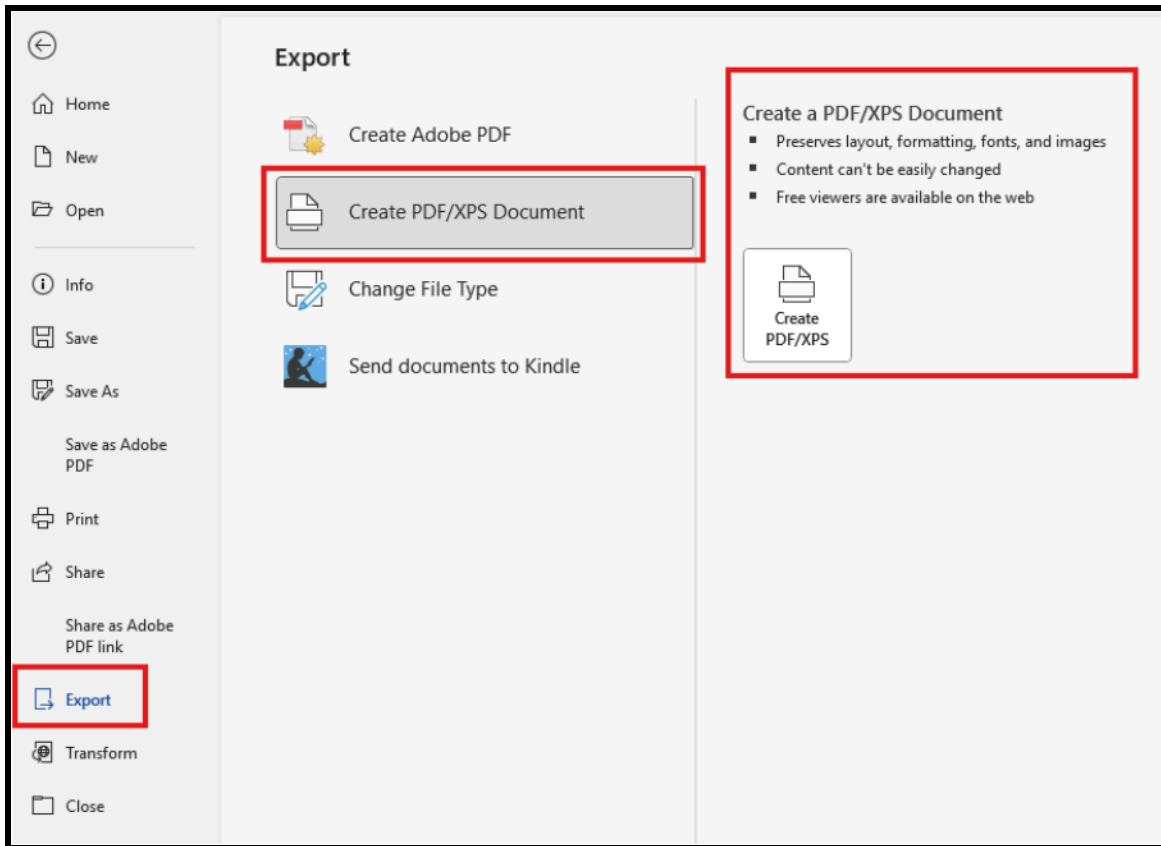
1. You must have Adobe Acrobat Pro installed on your computer to use this option.
2. Open File, select Export, and then select Create Adobe PDF.



3. Select Create Adobe PDF.
4. Adobe Acrobat will convert your PowerPoint presentation to a PDF file and open it in Adobe Acrobat Pro.
5. Check for accessibility using Acrobat's Accessibility Checker, or upload your file to Panorama DocHub to verify your PDF is accessible.

Option 2: Export: Create PDF/XPS Document

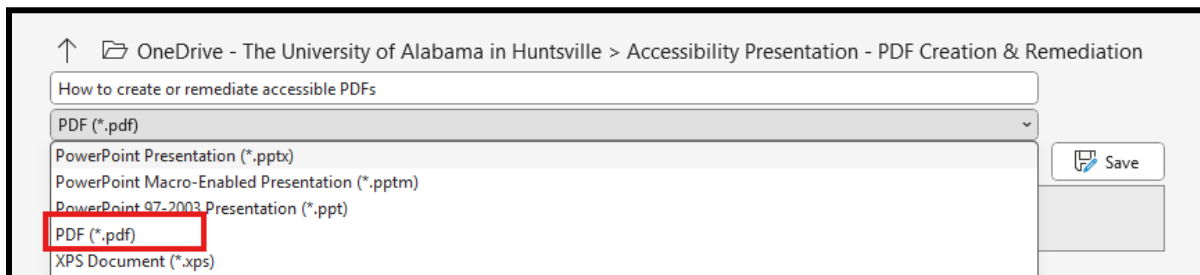
1. Open File, select Export, and then select Create PDF/XPS Document.



2. Select Create PDF/XPS.
3. The Publish as PDF or XPS dialog box will appear.
4. Provide a file name.
5. Confirm Save as type is set to PDF.
6. Check the accessibility of your PDF using Panorama DocHub.

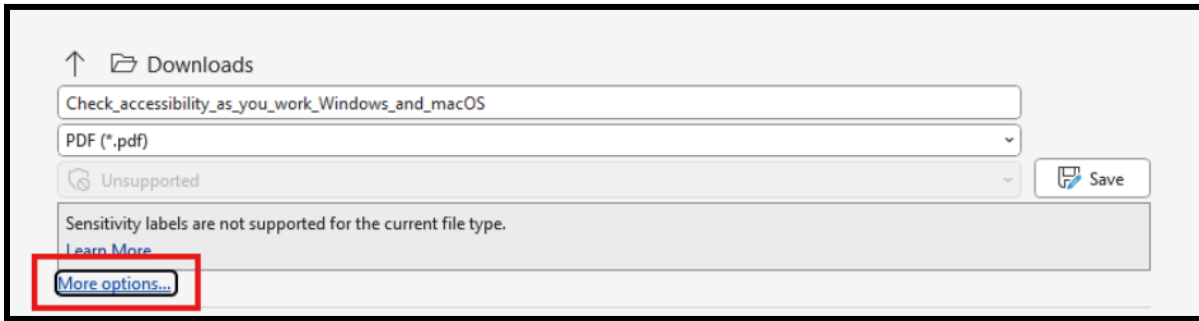
Option 3: Save as PDF

1. Before generating a PDF, run the Accessibility Checker in your document to make sure it is accessible to everyone. For instructions, go to Improve accessibility with the Accessibility Checker.
2. When you have addressed the accessibility issues, select File > Save As or File, then Save a Copy.
3. Select PDF (*.pdf) from the drop-down menu.



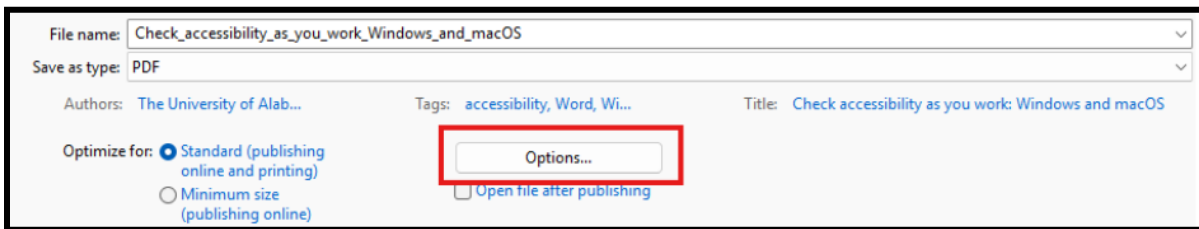
4. Select one of the two options:

- a. To save the PDF to the same location as the original file, expand the file type dropdown list under the file name, select PDF (*.pdf), and then select More options. The Save As dialog box opens.

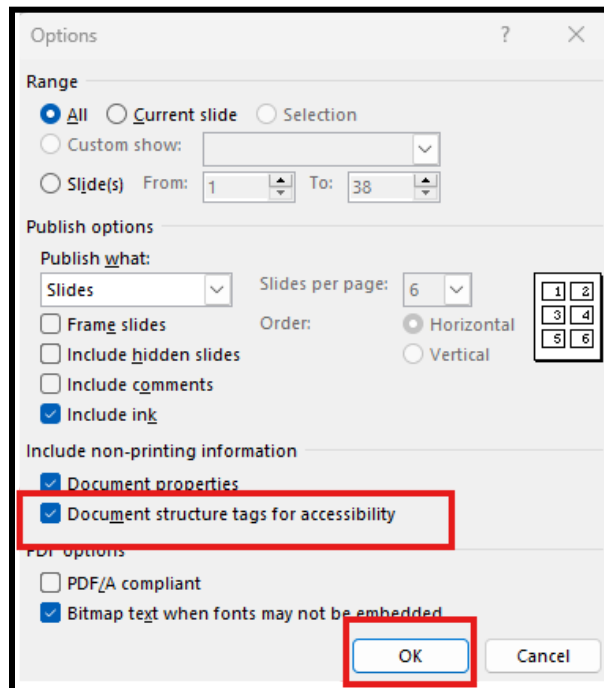


- b. To browse for a different save location, select Browse. The Save As dialog box opens. Navigate to the location where you want to save the file, and then select PDF in the Save as type list.

5. In the Save As dialog box, select Options.



6. Ensure the Presentation structure tags for accessibility checkbox is selected, and then select OK.



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