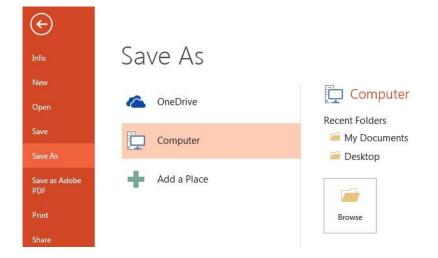
## Saving a PowerPoint presentation as an Accessible PDF

After you have created a PowerPoint presentation, you can save your file as a PDF by following these steps:

1. Click the File tab, and then click Save As.



- 2. Under **Choose a Location**, choose where you want the file to be saved.
- 3. Under **Choose a Folder**, choose a folder that you have already used or click **Browse for Additional Folders** to choose a different folder.
- 4. In the Save As dialog box, click the arrow in the Save as type list, and then click PDF.

Documents Music			
Pictures			
Videos 🛛	-		
File name:	Presentation1		
Save as type:	PDF		
Authors:	Shelby Cook	Tags: Add a tag	Title: Add a title
	Options Open file after publishing	<ul> <li>Standard (publishing online and printing)</li> </ul>	
		Minimum size (publishing online)	
Hide Folders			Tools 👻 Save Cancel

- 5. Click **Options**.
- 6. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
- 7. Click Save.