# Converting your Syllabus from Word to PDF

Step 1: Before you begin

Before converting your syllabus to a pdf version, you must have Adobe Professional installed on the computer you are using. To know whether or not you have this, look for the tab labeled 'Acrobat' on the top toolbar.

1. Click on the 'Acrobat' tab on the top toolbar.
2. Select create PDF from the 'Acrobat' toolbar/ribbon.
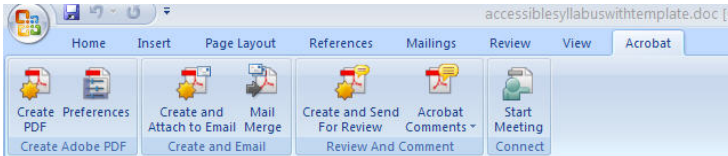
3. A 'Save Adobe File As' dialog box will open. Browse to where you want to save the document. Click Save.

Once the document is saved, it is converted to an Adobe Acrobat PDF document using the Convert to Adobe PDF icon vs the File, print to PDF option. If you have structured your document correctly, using headings, you are now ready to check your document for accessibility.

Step 2: Checking your PDF for Accessibility

1. Open the pdf document in Adobe.
2. Click on Advanced in the toolbar, then select the Accessibility menu and then "Full Check".
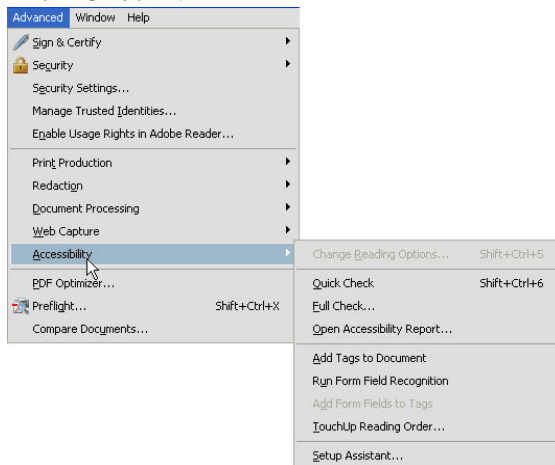

3. At the bottom of the Accessibility Full Check window, click "Start Checking".
4. A report will be generated indicating if your syllabus is completely accessible or this report will indicate where repairs are indicated.

5. Follow the links in the report fix any errors.
   Two common errors to note are:
   a. **"Language is not set."**
      i. To fix this error click on File, Properties, Advanced tab, Reading options (at the bottom of the window)
      ii. click the down arrow next to language and choose English US, click OK.
   b. **The other most common error is "inconsistent document structure".**
      iii. To fix this error click on the pages outline tab (upper left corner, looks like paper), select all the pages.
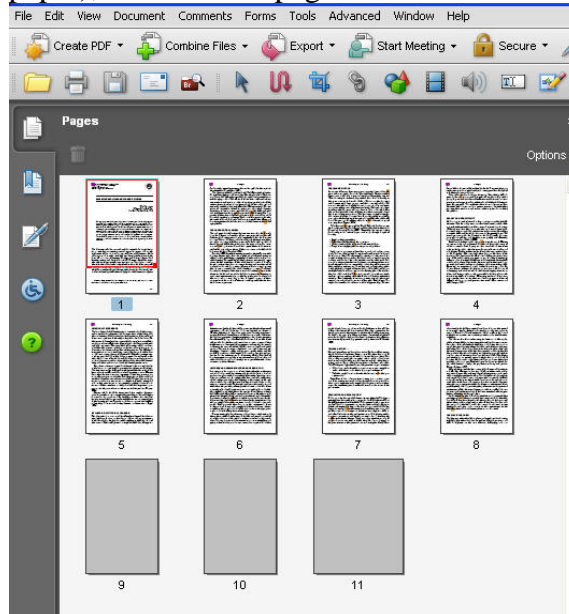
      iv. on the options tab, click on page properties, select use document structure, click ok
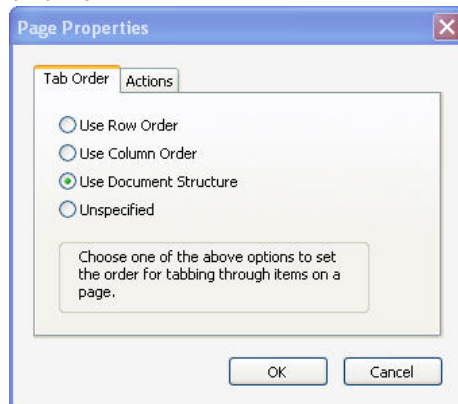
6. Save the document
7. Redo Topic 7 to test accessibility again. When your syllabus is completely accessible, you should get a message saying there are no errors