# Create an Accessible PDF from a Microsoft Word Document

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The goal of accessible learning is that a person with a disability will obtain the information as fully, equally and independently as a person without a disability. When a learning setting is accessible, a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.
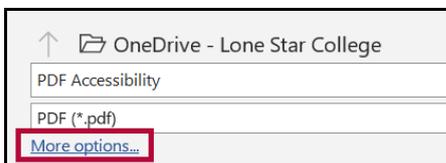
You can create an accessible PDF by saving a Word document as a PDF. To begin, start with an accessible Word document (https://vtac.lonestar.edu/help/a024).

To Create a PDF in Microsoft Word 365

1. Go to **File** > **Save a Copy** and select PDF(*.pdf) as the file format.
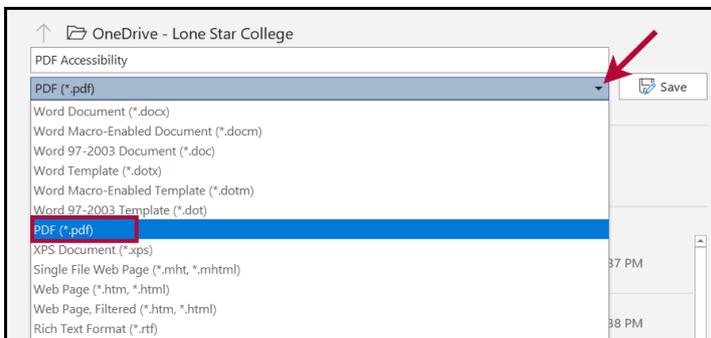
2. Click **More Options...** under the dropdown menu.

3. Choose "Optimize for: Standard (publishing online and printing)" in the window that appears, then click the **Save** button.