## Exporting to PDF

When publishing attachments to the web, it is recommended to use the PDF filetype. Documents are generally created within an authoring tool such as Microsoft Word or Google Docs and then exported as a PDF. Most users can export a PDF by changing the filetype when saving their document. **Note, 'printing' to PDF does not create accessible PDFs.**

It is recommended to keep the original source document available in case of future revisions. Revising a Word document is significantly easier than revising a PDF.

Microsoft Office Users - Saving as PDF

Note: Users with Acrobat Pro should use the Create PDF function within Office.

1. Create an accessible document in Word or PowerPoint. Guides for these software suites can be found on the district's Website Accessibility Resources page.
2. Go to File > Save As.
3. At the bottom of the Save As menu, select the File Format field.
4. Select PDF.
5. If given the option, select 'Best for electronic distribution.'
6. Click save.
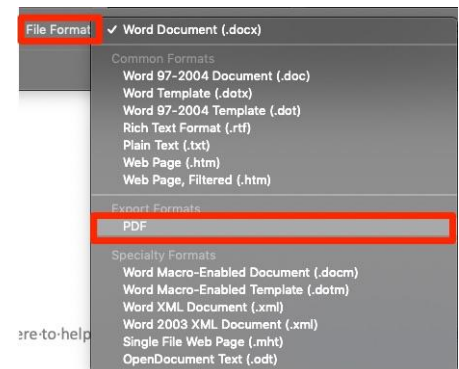
Google Docs Users – Saving as PDF

Google Docs users are encouraged to install and use Grackle. Grackle acts as both an accessibility checker and a means for exporting accessible PDFs.

To install Grackle:

1. Open a Google Docs document.
2. Go to Add-ons > Get Add-ons.
3. Search for 'Grackle.'
4. Select Install.

To Run Grackle:

1. In your Google Docs document, go to Add-ons > Grackle Docs > Launch.
2. Grackle will open on the right side of the screen. Accessibility errors should be corrected as appropriate. A guide covering Google Docs accessibility and Grackle errors can be found on the district's Website Accessibility Resources page.
3. Select Re-Check to rescan your document for issues as necessary.

Exporting a PDF from Grackle.

1. Once all accessibility checks are complete, select Export to PDF.
2. On the Progress Monitor menu, leave the settings as the defaults and select Start. An email will be sent to you with your accessible PDF.

Questions? We're here to help. Communications@osd.wednet.edu