# Video Transcript                  by Learning Service

## Production details:

Title:                Saving a Word file to an Accessible PDF.
Video URL:

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Produced by:       Learning Services


## Verbatim Transcript

>> Mark:         Tags are notations within the document that provide structure. This includes things like headings, alternate descriptions, table layout forms and other content.

Tags make it easier for users who cannot see the documents to understand the structure within their accessibility software needs it.

Fortunately, resolving many of the other issues that Ally can identify. This should create tags in your PDF file.

However, if this is not happening, when you save a word or PowerPoint file to PDF, it's probably because of an issue in the 'Save as' options

You can correct this by taking the following steps when saving a file as a PDF.

Firstly, click file and go to 'Save as', click on the more options, choose your destination, and from the dropdown menu, click on PDF.  Now click options and ensure that the 'Document structure tags for accessibility' is ticked.

Click OK, just click 'Save' to continue.  Making sure that document structure tags are included in the PDF. This will resolve any issue you have with PDF tags within an Ally.

End.