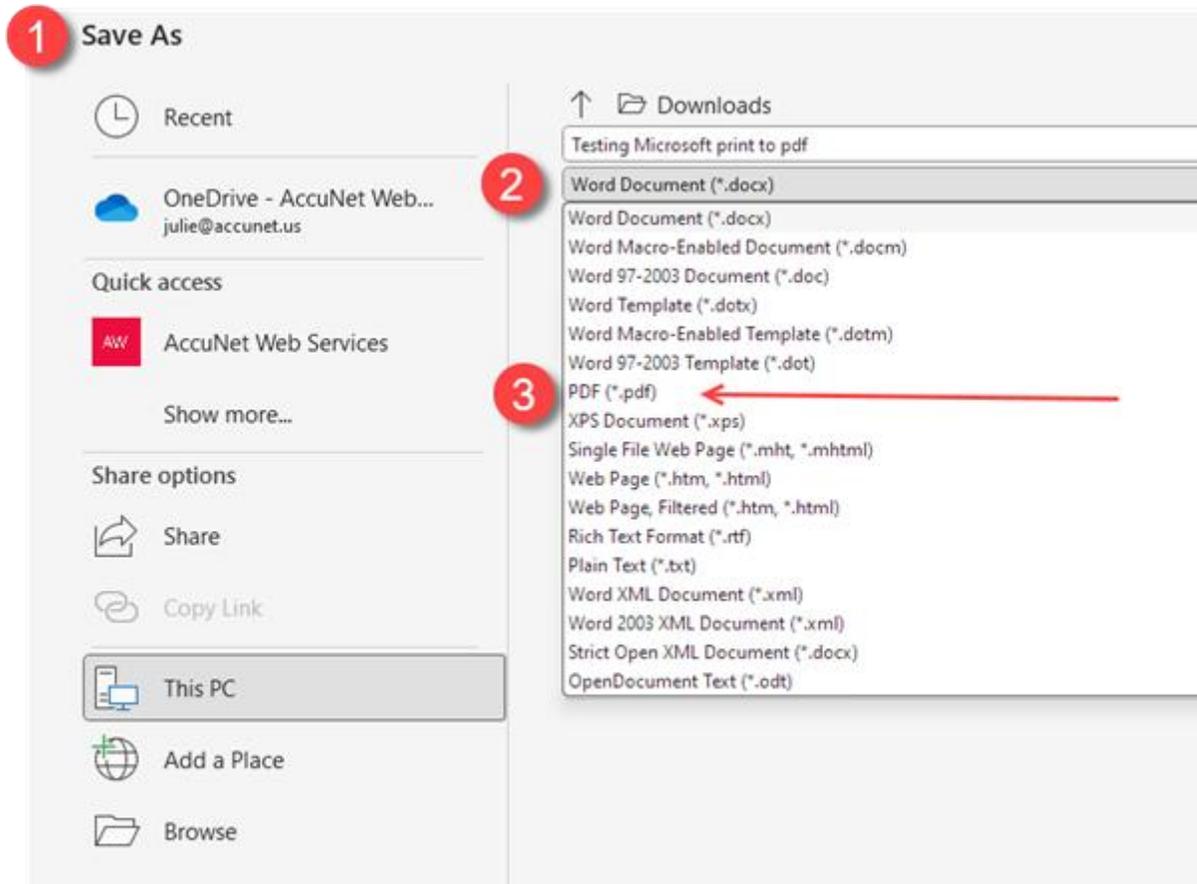
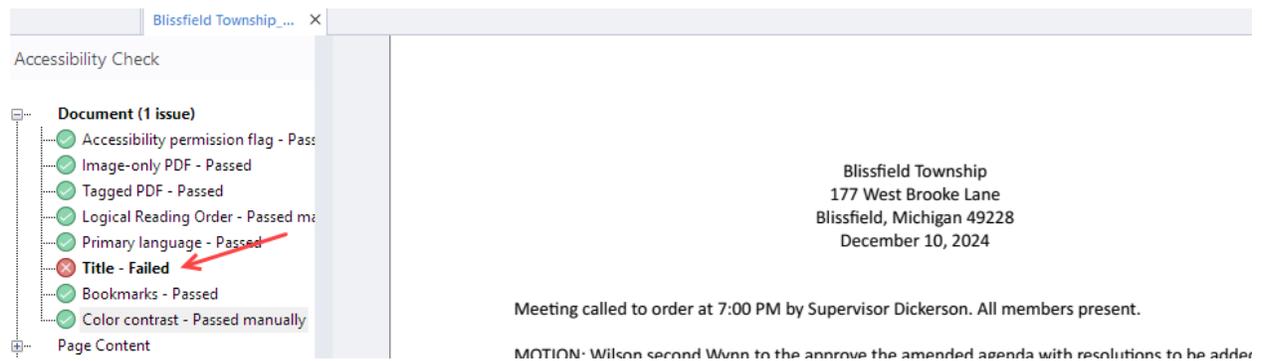


If you take any word document and do a **Save As (1)** and then choose the drop down that starts with Word Document(\*.docx) (2) and change to PDF (.pdf) (3), then the resulting pdf will be ADA Accessible.

We have confirmed that using Microsoft Print to PDF does not deliver a pdf document that is ADA accessible.



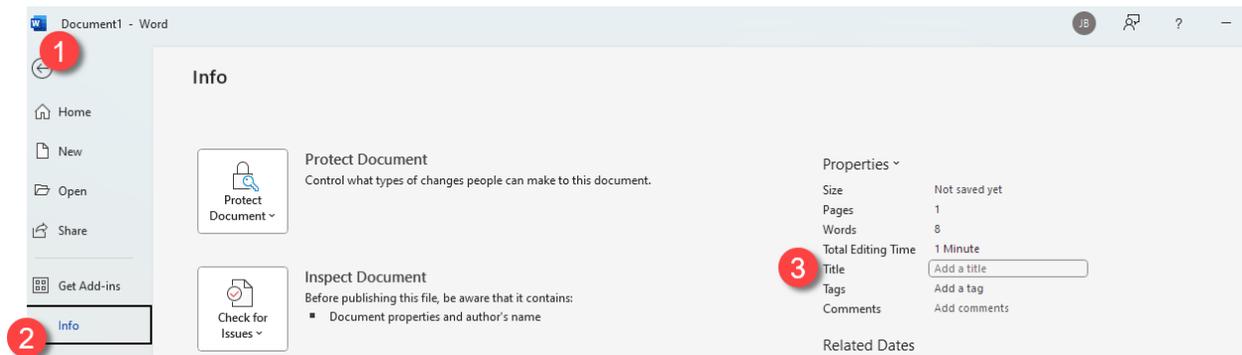
Your computer might not be set up to assign the document title. Here are some options.



## OFFICE 365: Manually Set the Title in Word's Document Properties

### 1. Set the Title in Word:

- Open your Word document.
- Go to the **File** tab and select **Info** from the menu.
- Look for the **Properties** section (on the right side).
- Click **Show All Properties** if needed.
- In the **Title** field, manually type the file name (or copy and paste it).



Other versions of Word (not Microsoft 365) have the ability to set up the file name as the title and then the document passes.

### Set Up the Document to Use the File Name as the Title

#### 1. Enable the Option in Word:

- Go to **File > Options**.
- In the Word Options dialog box, select **Advanced**.
- Scroll down to the **General** section.
- Check the box for **"Update document properties from file properties."**
- Click **OK** to save.

This ensures that Word uses the document's file name as the default title when no explicit title is set in the properties.