

Export a Word Doc as a Tagged PDF

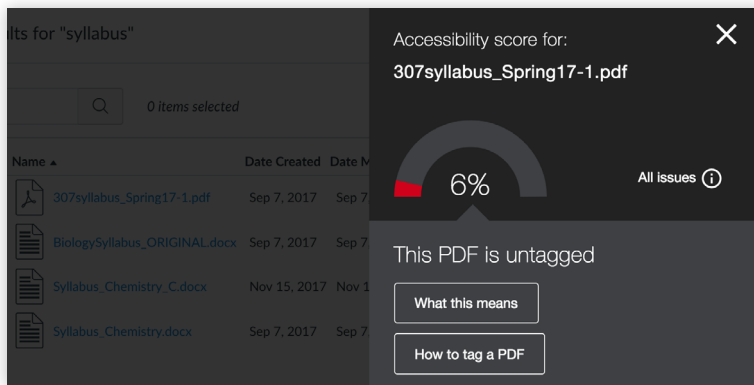
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Ally Micro-Learning

Although keeping your documents as a .doc or .docx file is the best way to ensure the document remains accessible, many instructors prefer to export their Word docs as PDF. When exporting as PDF, it is important that you check your export settings to make sure that the PDF will be tagged, as this will make sure the document is easy to navigate.

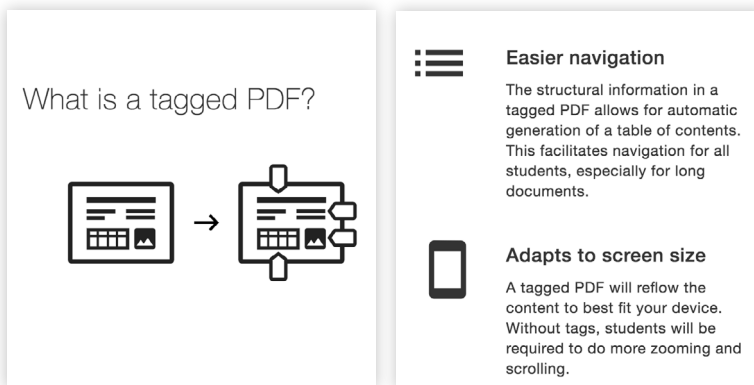
Scenario: You upload an untagged PDF of your syllabus

1



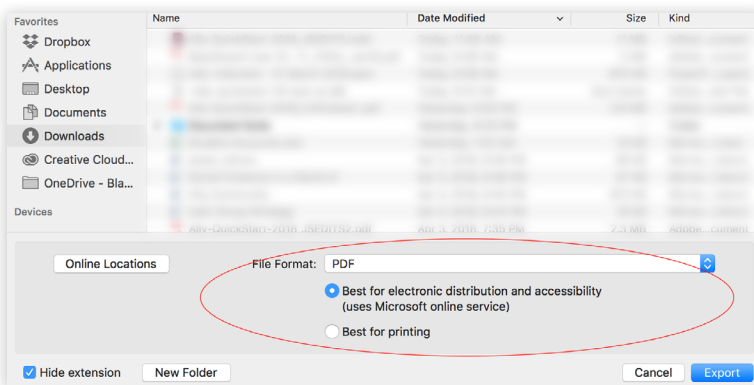
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2



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3



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