

Saving a 2007 Word document as a PDF

Word documents can be uploaded to Blackboard course shells, but there are problems associated with these files.

- Popup blockers tend to block the docx files from being viewed
- Word files open as editable files, which is great for forms but not an instructor's lecture.

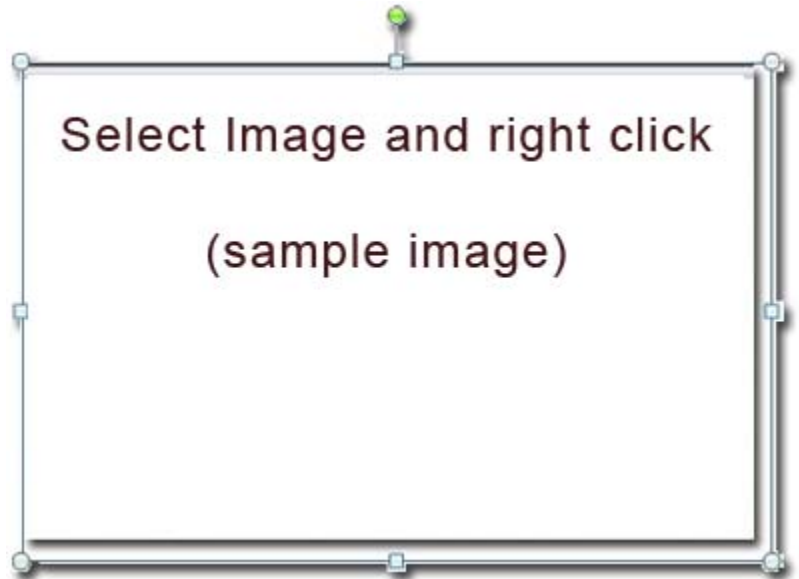
Saving the Word document as a PDF solves these problems.

Here are the steps to make your online files user friendly.

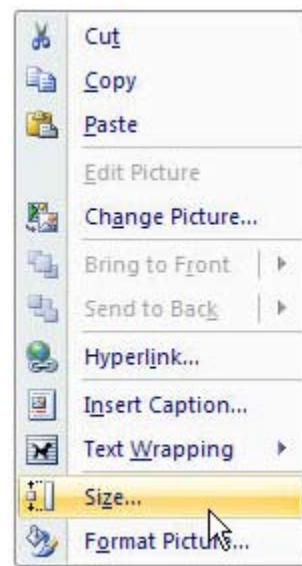
All online files, documents, pdfs and htmls must have **Alternate Text** for each image used within the document.

(Alternate Text is a description of the image to identify the picture for those students who use Text Readers.)

To add an **Alt Text**, right click on the image to pull up the drop down tool box.

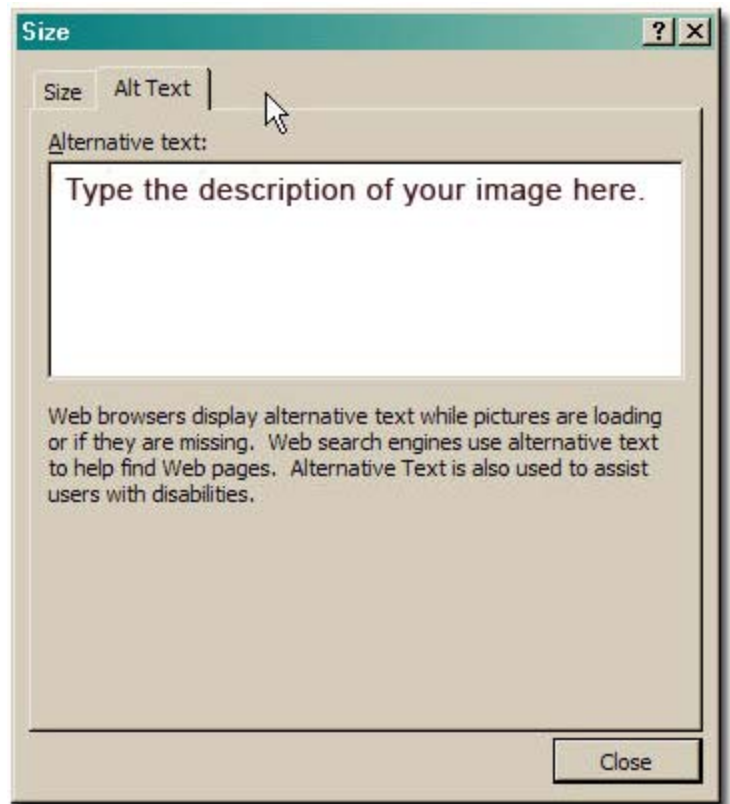


Choose **Size** from the dropdown list of tools.




Click the Alt Text tab then type in the image description in the Alternative text box.

Click 



Once all of your images have **Alt Text** you can save your file as a PDF.

Click the  to open the dropdown menu.

Scroll over **Save As** to click on **Adobe PDF**.

The file will take a few moments to **Save**.

