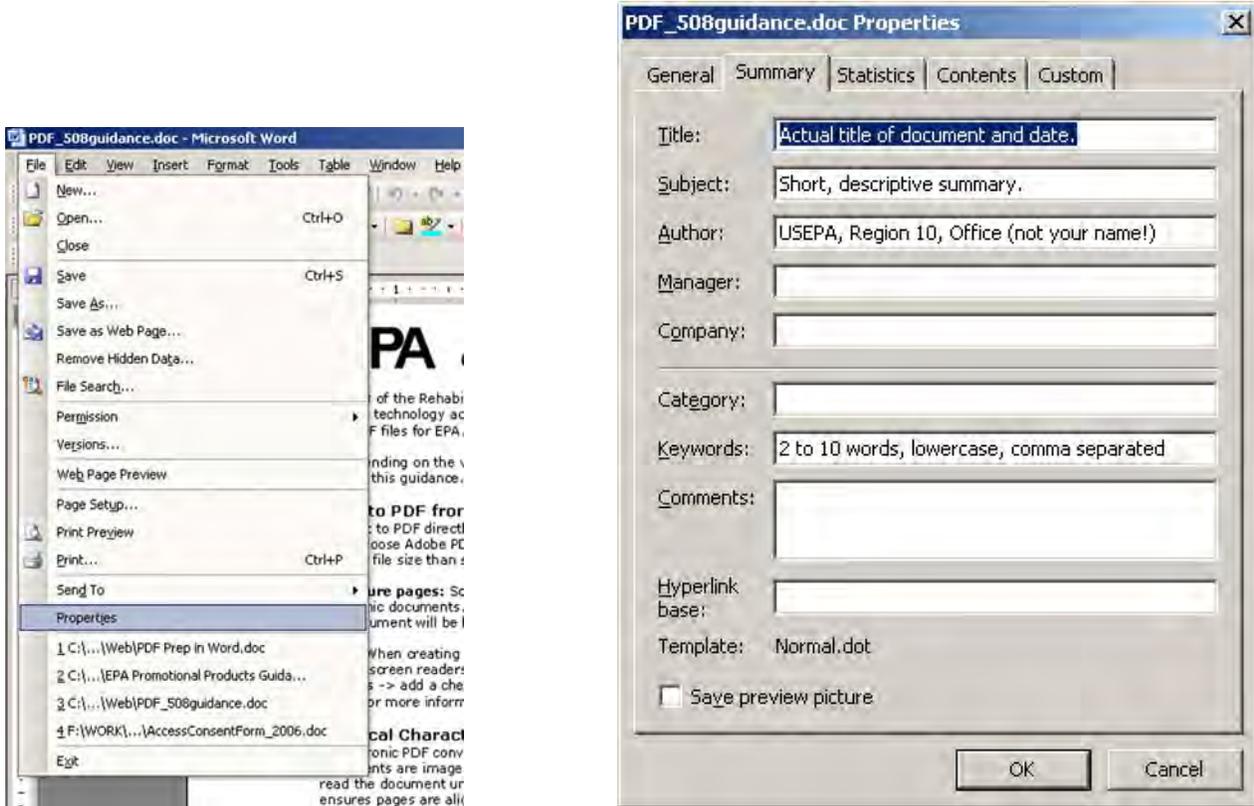


## Appendix C - How to Create Web-ready PDFs from Word, Excel, and PowerPoint files

### Step 1: Fill out Document Properties (File → Properties)



- follow the guidelines on the EPA metadata site: <http://yosemite.epa.gov/OEI/webguide.nsf/content/metadatabasics>
- Complete title, subject, author and keywords fields

### Step 2: Check Links to Websites

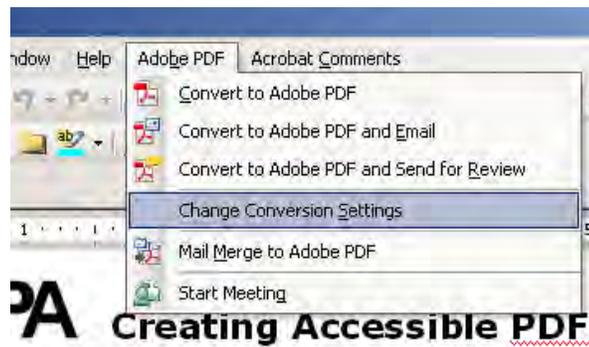
- All links to websites (URLs) in your document **must include http://** or they will not be converted into active links in your PDF (example: <http://www.epa.gov>)
- **Keep link text on one line.** Links that wrap to a second line will not be converted into active links in your PDF. (Note: If a URL wraps to a second line **and** is hyperlinked in MS Office, the hyperlink will convert correctly.)

### Step 3: Adding Alternative Text to Images

Right click the image. Go to Format Picture. Go to Web Tab and fill in alternative text.

### Step 4: Enable Document Tagging

**Choose Adobe PDF → Change Conversion Settings.** Be sure there is a check next to “Enable accessibility and reflow with tagged Adobe PDF”. This helps ensure electronic screen readers will be able to recognize the document and read it aloud.

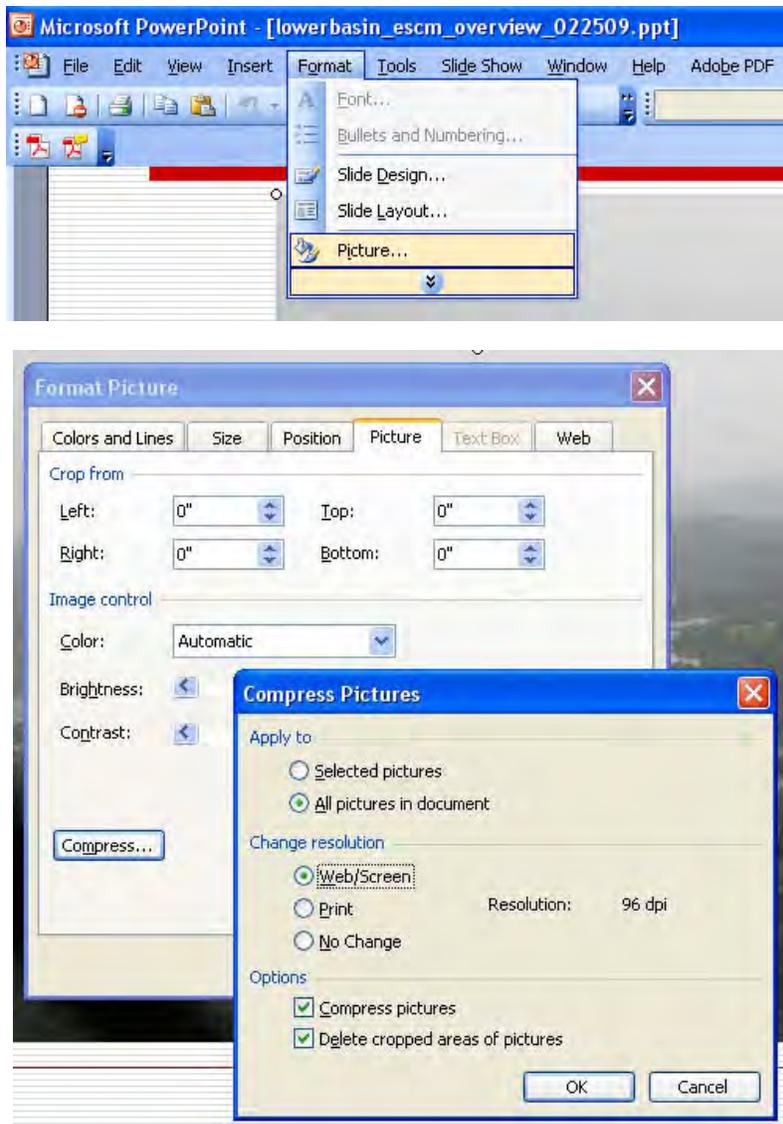


the Rehabilitation Act requires Federal agencies to make their ele



#### Step 4: Compress images to reduce file size

If your document or presentation contains photos, maps, or other images, this step will ensure your PDF file size is small for fast Web viewing.

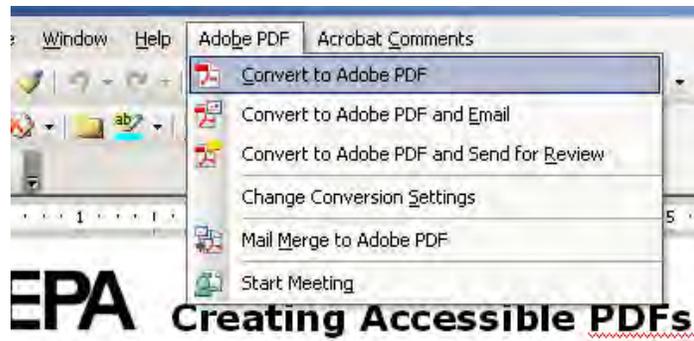


Click on any photo or other image in your document and then choose **Format** → **Picture**. Click on “Compress” in the Format Picture dialog box and another dialog box titled Compress Pictures will appear. Choose the following settings:

- Apply to: All pictures in document
- Change resolution: Web/screen
- Options: Be sure Compress pictures and Delete cropped areas of pictures are checked

**Step 5: Convert to PDF (Adobe PDF → Convert to Adobe PDF)**

**Naming your file:** When saving your PDF, choose a short file name and use hyphens and underscores rather than spaces. File names with spaces are illegal and creates problems on posted servers.



508 of the Rehabilitation Act requires Federal agencies to make their elect