



Creating a PDF Document

Overview

- Accessibility is now required for all Electronic Theses and Dissertations (ETDs) housed at [Oasis: UNLV's Repository for Scholarship, Research, and Creative Activity](#). Documents must adhere to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. Please see the [Office of Accessibility Resources](#) for more information, and see the guidelines on the [Office of Accessibility Resources' Tips and Tricks page](#)
- The Graduate College will review both a Word and PDF version of your document for accessibility, and only a PDF version of your document for formatting. The final version of your document that is uploaded to ProQuest must be a PDF
- Use Microsoft Word or LaTeX (only if your discipline regularly uses this software – you know who you are!) to create your document. As a UNLV student, you have free access to the Microsoft Office Suite of software, which includes Word. [More information on how to access Microsoft Office can be found here](#). Google Docs does not have the capabilities required for successful formatting of your document and you should not use it
- Use the instructions below to convert your document from Word to PDF preserving accessibility features. Please see [The LaTeX project](#) for information on making LaTeX documents accessible and saving your document as a PDF

For Macbook or iMac users

- Click on “File” in the uppermost banner, and choose “Save As”
- Convert the file type from .docx to .pdf, ensuring that “Best for electronic distribution and accessibility” is chosen
- Do NOT print to PDF, as this does not preserve any accessibility features

For Windows users

- Click on “File” in the uppermost banner, and choose “Save As”
- Under “File type” choose “.pdf”

- Open “More options” and in the dialog box that appears, choose “Options”
- Make sure “Document structure tags for accessibility” is chosen, and save your file