

Quick tips for converting documents

- Turn your **structured Word** document into a **Rich Text file** [RTF] with a quick and easy click using '**save as**' in the **file** menu, it's now ready to **upload** and share on **RNIB Bookshare UK education collection**.
- **Word** documents can be converted to **large print** by selecting all of the text with **Ctrl A** and pressing **Ctrl Shift >** to increase the size proportionally in 2 point increments.
- **Structured documents** including Microsoft Word docx format can be easily converted to **EPUB** and **Kindle** eBooks using free tools such as **Calibre**.
- Later versions of Microsoft Word from 2007 onwards can save **accessible PDFs** from **structured documents** - make sure you tick **Create bookmarks** using **headings and Document structure tags** for accessibility in Options when saving to make sure your PDFs are accessible.
- Use the **free Save as DAISY add-in** from the DAISY Consortium to convert your structured Word documents into DAISY files which can be listened to and navigated using DAISY hardware or software applications.
- Structured Word documents can be converted into **braille** with little or no further editing required - **heading level styles and tables of contents** convert very well to structured braille documents ready for embossing.

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