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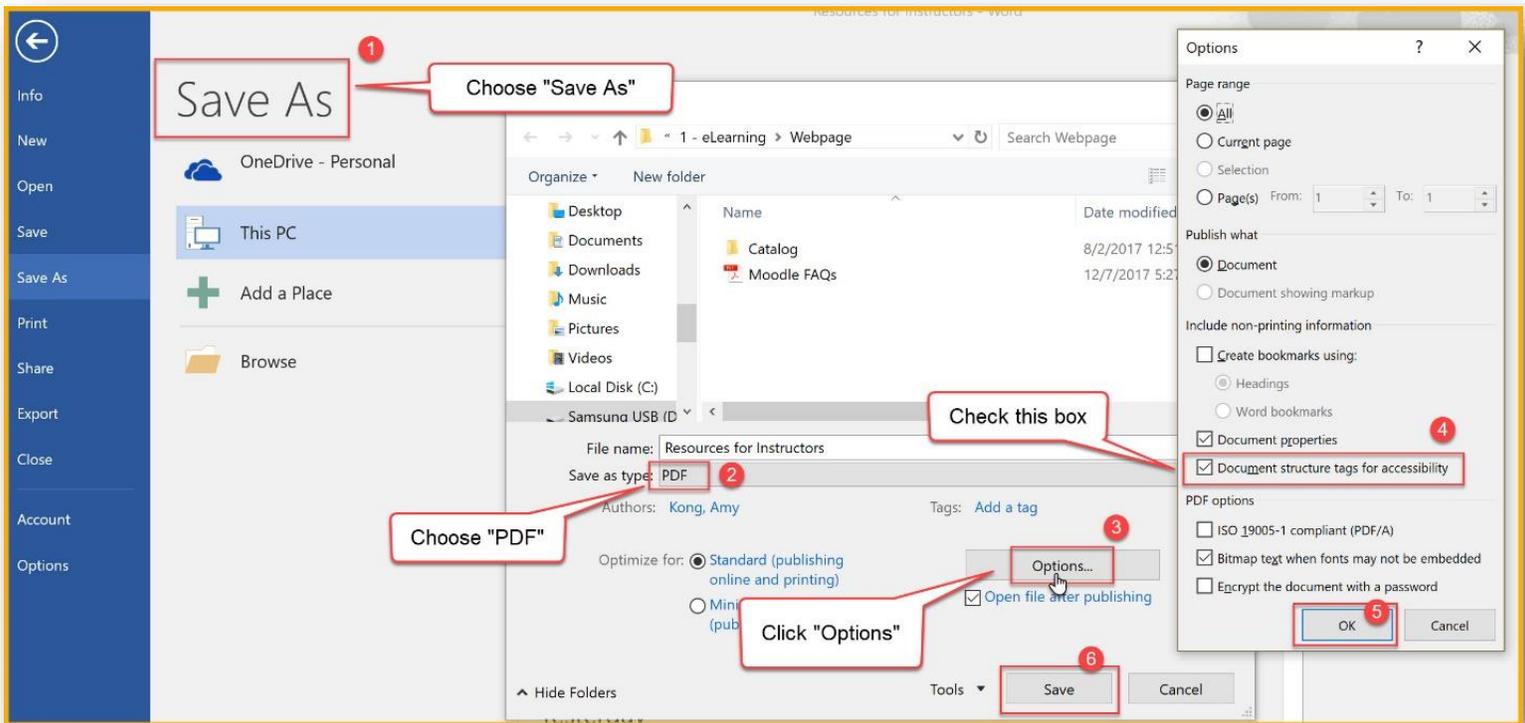
Steps:

(1) Choose "**Save As**"

(2) Choose "**PDF**" for "Save as type"

(3) Click the "**Options**" box

(4) Check the "**Document structure tags for accessibility**" box

(5) Click "**OK**"

(6) Click "**Save**"