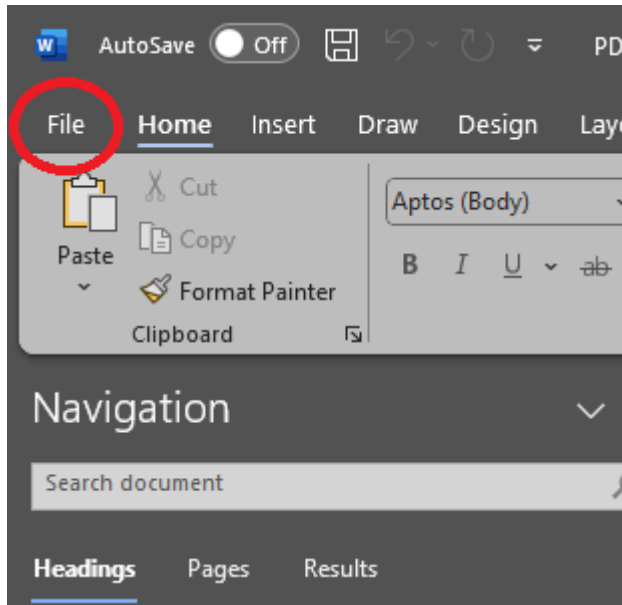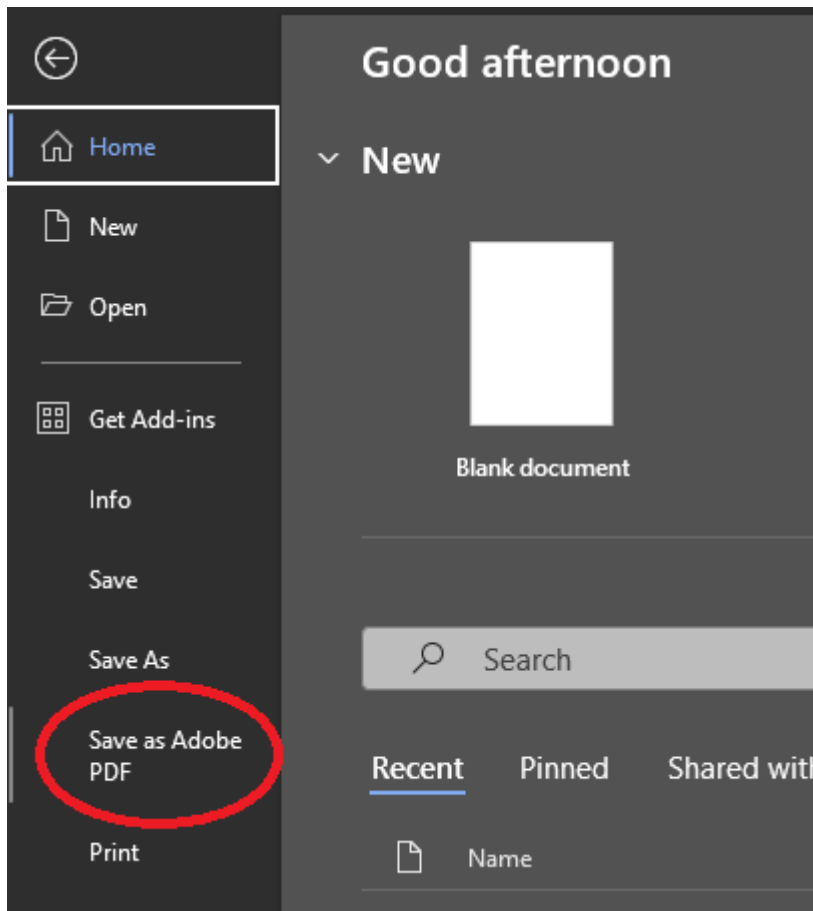1. Make sure the latest version of your Word file is saved
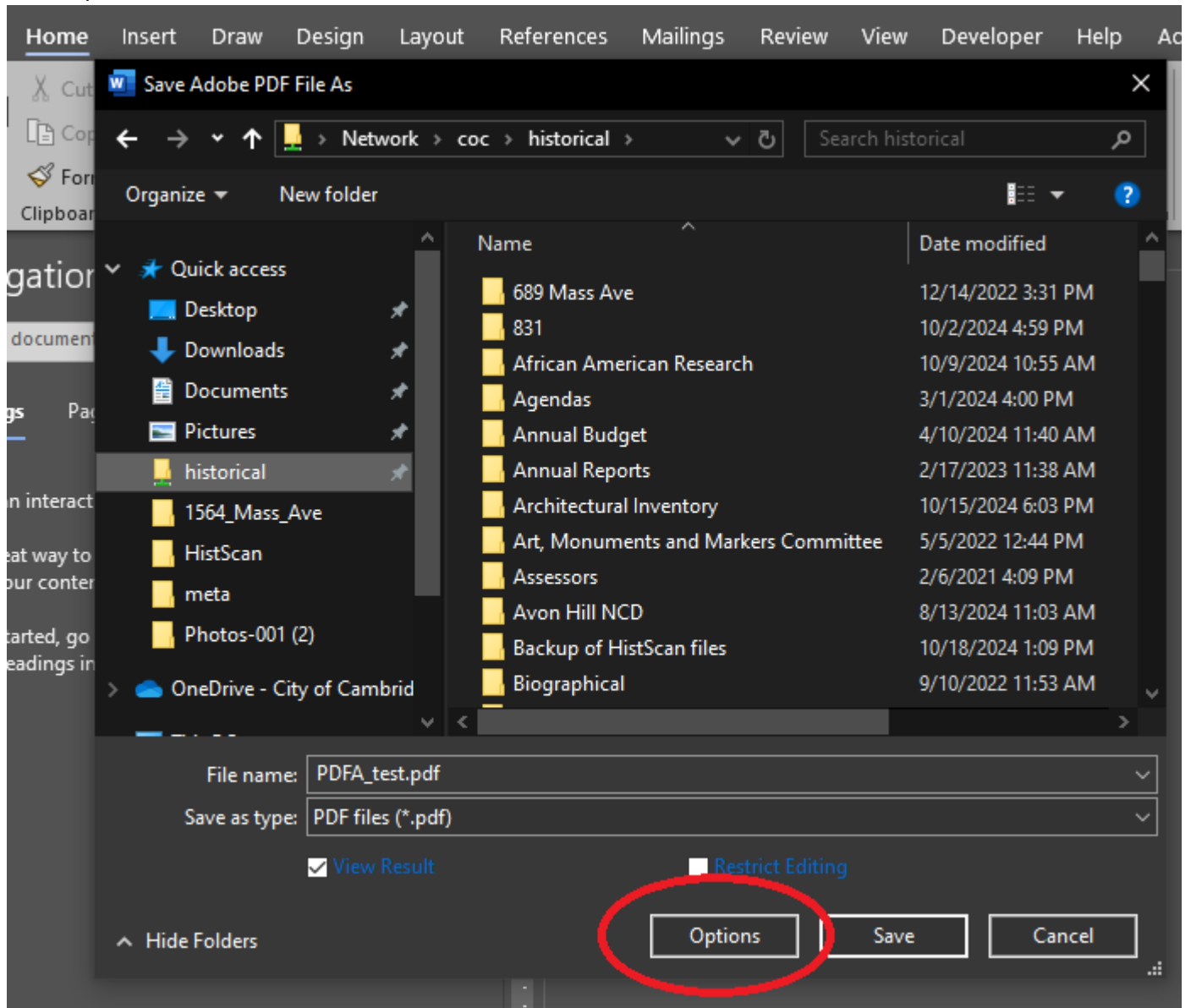2. Open that file
3. Click the File tab
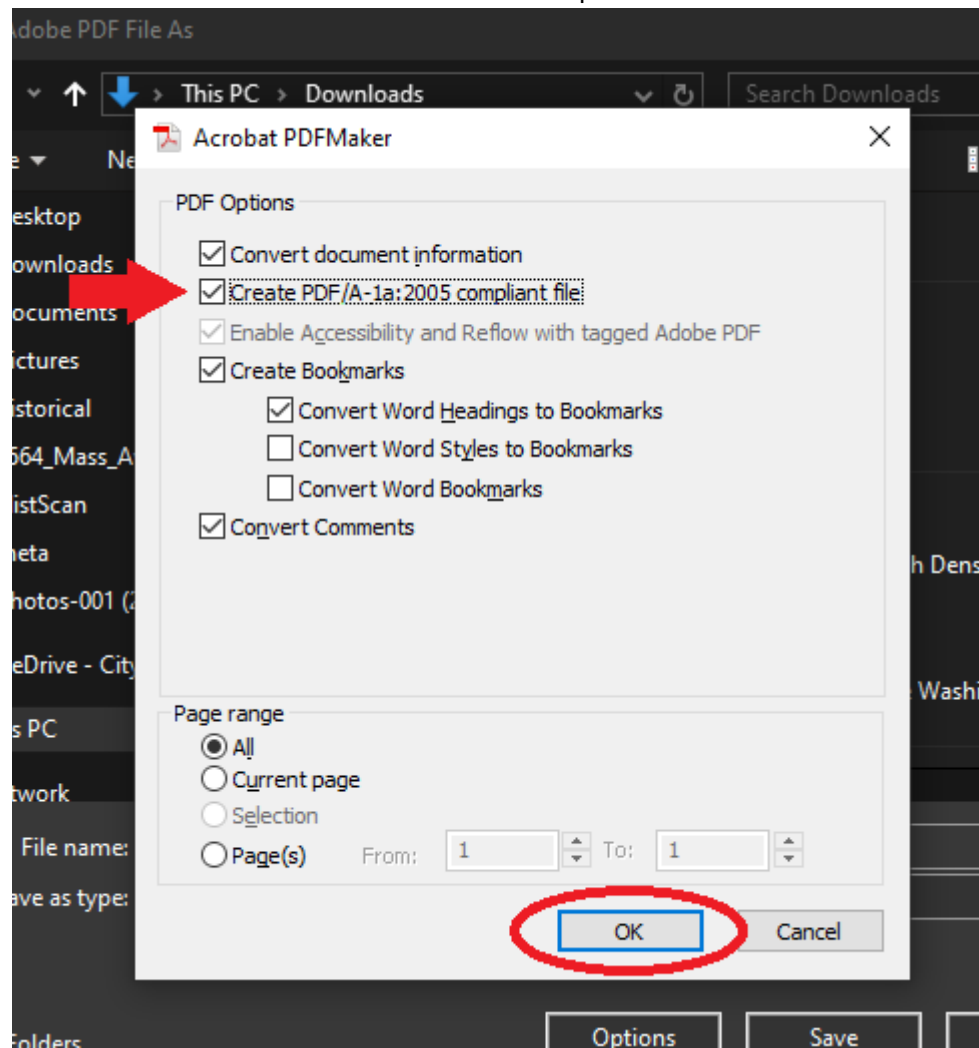

4. Click Save as Adobe PDF

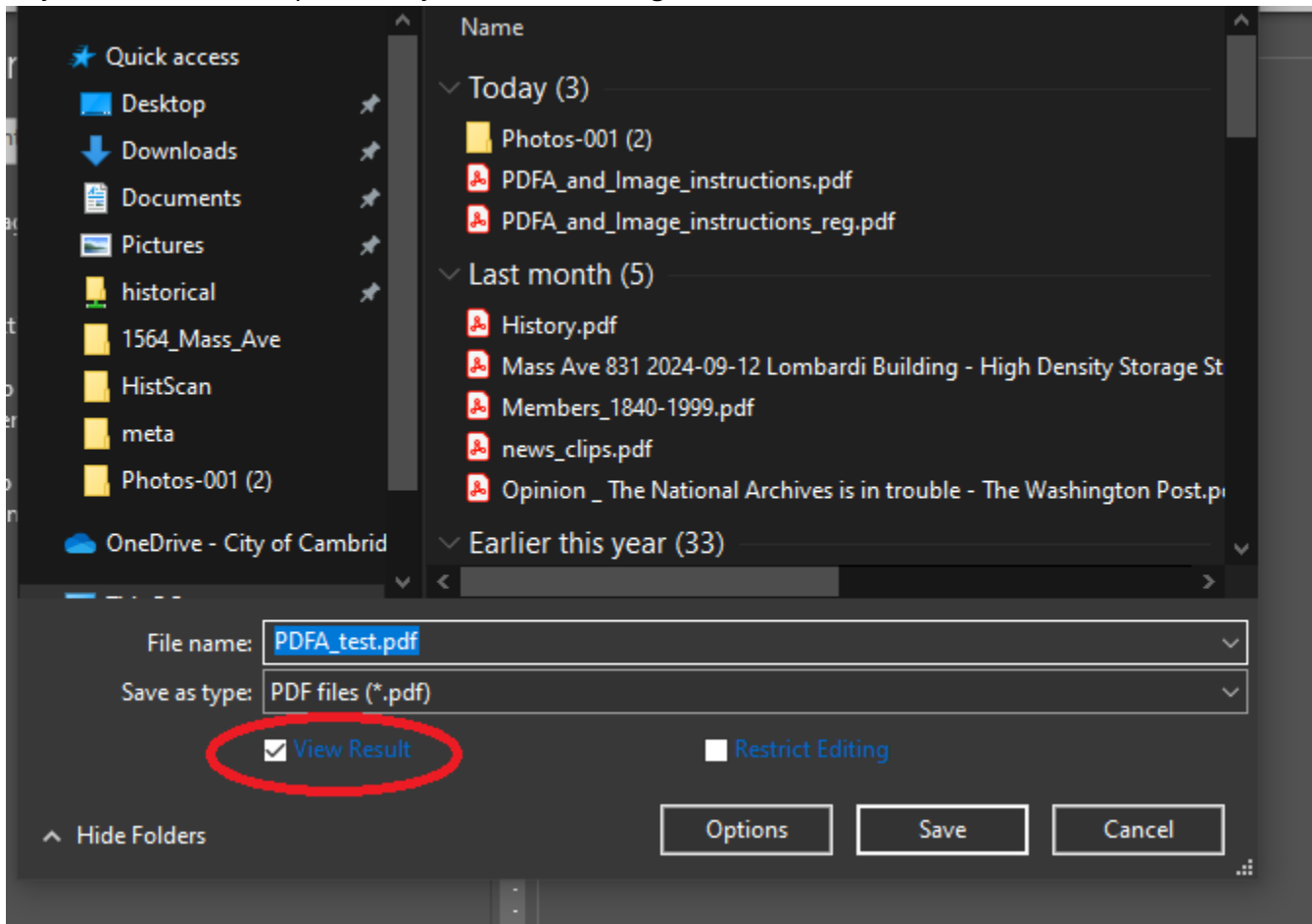5. Choose your file destination (where you would like to save the file)

6. Click Options

7. Check the box for Create PDF/A-1a:2005 compliant file then click OK

If you want the file to open when you are done saving, make sure the View Result box is checked before saving

8. Click Save

An Acrobat status box will appear while your file is being saved