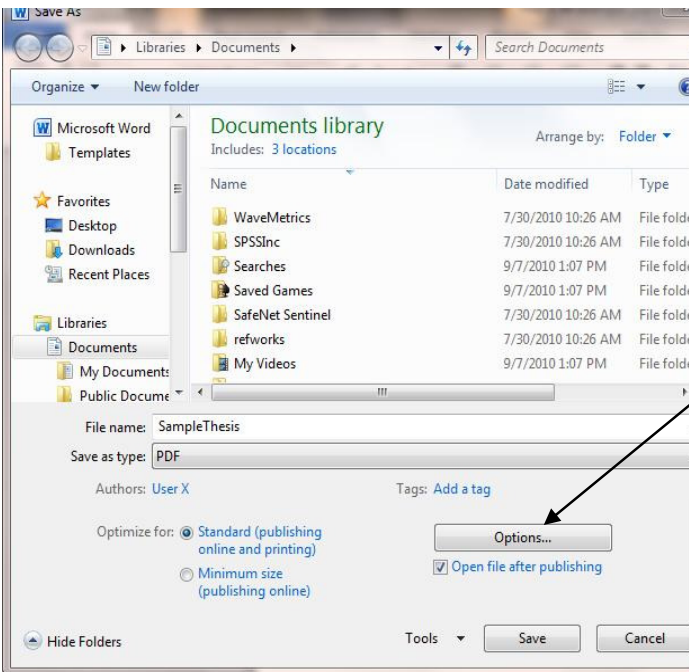
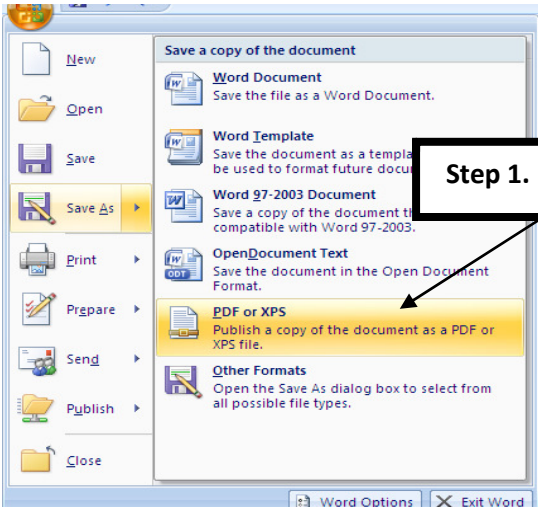


Saving a Word Document as a PDF/A file

The steps are similar in various versions of Word but the screen displays might look slightly different. **NOTE: MAC's will only save as a "plain" PDF, not the archival PDF/A format. The simplest conversion method would be to open your Word document on a PC and follow the steps below.**



Step 2. When second window opens, select OPTIONS button, check ISO19005-1 compliant (PDF/A)

Step 3. OK

Step 4. Save or Publish

Note: The file that is generated will have a .pdf file extension (same as a "regular" PDF).

