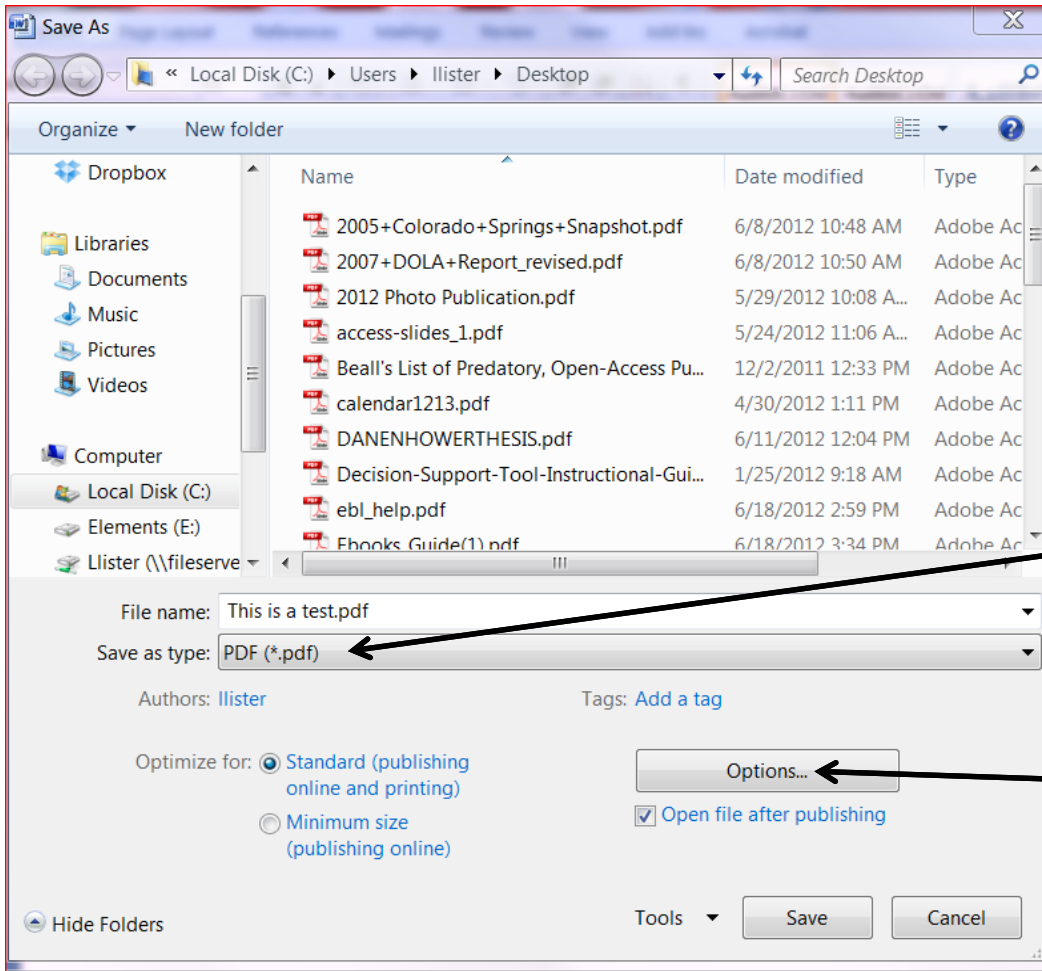



Saving a Word Document as a PDF/A

The steps are similar in various versions of Word, but the screen displays may look slightly different.

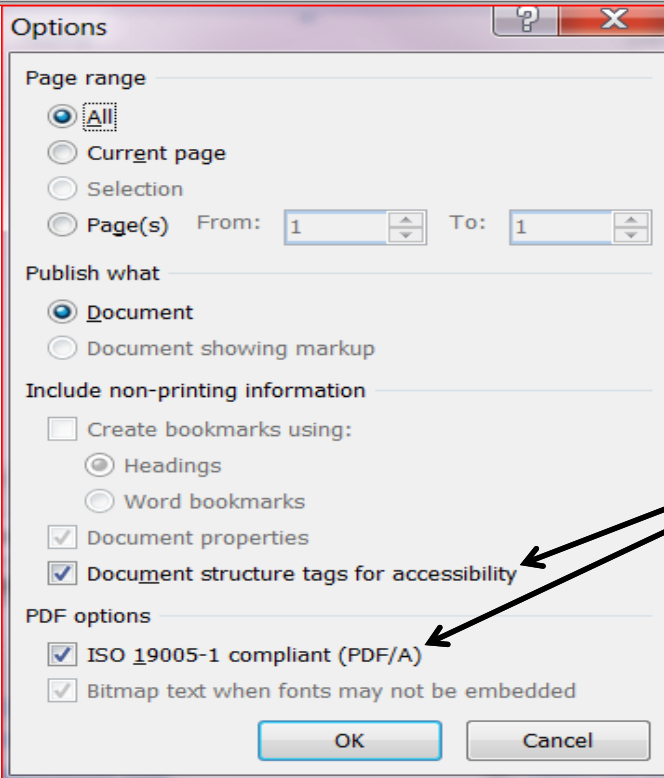
MAC USERS: Mac's will only save as a "plain" PDF, not the archival PDF/A format. The simplest conversion method would be to open your Word document on a PC and follow the steps below:



Step 1. 
In Word, click the **Office Button** (top left corner) and click on "Save As"

Step 2. Use to dropdown menu to choose PDF

Step 3. Click on "Options"



Step 4. Make sure these two boxes are checked and click OK.
The file generated will have a .pdf extension (the same as a regular pdf)