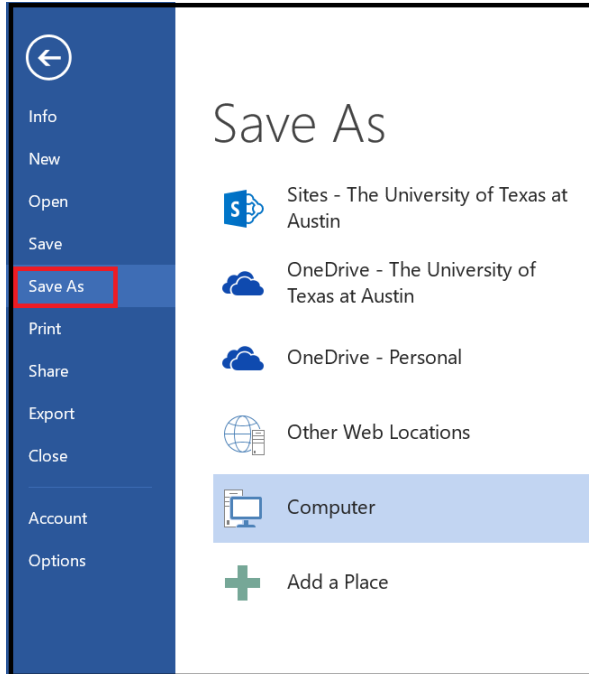


Save a Microsoft Document as a PDF/A File

If you need to convert your Microsoft Word or PowerPoint documents to PDF/A for archiving and you are running Windows 10, but you do not have access to Adobe Acrobat Pro, then follow these instructions.

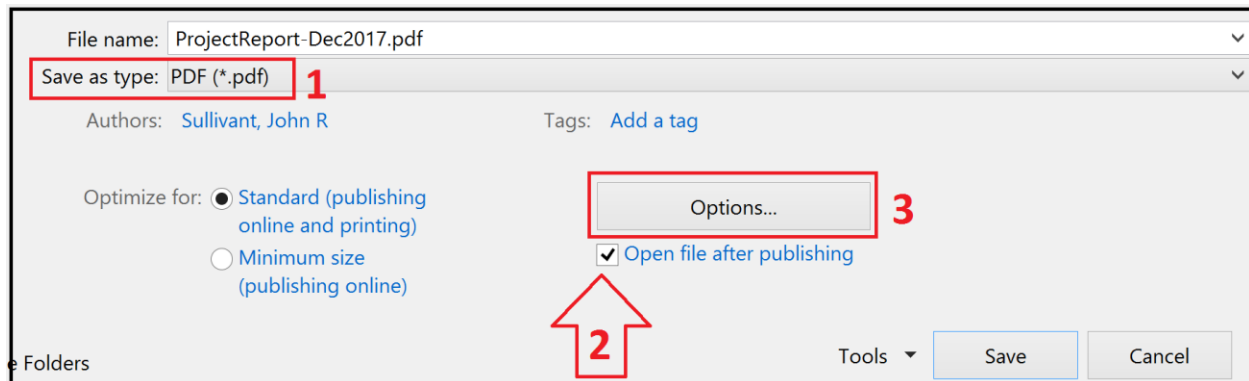
Step 1: Open the document you want to convert to PDF/A.

Step 2: Chose File > Save As, then chose the location where you want to save the new file.



Step 3: In the Save As dialog box,

1. Under Save as type, select PDF (*.pdf).
2. Make sure that the Open file after publishing box is checked.
3. Next click on Options.

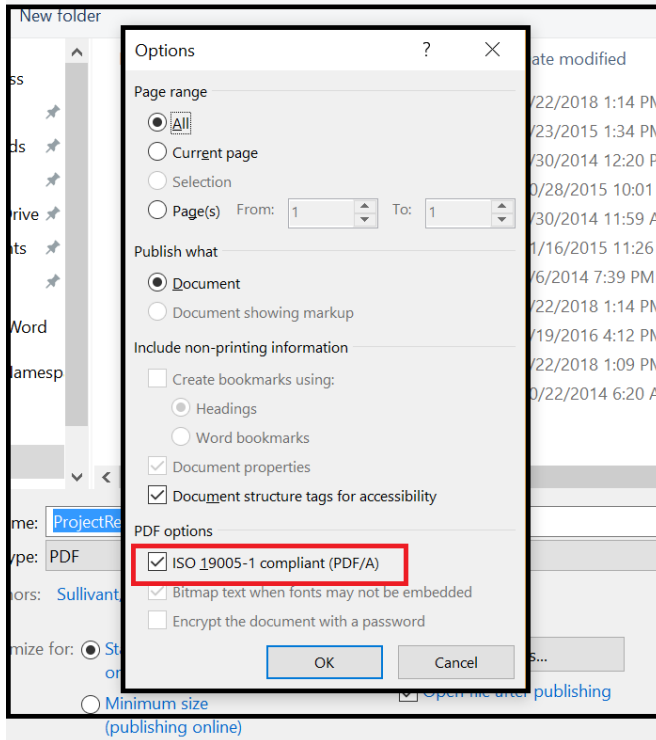


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Step 4: In the Options dialog box, under PDF Options, check the box that says: **ISO 19005-1 compliant (PDF/A).**

Next click OK to close the Options dialog box.

Next click Save in the Save As dialog box.



Step 5: The new document will open in your default PDF reader app. You will know it is a PDF/A file if you see the blue bar that says “This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.”

