

How to Create PDF/A Files from MS Word 2007 (PC)

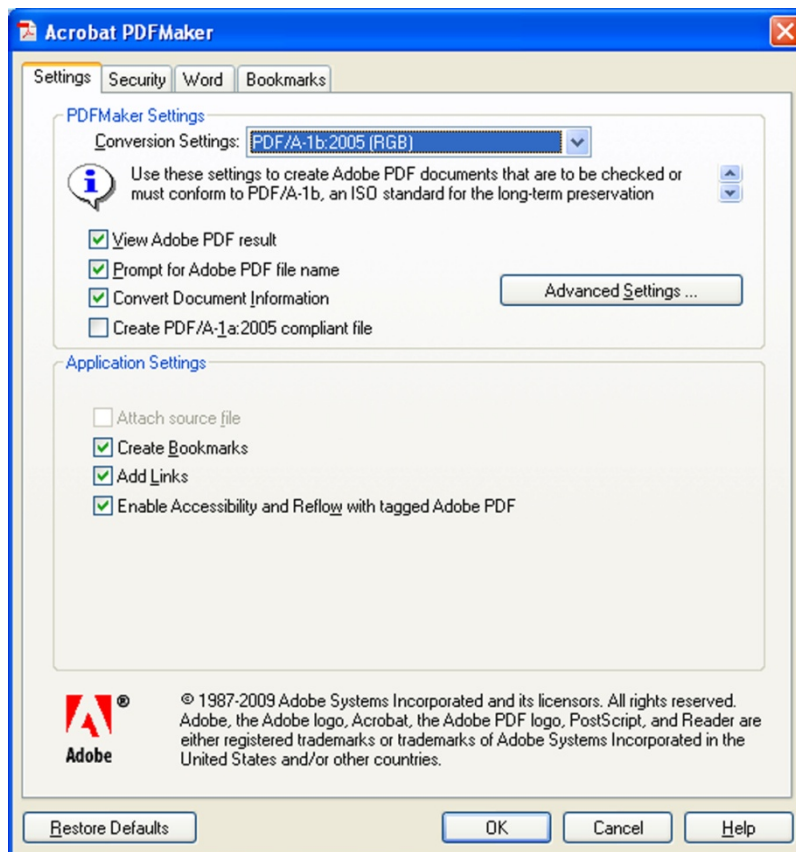
Creating PDF/A files from within Word requires Adobe Acrobat Standard or Professional software.

To create PDF/A files from within a supported application such as Microsoft Word 2007, configure Adobe Acrobat 9 as follows:

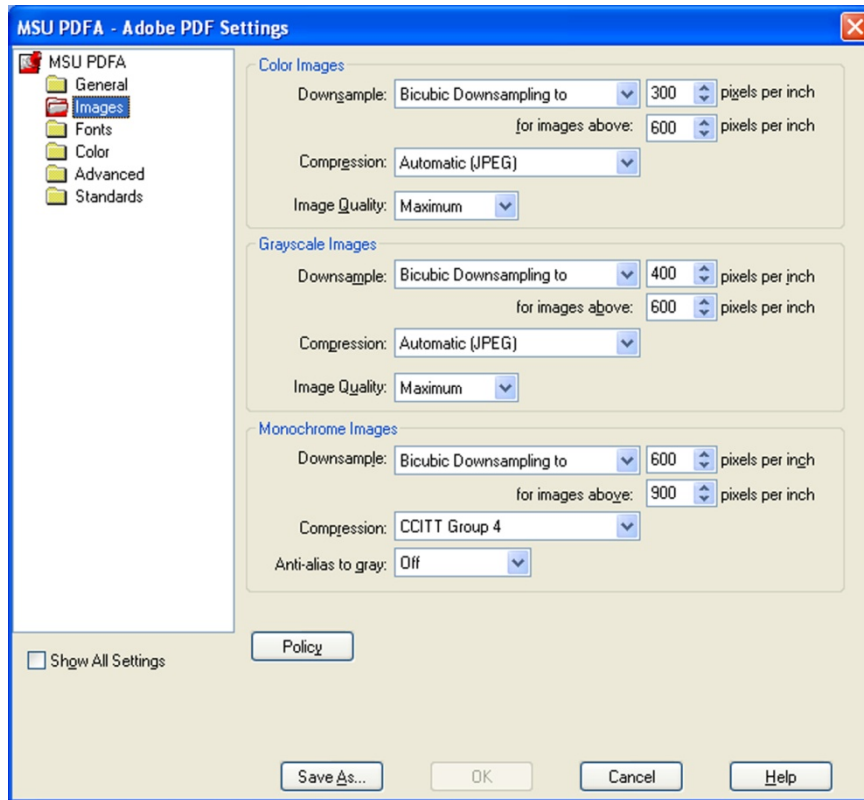
1. From the **Acrobat** menu, select **Preferences** in the “**Create Adobe PDF**” section.



2. From the **Settings** tab in the new window that appears, select “PDF/A-1b:2005 (RGB)”. Ensure that “View Adobe PDF result,” “Prompt to Adobe file name,” “Convert Document Information,” “Create Bookmarks,” “Add Links,” and “Enable Accessibility and reflow with tagged Adobe PDF” are all selected. “Create PDF/A-1a compliant file” and “Attach source file” should not be selected. (See below.) Then click **Advanced Settings**.



3. In the new window that appears, click the **Images** folder and change all three of the pixels per inch settings as shown. Then click **OK**.



4. You will be prompted to save the new settings. Enter “MSU PDF/A.joboptions” in the File Name space and click **Save**.

5. When the **Settings** window appears again, “MSU PDF/A” should appear as the Conversion Settings selection. Click **OK**. Microsoft Word is now set to create PDF/A1-b files from Word documents.

6. To create a PDF/A file from an MS Word document, open the document and select **Create PDF** from the **Acrobat** menu. You will be prompted to save the file as a PDF.