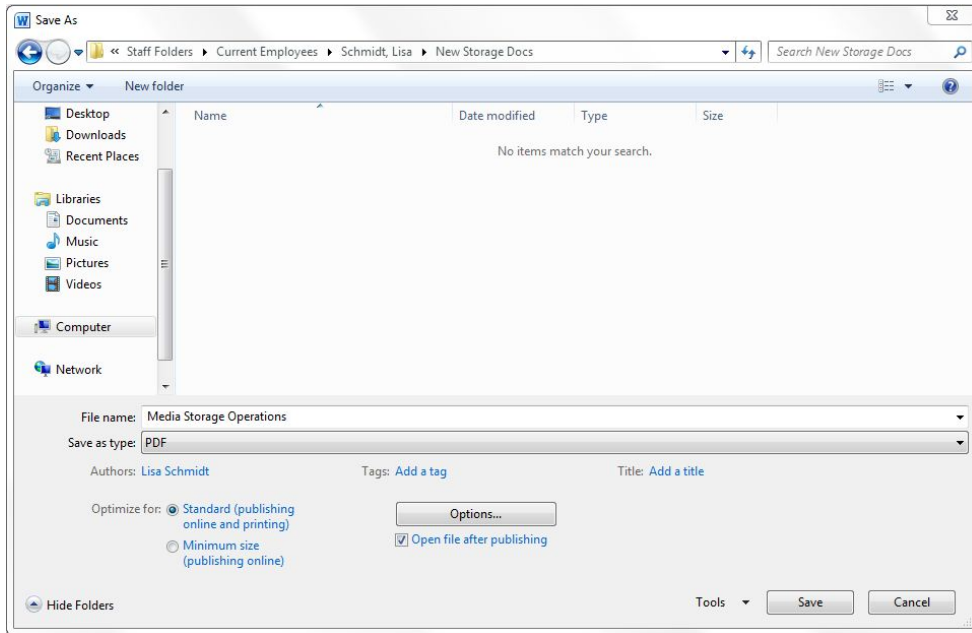
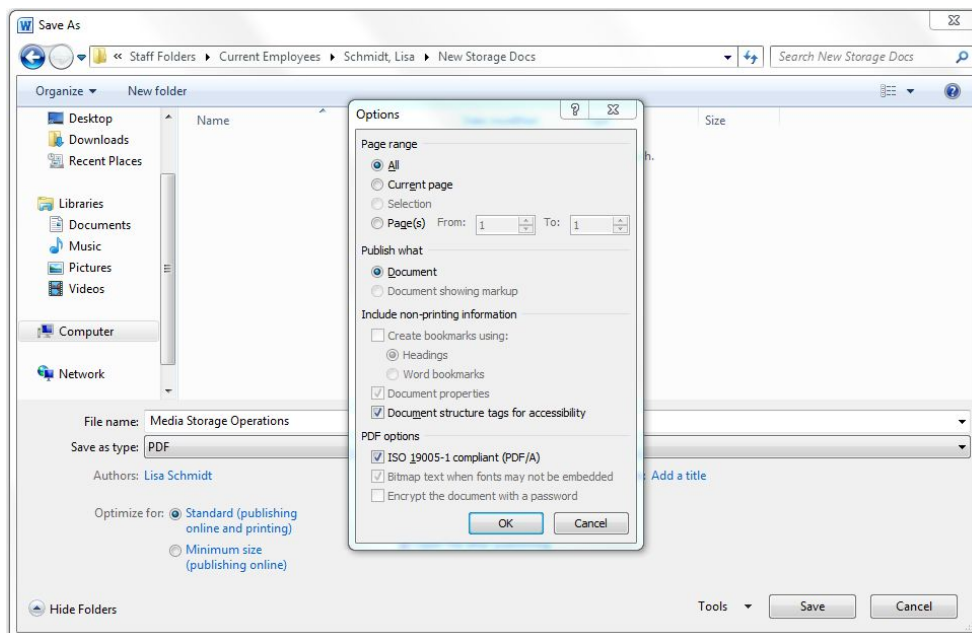


## How to Create PDF/A Files from MS Word 2010 (PC)

1. From the **Word** File menu, select “**Save As**.”
2. In the new window that appears, under “**Save as type**” select “**PDF**” and click the **Options...** button.



3. In the new window, check the box next to “**ISO 19005-1 compliant (PDF/A)**,” and click the **OK** button.



4. These settings will remain on your computer unless they are manually changed.