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.