

Saving to PDF/A in Word

By default, Word saves documents in regular PDF format. You can, however, force Word to save in PDF/A format:

1. Press F12 to display the Save As dialog box.
2. Click on the down arrow next to the Save As Type dropdown menu and choose PDF as your file type.
3. Click on the Options button.
4. In the Options dialog box, make sure the ISO 19005-1 compliant (PDF/A) check box is selected.
5. Click OK to close the Options dialog box.
6. Enter a name for the PDF/A file in the File Name field.
7. Click Save.

Saving to PDF/A in Word for Mac

Unfortunately, Word for Mac does not include a feature to save as a PDF/A. However, there is a workaround using Adobe Acrobat (if you have it):

1. Click File / Print.
2. Click and hold the PDF button on the bottom left of the window until a menu appears.
3. Select Save as Adobe PDF. A Save as Adobe PDF dialog box will appear.
4. From the Adobe PDF Settings dropdown menu, choose PDF/A.
5. Click Continue.
6. Save the document.

Note: simply clicking PDF in the Print Menu or choosing Save as PDF will create a PDF file, not PDF/A.

Saving to PDF/A in LaTeX

The current LaTeX development sites (such as Kile, MacTeX, etc.) provide tools to convert to PDF only. Therefore, you will need to create a PDF document using the tool pdflatex which is generally included with the development suite and then use Adobe Acrobat Pro to convert to PDF/A.