Converting Word & Latex to PDF/A
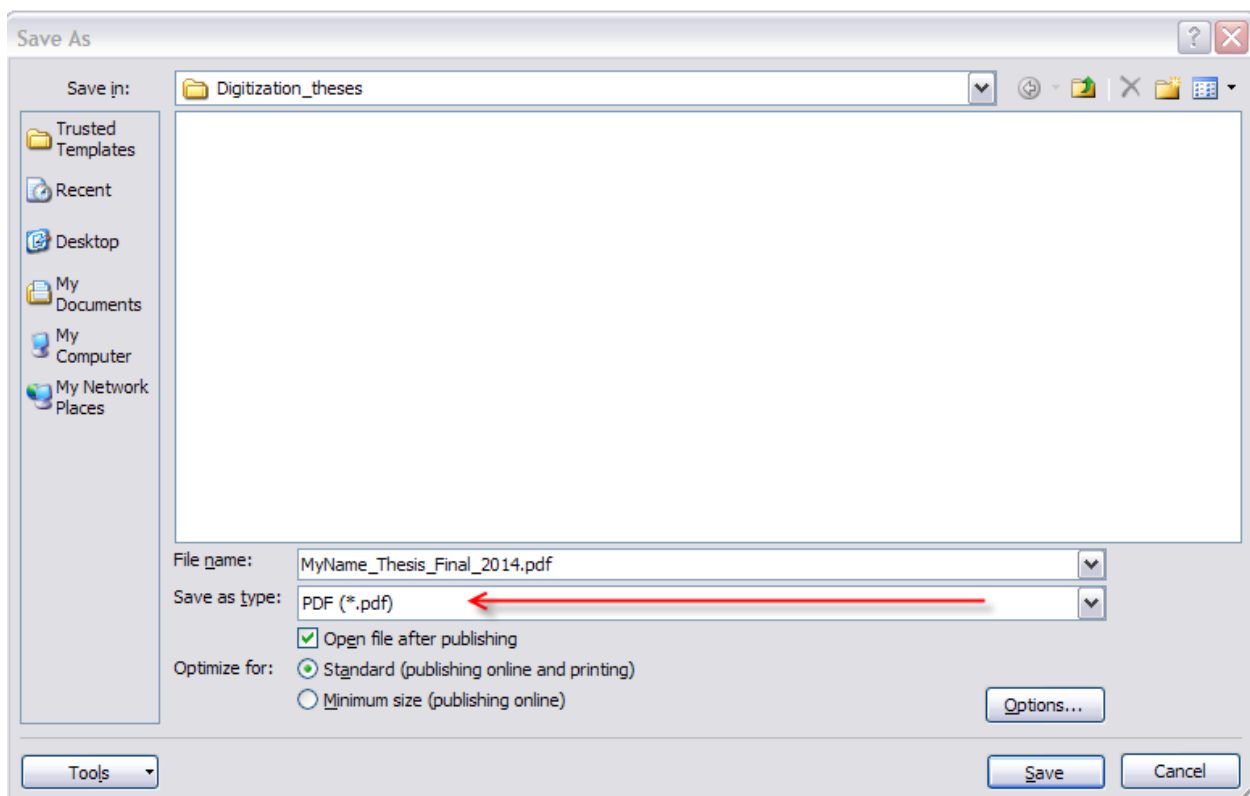
Electronic Theses and Dissertation Submission – Memorial University

[MS Word](#) | [LaTeX](#) | [PDF](#)

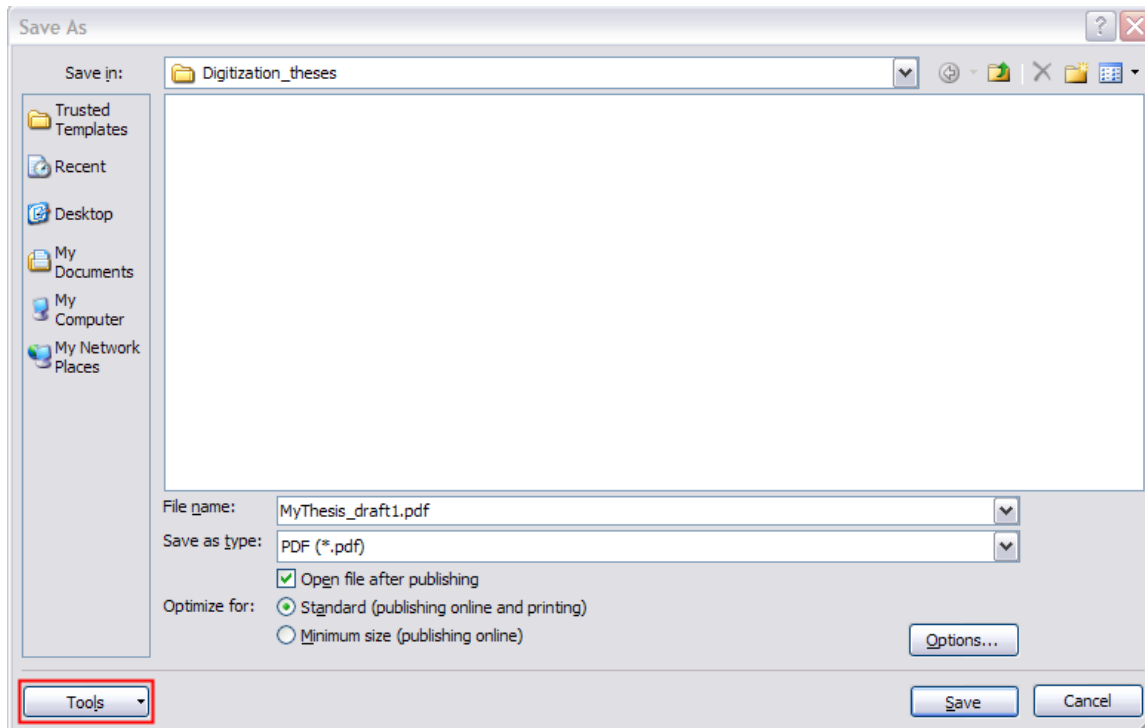> Need more help? Please come to the [Digital Media Centre](#) at the QEII Library for in-person assistance.

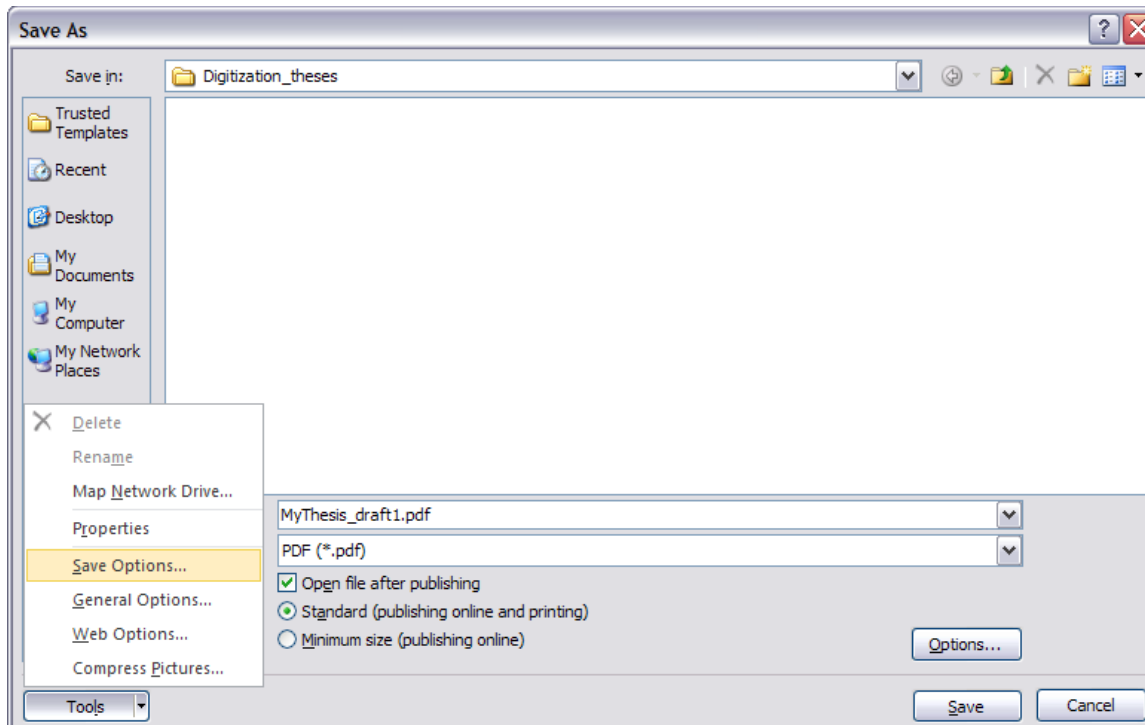**I. Converting an MS Word Document to PDF/A**

1. Open the Word document containing the final version of your Thesis or Dissertation. Select 'File' – 'Save As'.

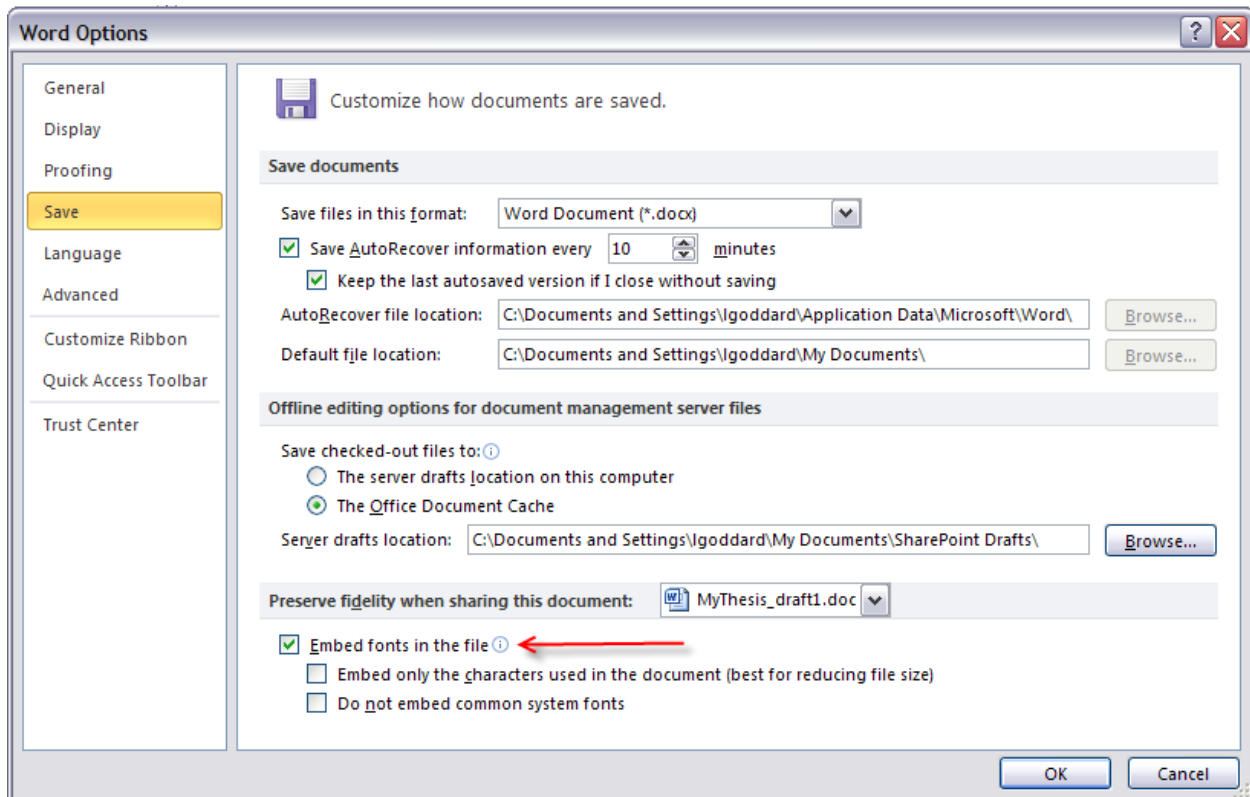2. Select 'PDF' from the 'Save as type' dropdown menu.

3. Click the 'Tools' button at the bottom of the 'Save As' window.

4. Select 'Save Options' from the 'Tools' button menu.

5. In the 'Save Options' window, check 'Embed fonts in the file'. Uncheck the two boxes below that.

6. Click 'OK' to close the 'Save Options' window. Click 'Save' to create your PDF/A. Upload this file to the electronic submission interface.

II. Converting a LaTeX document to PDF

1. Render your LaTeX document to a dvi file.

2. Preview the document for accuracy using the xdvi tool.

3. Use the dvips program to convert the dvi file to a postscript (.ps) file

4. Use the ps2psdf program to convert the postscript file to a pdf file. The program ps2pdf is freely available for Unix/Linux, and will usually be pre-installed on RedHat versions of Linux.

III. Converting a PDF Document to PDF/A

1. Chose the 'File' menu – 'Save As Other' – 'Archivable PDF (PDF/A)'. Save.