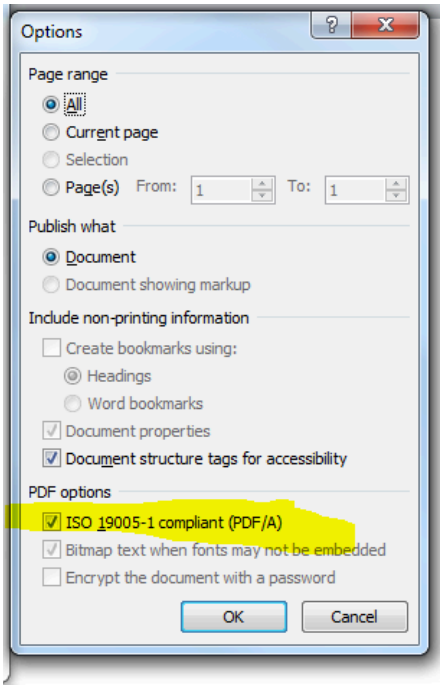
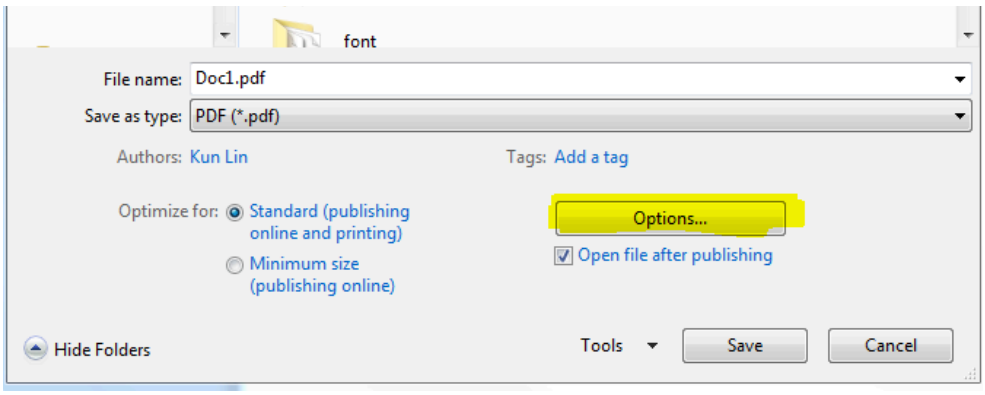
PDF/A – How to Make Them; How to Verify Them

Creating the PDF/A Document

1. If you have your document open in **MS Word (PC only, Office 2010 or later)**:
    - Save your document in MS Word using 'Save As' and choose PDF in 'Save as type'

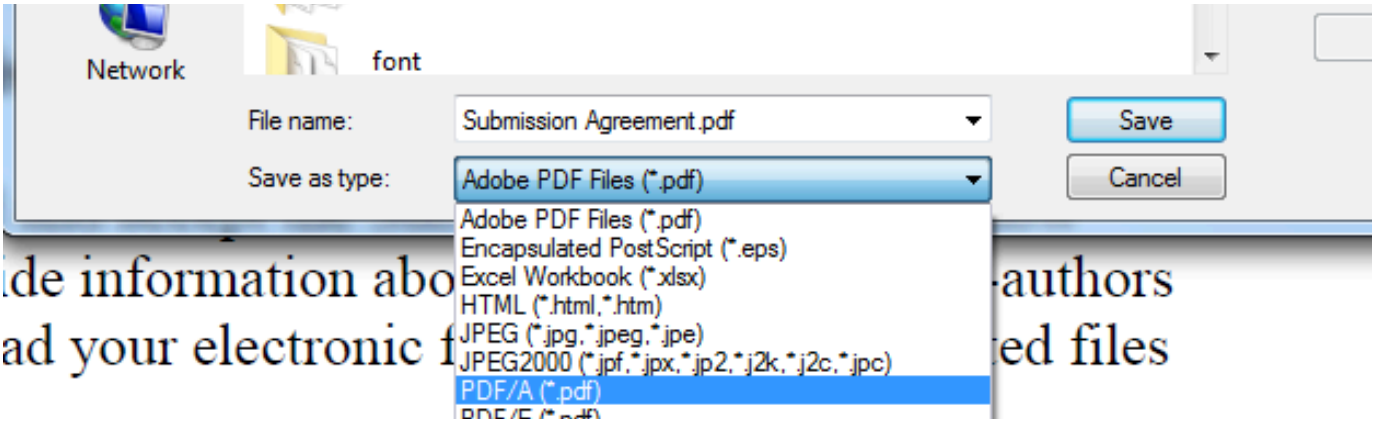




- Click 'options' and Check the box labeled 'Create ISO 19005-1 compliant (PDF/A)'
- Name the file and select a location to save
- Click 'Save'

2. If you are in Acrobat, and your **Word** document is saved locally:

    - In the upper left hand corner, click ‘create’
    - In the drop down menu, select ‘PDF from File . . .’
    - Navigate to the file you want to convert to PDF/A
    - Select the file and click ‘open’
    - Go to the file menu, choose ‘save as’ and then select ‘PDF/A (*.pdf)’ in ‘Save as type’.
    - Name the file, and select a destination folder
    - Click ‘Save’

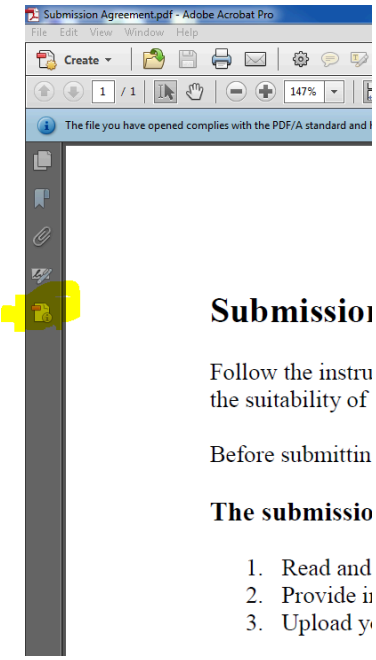


3. If you are in Acrobat, and you already have your document saved locally in PDF format:

    - If your document is not open, go to <File> and select <Open>
    - Navigate to your PDF document, and click <Open>
    - Click on <File> and select <Save As Other . . . > then select from the submenu, <Archivable PDF (PDF/a)>
    - Name the file, and select a destination folder
    - Click ‘Save’

How to check your work – Verifying PDF/a Compliance

- Open the file in Acrobat Pro.
- If the Navigation Pane is open, you will see a gray strip down the left hand side of the screen. If not, go to <view><show/hide><Navigation Panes><show navigation pane>.
  NOTE: Do not click on <view><page navigation>.
- Right click in the empty gray strip on the right and select <standards>



- Click on the link labeled ‘Verify Conformance’

- Check the ‘Status’ indicator just above the ‘Verify Conformance’ link. It should now read ‘verification succeeded’

