

# Creating PDF/A using MS Word 2013

By default, Word saves documents in regular PDF format. If you want to force Word to save in PDF/A format, you can follow these steps:

1. Press F12 to display the Save As dialog box.
2. Click on the down arrow next to the Save As Type drop-down list and choose PDF as your file type.
3. Click on the Options button. Word displays the Options dialog box.
4. 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 box.
7. Click Save.