



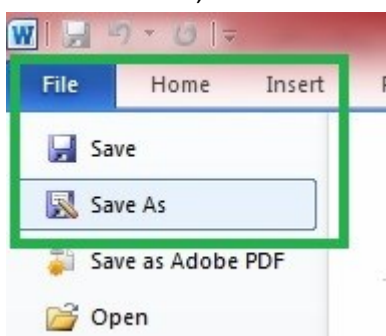
Creating archivable PDF files in Windows

Sophie Salfner, Endangered Languages Archive, October 2014

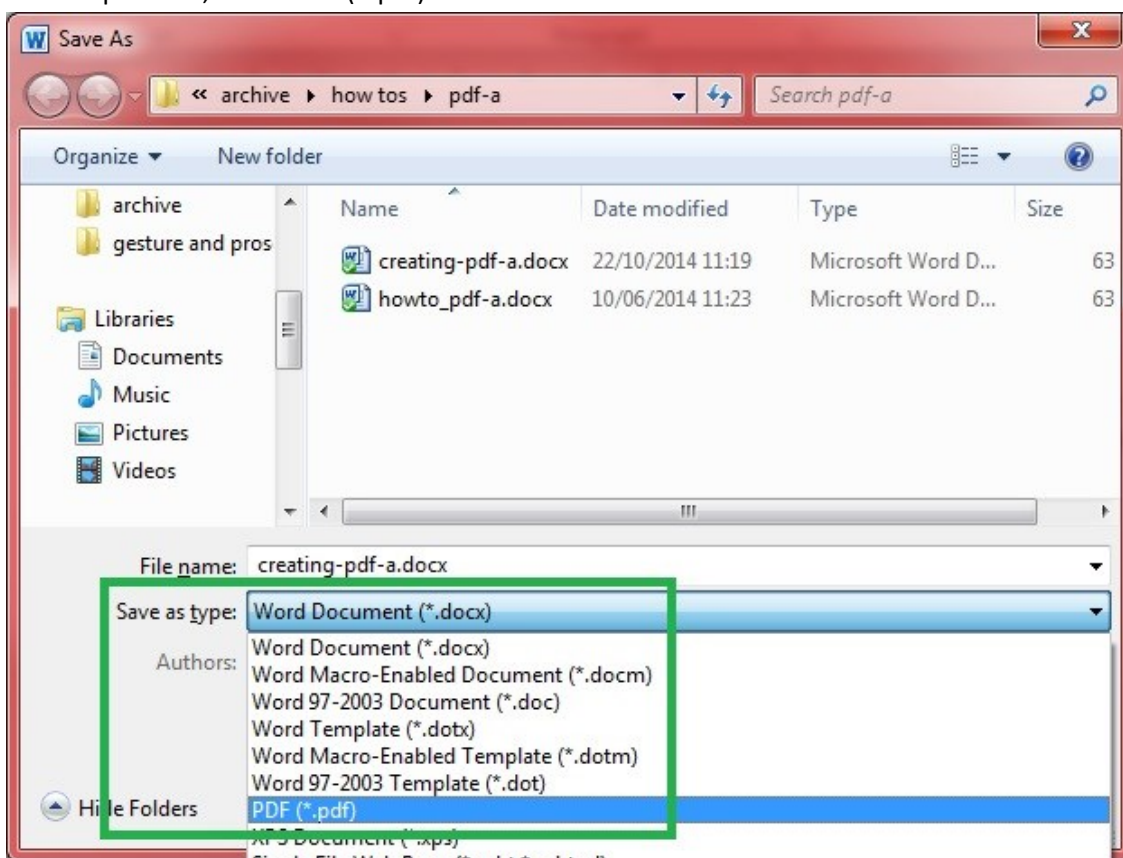
Teaching set: WIN_creating_pdf-a

This tutorial and video clip show how to save an MS Word document as a PDF file that can be archived (PDF/A, with the usual file extension .pdf) under Windows. There is no specific teaching set that goes with this tutorial, only this script and a screen video.

1. Open your document in MS Word.
2. In the menu bar, click on File > Save as...

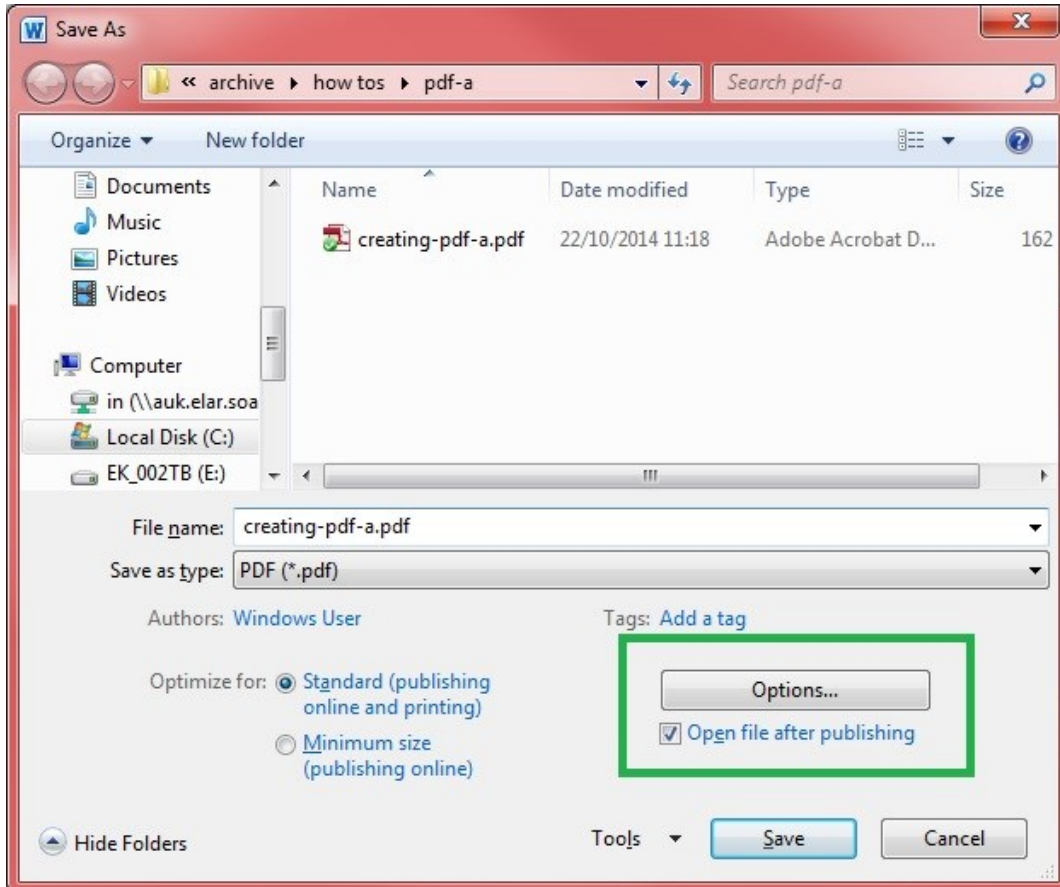


3. In the Save as window that opens, click into the box next to Save as type: . In the selection that drops down, select PDF (*.pdf).

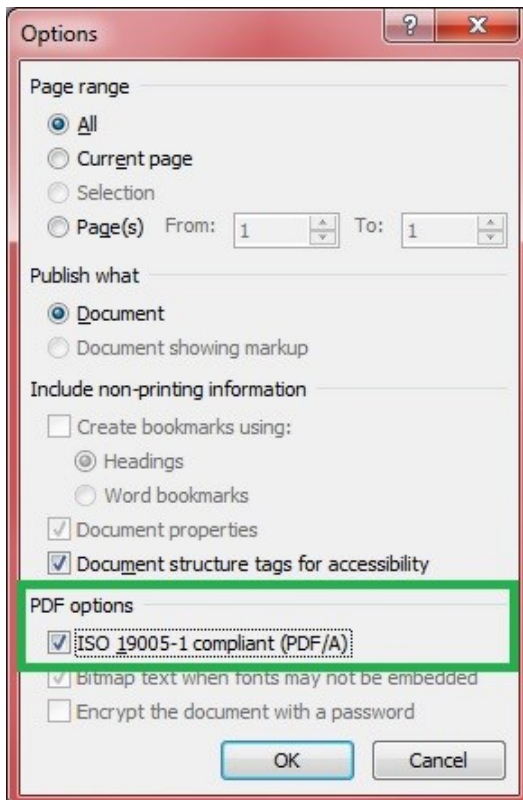




4. Below the Save as type: box, there is now a button called Options. Click on that.



5. In the Options window that opens, look towards the bottom under PDF options. Tick the box next to "ISO 19005-1 compliant (PDF/A)". Then click on OK to close the Options window.





6. Back in the Save as window, click on Save to save the file.

