

## PDF/A Conversion from MS Word on a PC

A common way of creating portable document format (PDF) documents is by converting another document format into a PDF. This option has the inherent advantages of both creating a fully searchable PDF with an optimally small file size. You will need a computer with the most current version of Adobe Acrobat Professional and MS Word installed. The most current version of Adobe Acrobat Professional is available on workstations in the Health Sciences Library and in the GEB Computer Lab; it may also be available in your lab. If you wish, you can purchase an Adobe Acrobat license through General Stores.

PDF/A is a variant on the standard PDF, and loosely stands for 'PDF for Archiving.' What makes this 'flavor' of PDF different is that a set of specifications enabled to ensure that documents remain optimally accessible over the long-term, while retaining the author's intended look and feel.

Adobe has created plug-ins for most word processors that allow you to export a document as a PDF without opening Adobe Acrobat. Use the following step to create a PDF/A from within MS Word on a PC:

1. Open Microsoft Word.
2. In Word, click File → Open.
3. In the window that opens, browse to and select your file.
4. Click Open to open the document in Word.
5. Click Adobe PDF → Change Conversion Settings.
6. In the window that opens, set the following settings:

### PDFMaker Settings:

- In the pulldown menu after Conversion Settings, select PDF/A-1b:2005 (RGB)
- Click View Adobe PDF Results
- Click Prompt for Adobe PDF Filename
- Click Convert Document Information
- Do not click Convert PDF/A-1a:2005 compliant file

### Application Settings:

- Do not Click Attach Source File to Adobe PDF
- Click Add Bookmarks to Adobe PDF
- Click Add Links to Adobe PDF
- Click Enable Accessibility and Reflow with Tagged PDF

7. Click OK.
8. Click Adobe PDF → Convert to Adobe PDF.
9. In the save window that opens, type your PDF file name and browse to your save location (or leave unchanged to have it use the Word filename and save location).
10. Click Save.
11. The document will be converted to a PDF, saved and opened in Acrobat. This process may take several minutes

12. In Adobe Acrobat, select Advanced Menu at the top → Preflight → Profiles.
13. Under Preflight profiles, click PDF version compatibility (for your version of Acrobat)
14. Expand PDF/A compliance → Verify compliance with PDF/A-1b.
15. Select Execute.
16. You should get a green check and a message that says “No problems found.”
17. If you don't, please contact Dr. David Armbruste (901-448-5051, [darmbruster@utm.edu](mailto:darmbruster@utm.edu)) or Larry Tague (901-448-7152, [ltague@physio1.utm.edu](mailto:ltague@physio1.utm.edu)).

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