## PDF Information Saving to PDF/A in Word

By default, **Word** saves documents in **regular PDF format**. Another feature is to save Word documents to save in **PDF/A format**:

- 1. Press F12 to display the **Save As dialog box.**
- 2. Click on the **down arrow** next to the **Save As Type** dropdown menu and choose **PDF** as your file type.
- 3. Tap on the **Options button**.
- 4. Select **the ISO 19005-1 compliant** (PDF/A) check box in the Options dialog box.
- 5. Tap **OK t**o close the Options dialog box.
- 6. Enter a name for the **PDF/A** file in the **File Name field**.
- 7. Click Save.

Government Information on PDF/A documents.

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