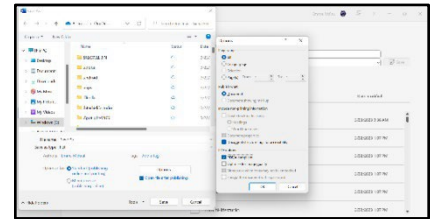# PDF Information
Saving to PDF/A in Word

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.](#)