Word Export Option

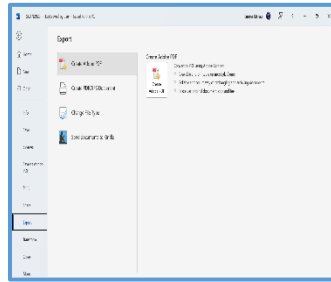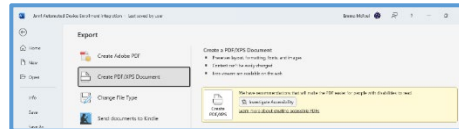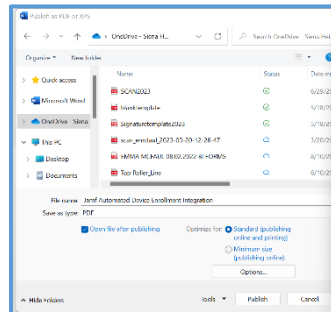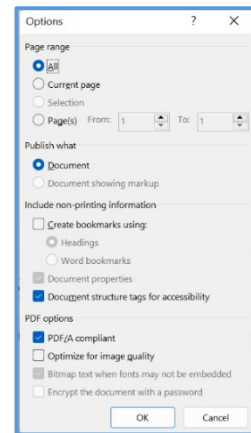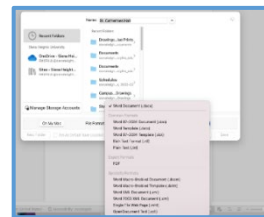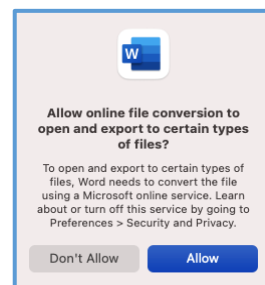|	
Open the Desktop Microsoft Word application. Open a **document** you would like to export as a **PDF/A** document. From the **File menu**, tap on **Export** to get to the dialog box.	
Create **a PDF/XPS document**. Tap on the Create PDF/XPS button to the right.	
Tap on the **Options dialog box** and select the (**PDF/A**) check box.	
From the Options tab to confirm your settings. Finalized your document by tapping on the OK button, and if you have Adobe Acrobat as a program on your computer, your new PDF/A will open in the application.	

Mac Office 365 Export Options

Open the **Microsoft Word application from the** application folder on your **Mac device**. Go to File and open from a **PDF document** you would like to edit from your **Microsoft OneDrive**, then tap on the **Open button**.	
File Open, and the message allows online file conversion to open and export to certain types of files, appears to **tap on** the **allow button**.	
When the conversion is taking place and completed, you can edit the document. You can add **text inside boxes** to **add extra text** to documents with drawings, images, or tables.	