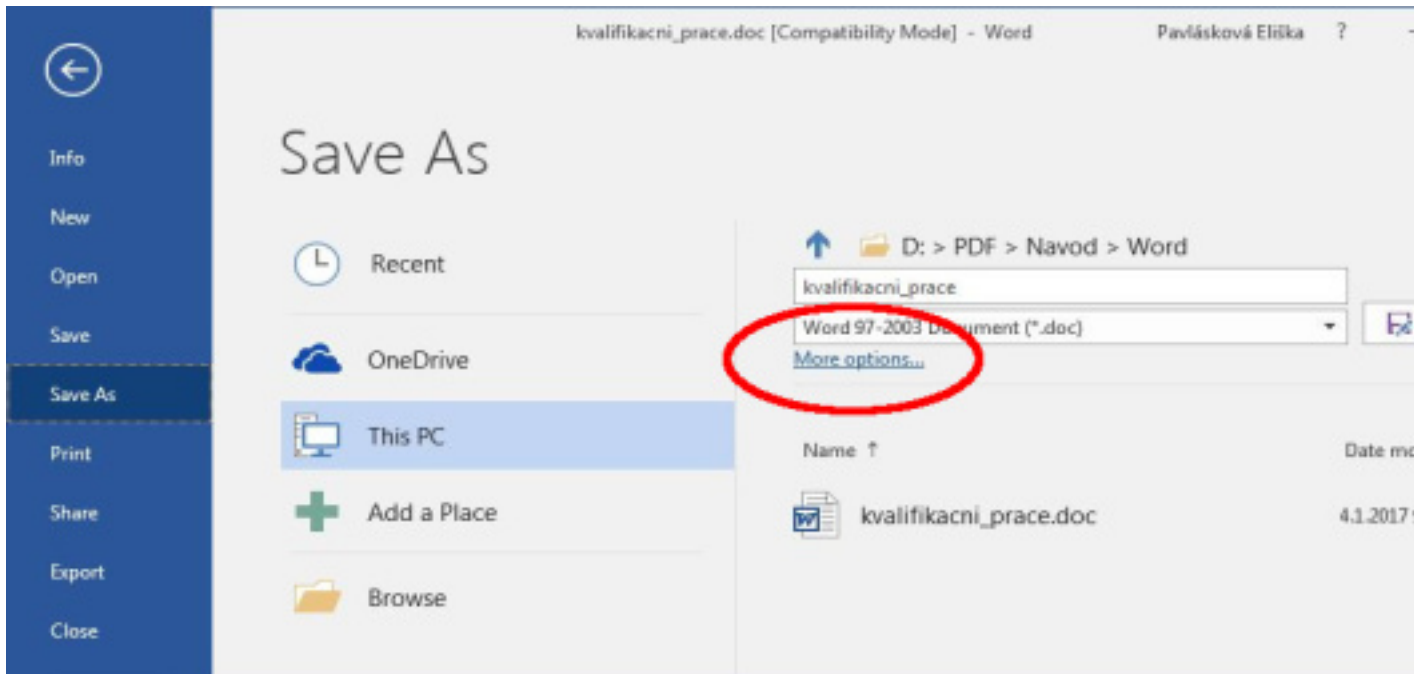
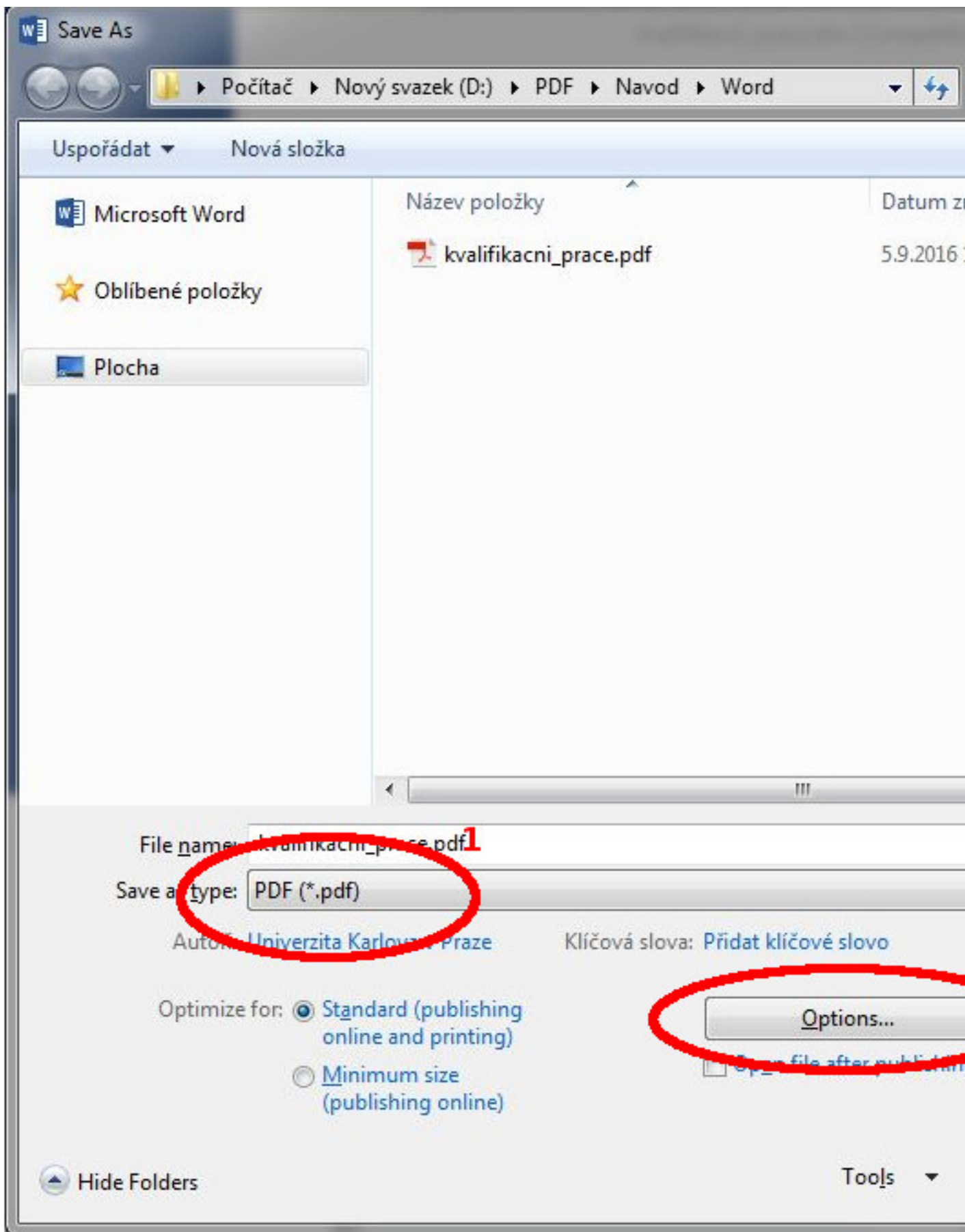

Microsoft Word 2016 eng

Microsoft Word 2016

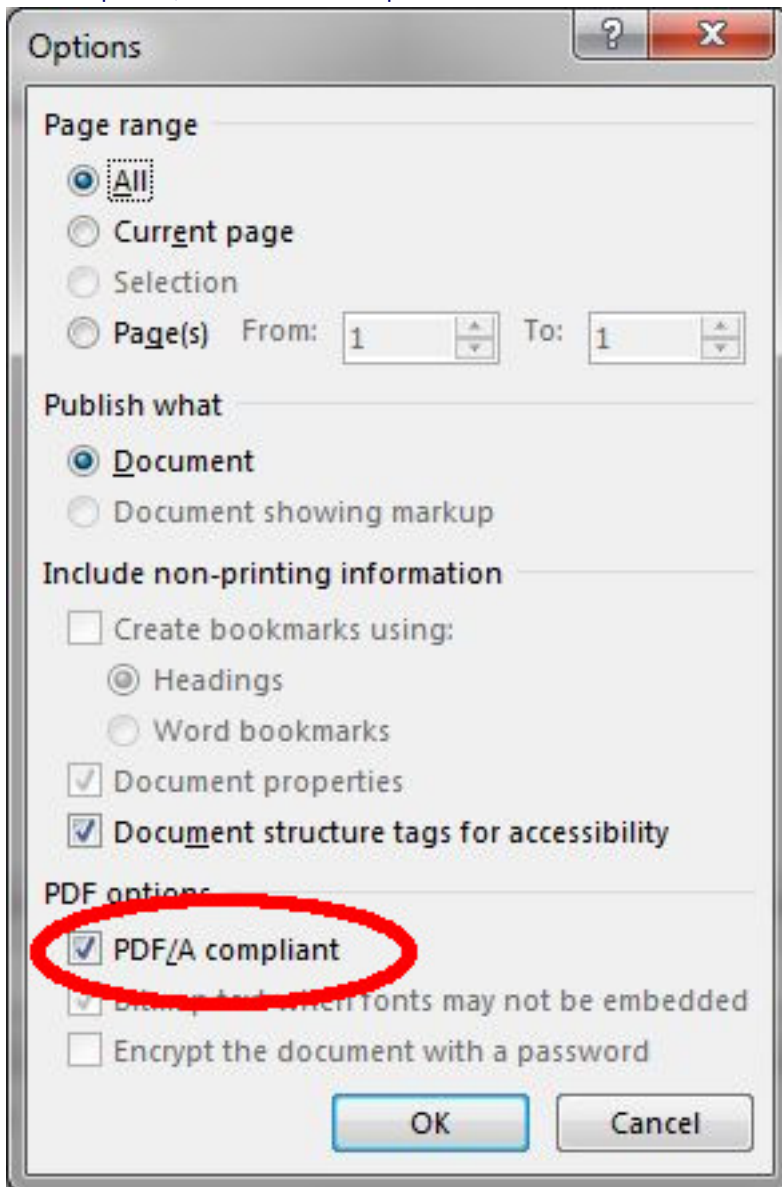
1. Under "File", click on "Save As".
2. Click on "More options..." located under the form for the file title and format.



3. Under "Save as type", select "PDF (*.pdf)". Then click on "Options".



4. In PDF options”, select “PDF/A compliant.”



5. Save in the usual manner