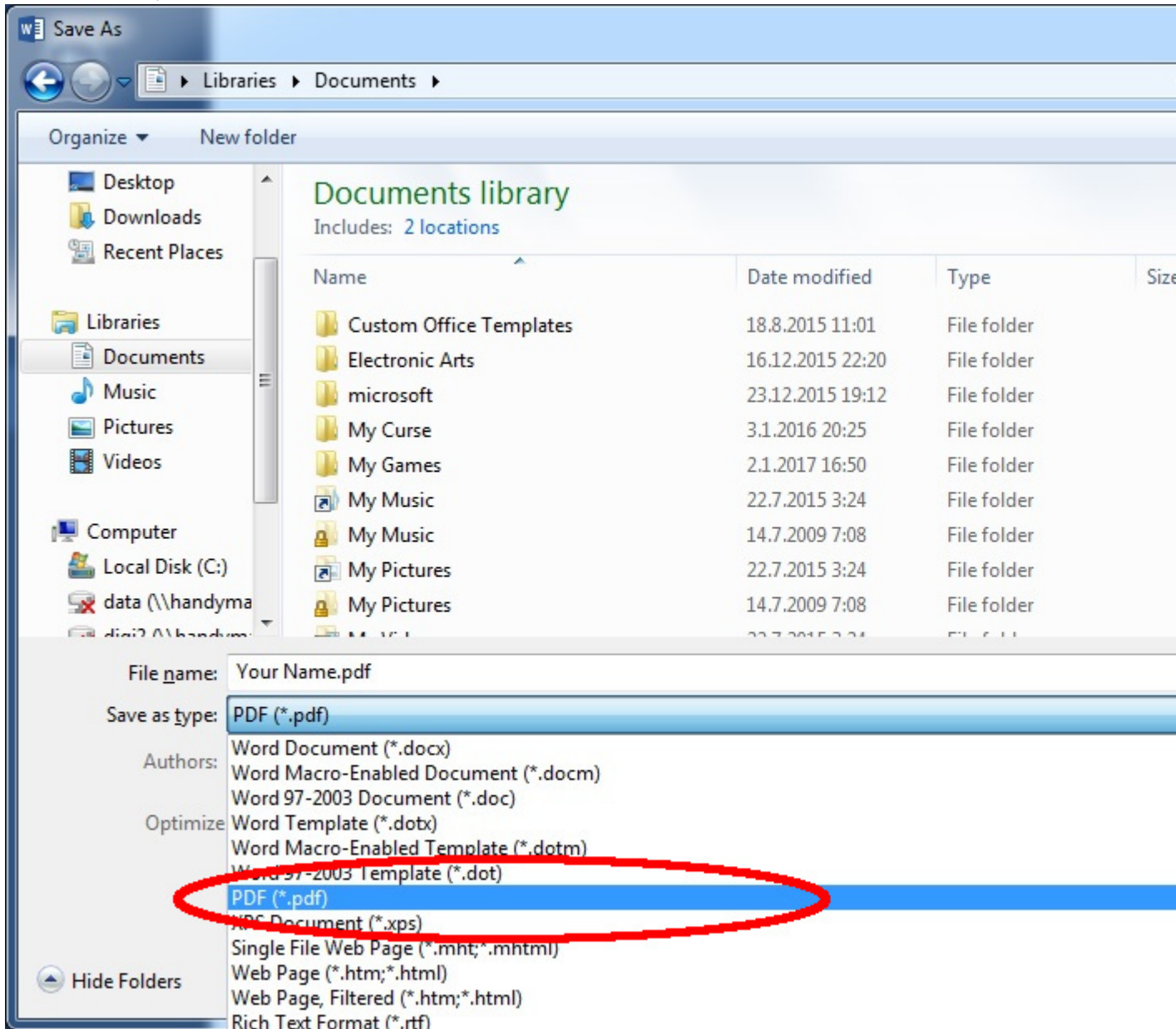


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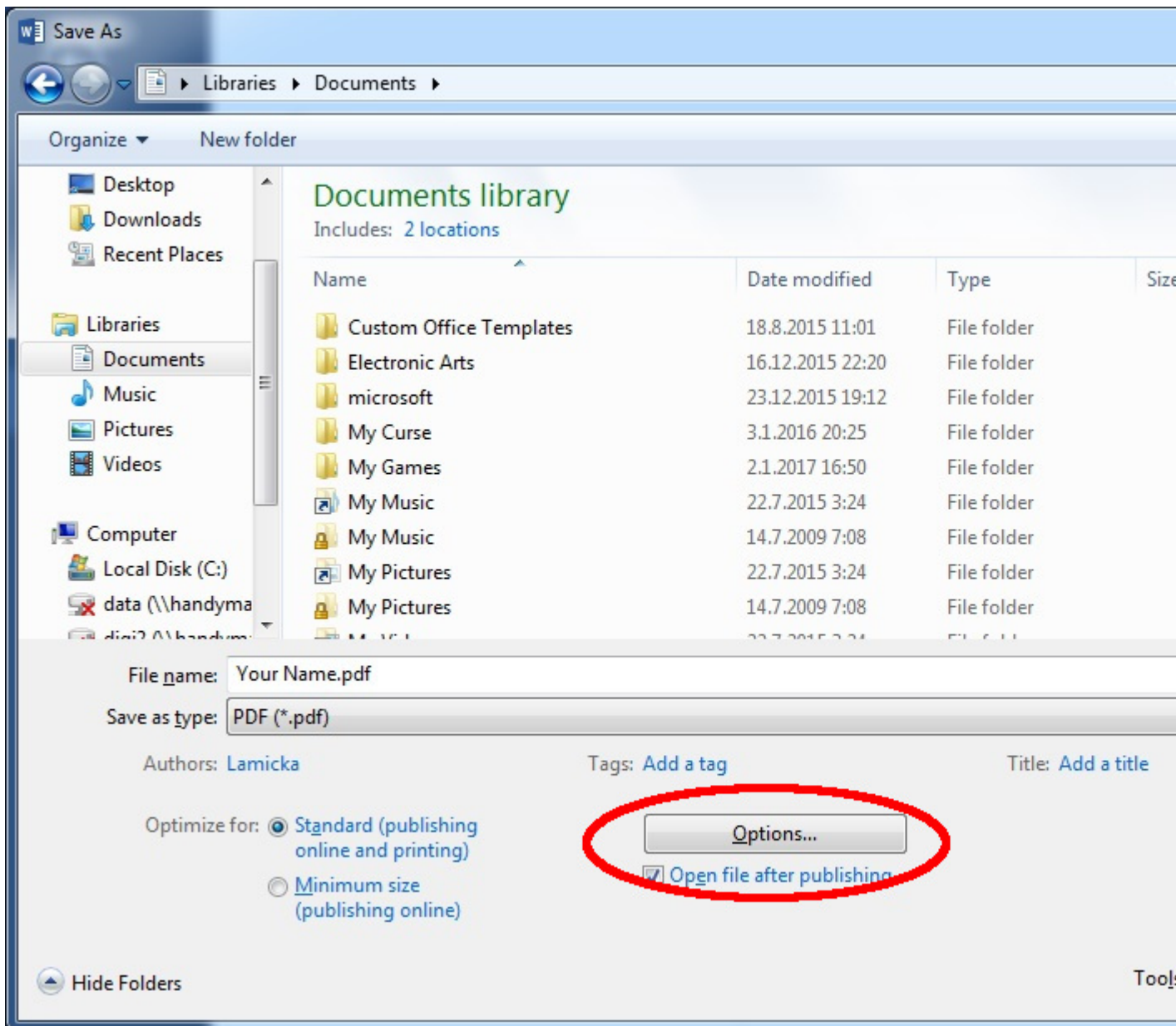
# Microsoft Word 2013

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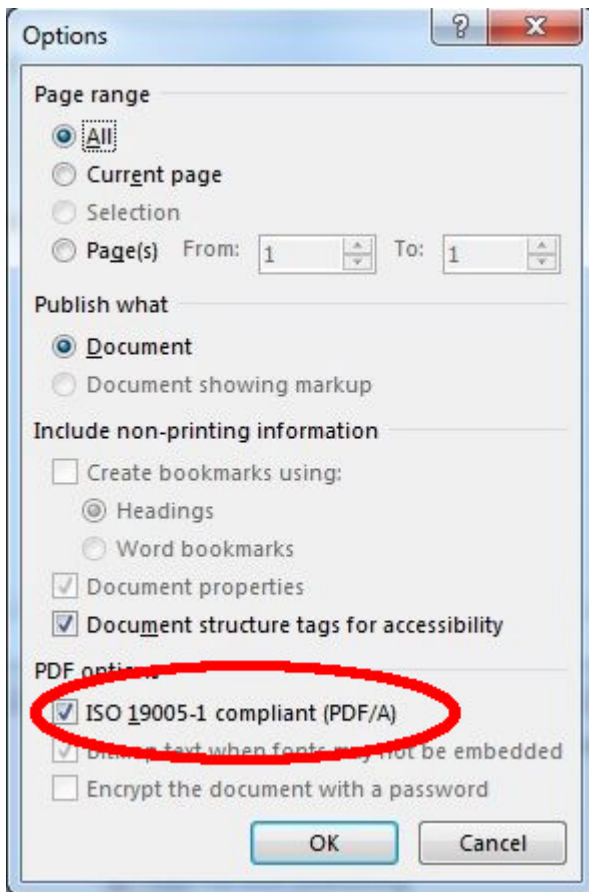
1. Under "File", click on "Save As".
2. Under "Save as type", select "PDF (\*.pdf)".



3. Open "Options" in the lower part of the dialogue window.



4. In "PDF options", select "ISO 19005-1 compliant (PDF/A)"



5. Save in the usual manner.