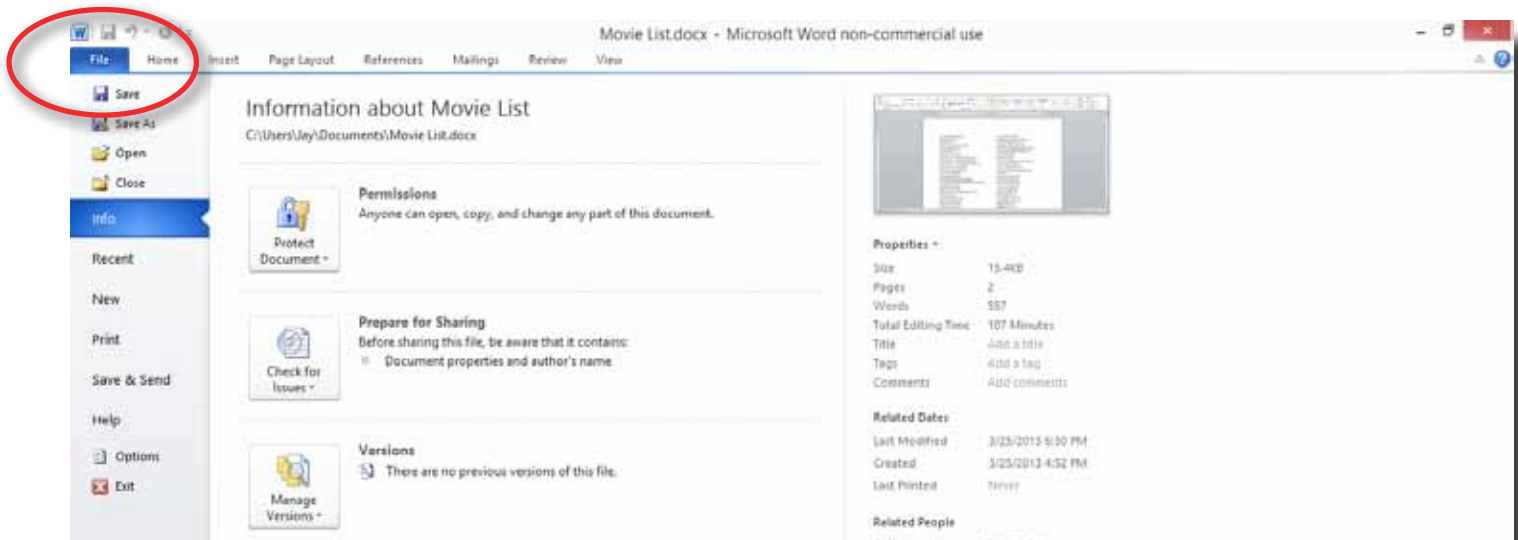


Convert Word 2010 To PDF

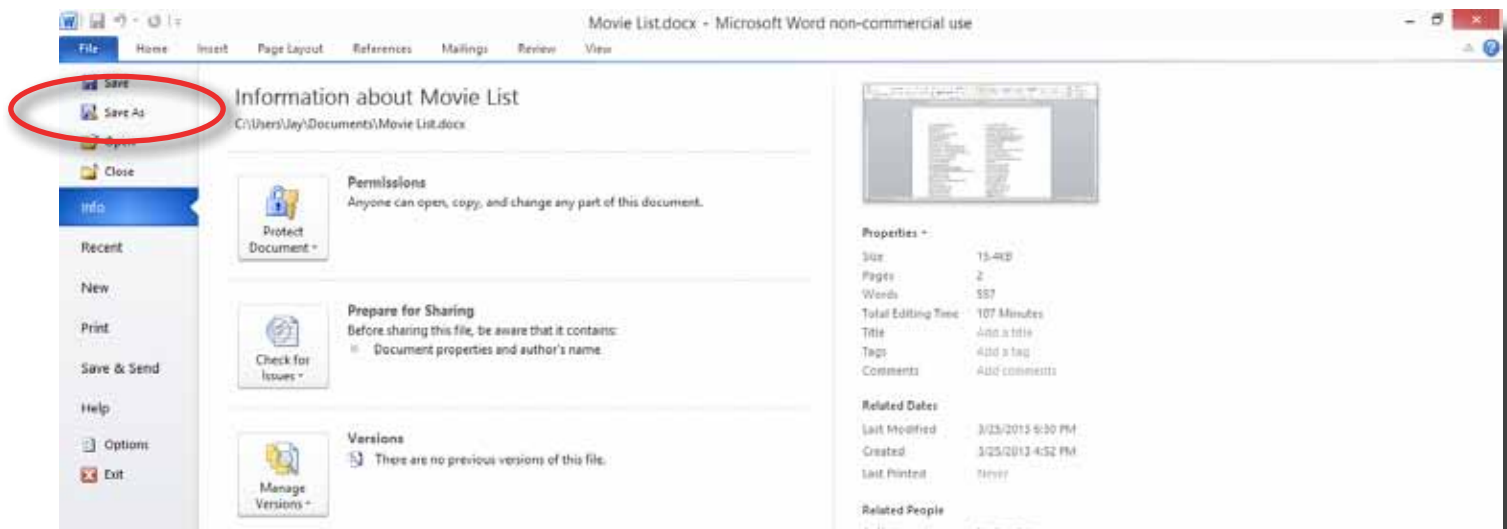
These instructions will show you how to properly save a Word 2010 document as a PDF. We will be saving it as a PDF/A version, this version ensures that all fonts and images are embedded properly and will create the PDF at the correct size.

Please Note: Your document must be set to the correct size before creating the PDF. The instructions below do not show you how to do that.

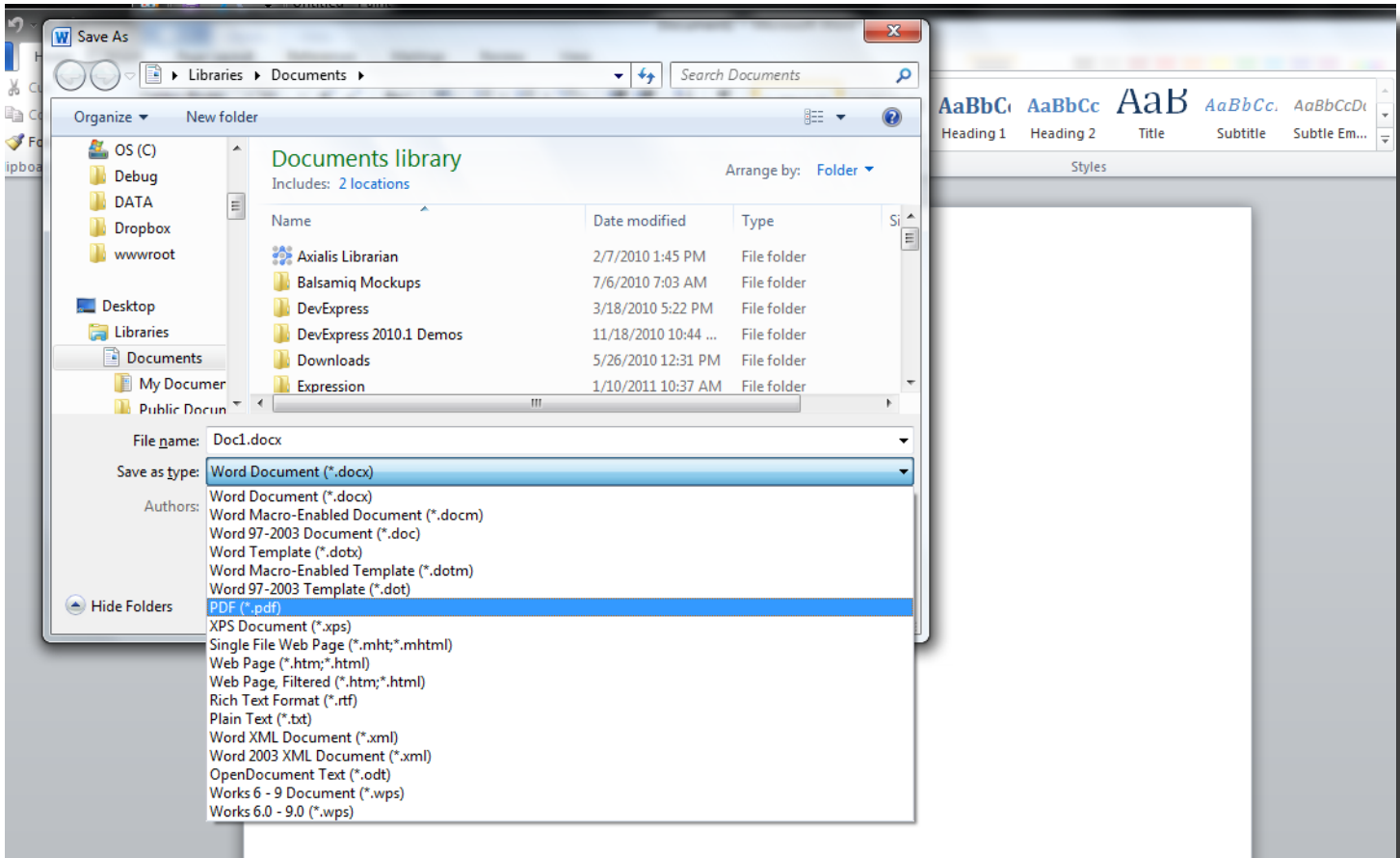
1. Open your word file in Microsoft Word 2010
2. Click **File**.



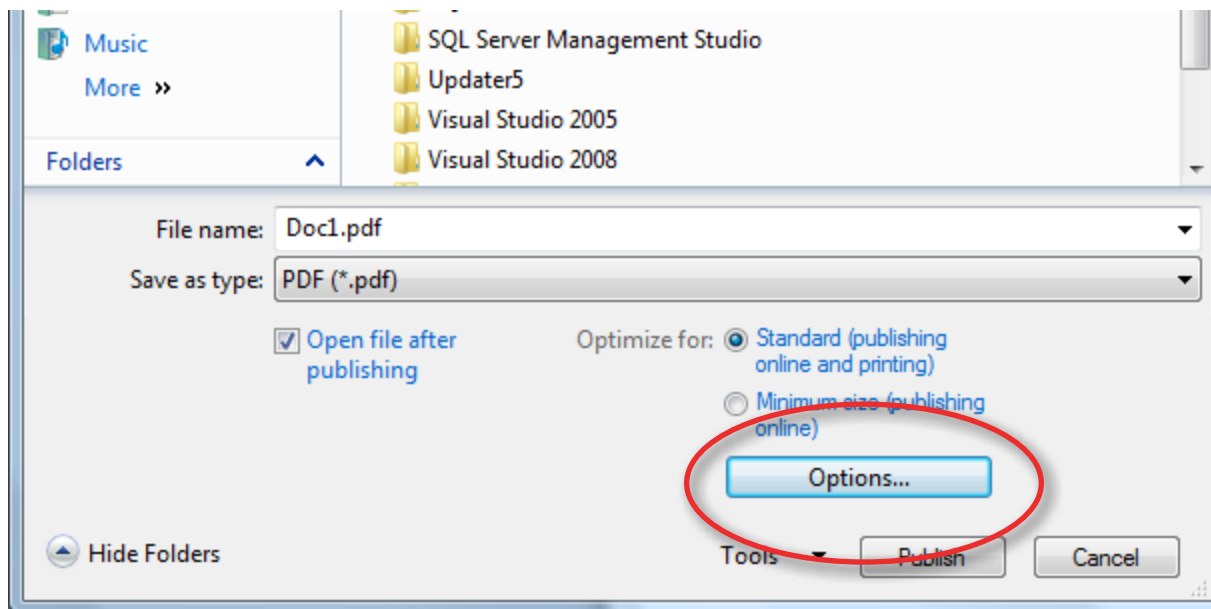
3. Click on **Save As**.



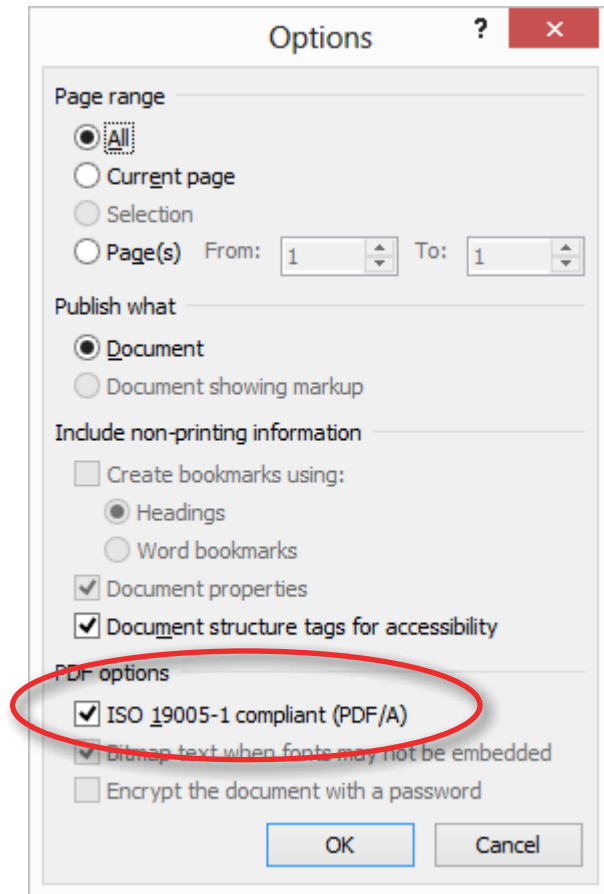
4. In the Save As popup window select a location, enter a name to save your PDF as and select "PDF (*.pdf)" from the Save as type drop down list.



5. Click the **Options...** button.



6. In the Options popup window make sure the ISO 19005-1 compliant (PDF/A) is checked and then click the **OK** button.



7. Click the **Save** button to save your document.

