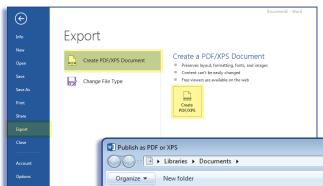
## MS Word > PDF



- 1. Click on the "FILE" tab (as above).
- 2. Click on "Export" and select "Create PDF/XPS Document" Then click on the "Create PDF/XPS" button.
- 3. Select "Standard (publishing online and printing)", then click on "Options..." and select <u>ISO 19005-1 compliant</u> (PDF/A), to embed ALL fonts, and click OK.
- 4. Click on "Publish" to export to your chosen folder, or directory.

