

Instant Workshops

Save as PDF/A in Word

This workshop explains how to use Word to save a document in PDF/A format for long-term preservation.

Transcript

Save as PDF/A in Word. In this workshop, I'll take you through the steps of saving a Word document in PDF/A format. What's PDF/A? It's a particular type of PDF that's optimized for long-term archiving, so if you have a very special document, say your dissertation or thesis, and you want to make sure it can still be opened years from now, PDF/A might be the right format.

Now, I'll be using Word from Microsoft 365. Many academic institutions offer students free access to Microsoft 365. Unfortunately, at the time of making this video, Apple Pages, Google Docs, and the online and mobile versions of Word can't save as PDF/A, just the Microsoft 365 version of Word.

What you're going to do to start off is open up your document in Word. Select File, Save As. Now, if your document is in OneDrive, it'll say Save a Copy. Select More Options, and in Save as Type, from the dropdown menu select PDF. Select Options. And here place a check in the box that says PDF/A compliant. Select OK. Ensure that you've selected the folder where you want to save your PDF document and select Save. The PDF document will be created.

So, those are the steps of saving a Word document in PDF/A format. If you need more help, contact your institution's library or information technology department.

Instructions

Save as PDF/A in Word for Microsoft 365*

1. Open your document in Word for Microsoft 365
2. In the File tab, select **Save As** or **Save a Copy**
3. Select **More options...**
4. Select the **Save as type: > PDF (*.pdf)**
5. Select **Options...**
6. Place a check in the box next to **PDF/A compliant**
7. Select **OK**
8. Select the folder you want your PDF to be saved in
9. Select **Save**

*These instructions may vary on other versions of Word

Review

Task for Learning

Successfully save your document as a PDF/A file using Word.

Review Question

What is the special value in saving a document in PDF/A format rather than in another PDF format?

- a) To implement Digital Rights Management (DRM) on the document
- b) To optimize the document for printing
- c) To keep the file size of the document small
- d) To ensure long-term preservation of the document

The correct answer is on the next page.

Review Question Answer

The correct answer is d) To ensure long-term preservation of the document.