

Converting a file to PDF/A-1a compliant or Font-embedded versions.

PDF/A is an archival format of PDF that embeds all fonts used in the document within the PDF file, meaning that a user of your file will not have to have the same fonts that you used to create the file installed on their computer in order to read it. Some of the solutions provided below will ensure that all fonts (including common system fonts) are embedded, but do not provide full compliance with PDF/A standards.

If you have Microsoft Word 2007 on a PC

1. Click on the round 'Office Button' at the upper left
2. Choose 'Save As'
3. Change the Save as Type to PDF
4. Click on Options
5. Check "ISO-19005-compliant (PDF/A)" and OK
6. Click Save

(If your version of Word 2007 doesn't have the Save as Type: PDF option, you may need to download a Microsoft add-in: <http://r.office.microsoft.com/r/rlidMSAddinPDFXPS>)

If you have Microsoft Word 2008 on a Mac

1. Choose File > Save As.
2. Change the File Type to PDF
3. Save. Fonts are automatically embedded in Word 2008. (Note: This version is not fully PDF/A compliant. Also, previous versions of Microsoft Word do not automatically embed fonts).

If you have Adobe Acrobat Pro (not Adobe Acrobat Reader) and Microsoft Word 2003

1. When your file is open in Microsoft Word, go to the Adobe PDF menu
2. Go to Change Conversion Settings
3. Check 'Create a PDF/A-1a:2005 compliant File' and click OK
4. Click Convert to Adobe PDF

Online Converters:

Pros: System independent... use is the same if you have a PC or a Mac

Cons: Some have file size limits that won't allow them to convert large files

Neevia Technology - <http://convert.neevia.com/>

Upload Limit: 1 MB

1. Change Output Format from PDF to PDF/A
2. Select the File from your computer (will accept Microsoft Word, Microsoft Works, and WordPerfect files, among others)
3. Delivery Method: either wait and download from browser, or have the file sent to your e-mail.
4. Upload and Convert.

CometDocs - <http://www.cometdocs.com/>

Not true PDF/A conversion, but it will embed all fonts used in your document.

1. Click 'Browse' and choose your file (will accept Microsoft Word .doc and docx files, among others.)
2. Choose PDF Create
3. Enter your e-mail address
4. Click Send
5. In a few minutes, you'll receive an e-mail with a link to go to the site and download your file. It will say: "Here is your file converted by CometDocs:"

PDF Converter - <http://www.freepdfconvert.com/>

Not true PDF/A conversion, but it will embed all fonts used in your document.

1. Click 'Browse' and choose your file (will accept Microsoft Word .doc and docx files, among others.)
2. Enter your e-mail address
3. Click Convert Your File
4. In a few minutes, you'll see 'Job Done'. Click on 'Download your file' to open your file. (It will be in a Zipped folder).