

# 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 ISO 19005-1 compliant (PDF/A), to embed ALL fonts, and click OK.
4. Click on “Publish” to export to your chosen folder, or directory.

