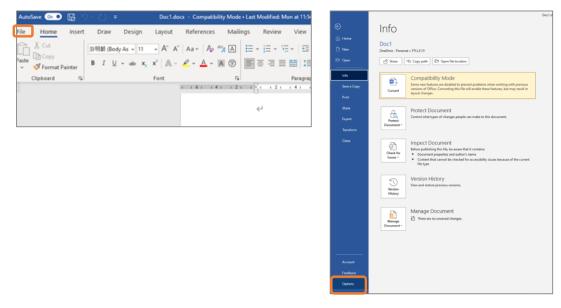
## How to create a PDF/A file

1. Checking font embedding

① Open the final version of your Word document file and select "Options" in the "File" tab.

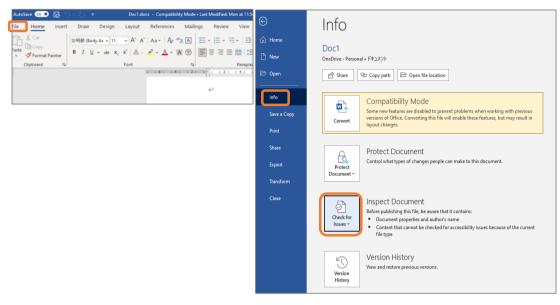


② Select "Save" from the menu of options displayed on the screen.

3 Check "Embed fonts in file" and click the "OK" button at the bottom right of the screen.

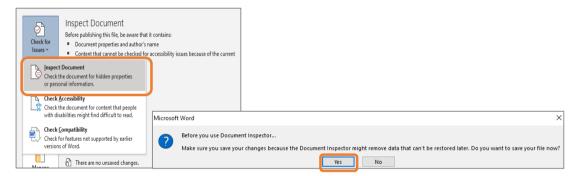
Word Options	? X						
General Display	Customize how documents are saved.						
Proofing	Save documents						
Save	$\checkmark$ AutoSave files stored in the Cloud by default in Word $0$						
Typography	Save files in this <u>format</u> : Word Document (*.docx)						
Language	Save AutoRecover information every 5 00 minutes						
Accessibility	✓ Keep the last AutoRecovered version if I close without saving						
Advanced	Auto <u>Recover file location:</u> C:\Users\opens\AppData\Roaming\Microsoft\Word\         Browse						
	Don't show the Backstage when opening or saving files with keyboard shortcuts						
Customize Ribbon	Show additional places for saving, even if sign-in may be required.						
Quick Access Toolbar	Save to <u>C</u> omputer by default						
Add-ins	Default local file location: C:\Users\opens\OneDrive\ドキュメント\ Browse						
Trust Center	Default personal templates location:						
	Offline editing options for document management server files						
	Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.						
	Learn more						
	Server drafts location: C:\Users\opens\OneDrive\ドキュメント\SharePoint Drafts\						
	Preserve figelity when sharing this document:						
	Embed fonts in the file						
	Embed only the <u>c</u> haracters used in the document (best for reducing file size)           Do not embed common system fonts						
	Cache Settings						
	Days to keep files in the Office Document Cache: 14 🗘						
	Delete files from the Office Document Cache when they are <u>c</u> losed						
	Delete files in the cache that have been saved for faster viewing. This will not delete items pending upload to the server, nor items with upload errors.						
	OK						

- 2. Removing your personal information
  - 1 Open the final version of the Word document file and select "Info" in the "File" tab.
  - 2 Click the "Check for Issues" button to the left of "Inspect Document."



③ Click on "Inspect Document" in the pull-down menu displayed. Select "Yes" to the warning message about backing up the file.

\* Please be sure to save a backup.



④ Click the "inspect" button on the Document Inspector screen.

Document Inspector	?	×	Document Inspector	?	×
To check the document for the selected content, click Inspect.			Review the inspection results.		
Comments, Revisions, and Versions Inspects the document for comments, versions, and revision marks.		^	Comments, Revisions, and Versions No items were found.		^
Document Properties and Personal Information     Inspects for hidden metadata or personal information saved with the document	t.		Document Properties and Personal Information The following document information was found:	Remove	All
Task Pane Add-ins Inspects for Task Pane add-ins saved in the document.			✓ Task Pane Add-ins We did not find any Task Pane add-ins.		
Embedded Documents Inspects for embedded documents, which may include information that's not vi the file.	sible in		Embedded Documents     No embedded documents were found.		
Macros, Forms, and ActiveX Controls Inspects for macros, forms, and ActiveX controls.			Macros, Forms, and ActiveX Controls No macros, forms, or ActiveX controls were found.		
Inspects the document for Ink.			Collapsed Headings No collapsed headings were found.		
Collapsed Headings Inspects the document for text that has been collapsed under a heading.		v	Custom XML Data No custom XML data was found. Note: Some changes cannot be undone.	Reinspect	↓ Close

Respond appropriately based on the inspection results.

(For example, if the results are shown as in the right figure above, click the "Remove All" button to delete the remaining information of the document properties and the author.)

## 3. Saving as a PDF/A file

1) The "File" tab, click the "Save As" menu and choose where you want to save the file (the storage location).

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		Transform	Suggested searches: Business C	Cards Flyers Letters Education	Resumes and Cover Letters Holiday

② After selecting the storage location, select "PDF(\*.pdf)" in the "Save as type" pull-down list.

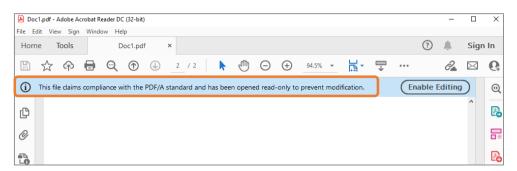
③ Click the "Options" button.

🚾 Save As	×
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	∧ Hide Folders Tools ▼ Save Cancel

④ Check "Document structure tags for accessibility" and "PDF/A compliant," and then click the "OK" button to save the file in PDF format.

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- 4. Checking your saved file
  - 1 Open the PDF file you created.
  - ② Check that the message "This file claims compliance with the PDF/A standard..." appears.



③ Click on "Properties" in the "File" menu.

Doc1.pdf - Adobe Acrobat Reader DC (32-bit)	Doc1.pdf - Adobe Acrobat Reader DC (32-bit)
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	Convert to Word, Excel or PowerPoint
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	Compress File
	Pass <u>w</u> ord Protect
	🕰 Request E-sig <u>n</u> atures
	📩 Share File
	Re <u>v</u> ert
	Close File Ctrl+W
	Prop <u>e</u> rties Ctrl+D
	Print Ctrl+P

4 In the "Description" tab, confirm that there is no information such as "Title" or "Author."

⑤ Confirm that the font for all characters is "Embedded Subset" in the "Fonts" tab.

Document Properties X	Document Properties	×
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Keywords:		
Created: 7/3/2022 11:02:25 PM		
Modified: 7/3/2022 11:02:25 PM		
Application: Microsoft® Word 2016		
Advanced		
PDF Producer: Microsoft® Word 2016		
PDF Version: 1.7 (Acrobat 8.x)		
Location: C:\Users\opens\OneDrive\デスクトップ		
File Size: 69.65 KB (71,326 Bytes)		
Page Size: 8.27 x 11.69 in Number of Pages: 2		
Tagged PDF: Yes Fast Web View: No		
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OK. Cancel		