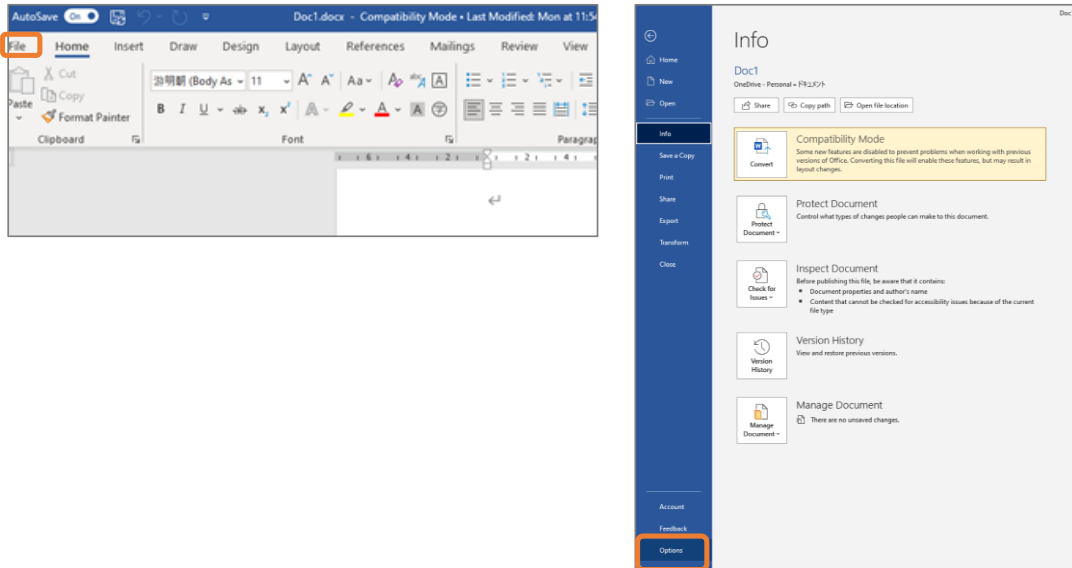


How to create a PDF/A file

*In the case of Microsoft Word 2019

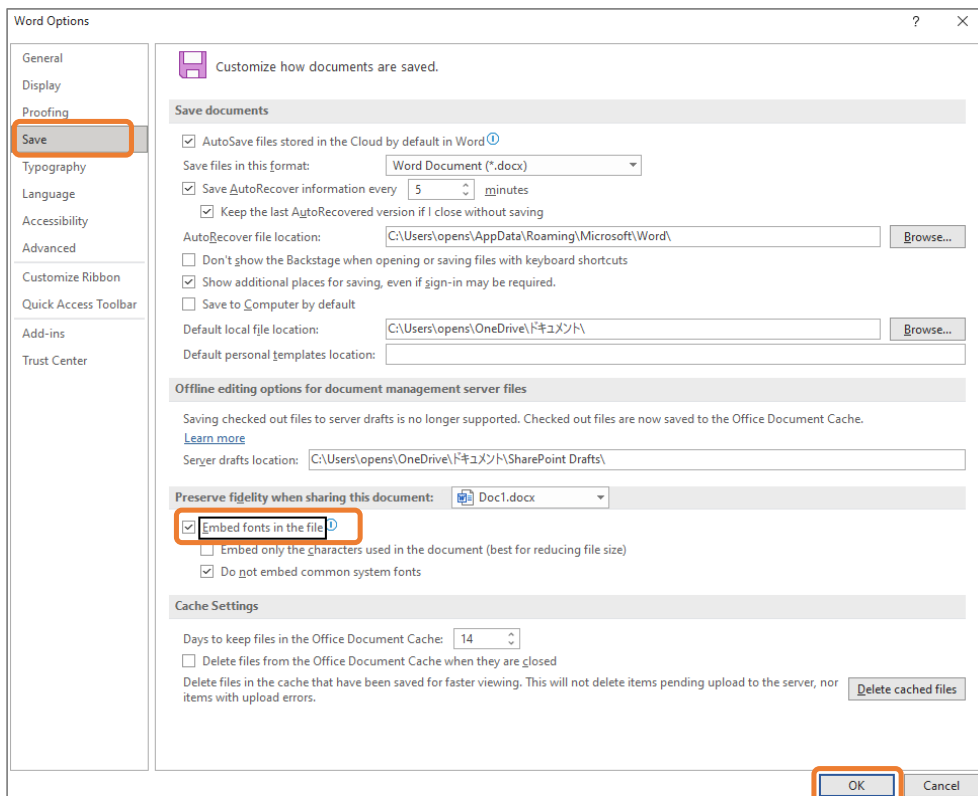
1. Checking font embedding

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.

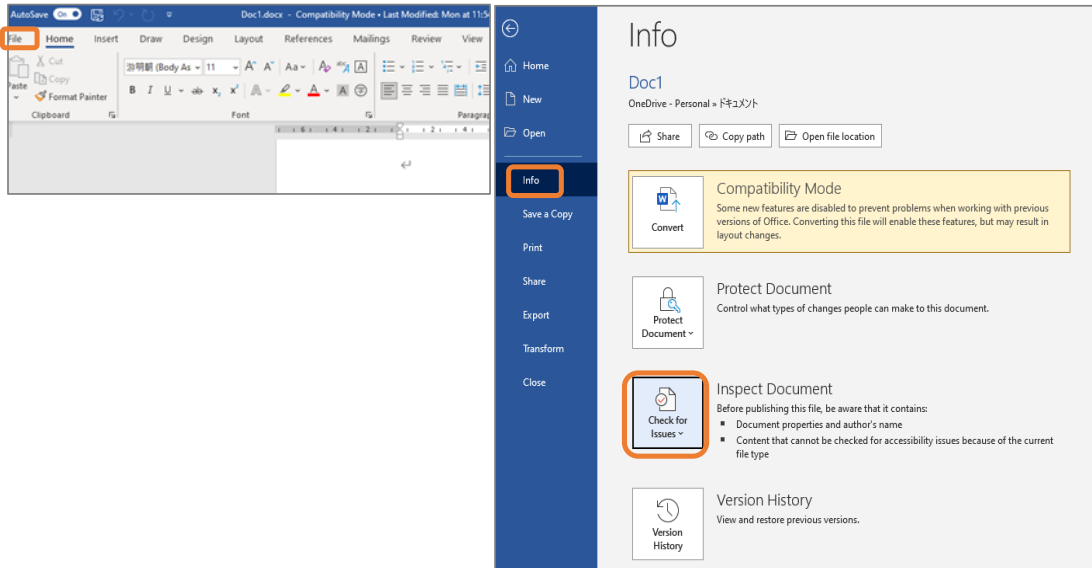
③ Check "Embed fonts in file" and click the "OK" button at the bottom right of the screen.



2. Removing your personal information

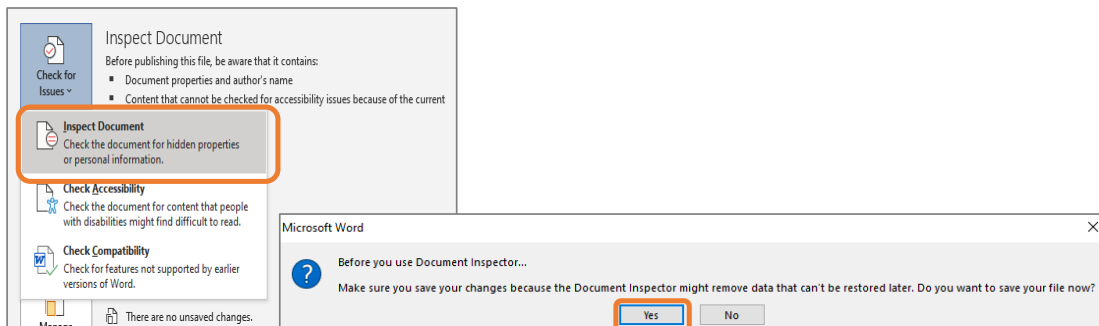
① Open the final version of the Word document file and select "Info" in the "File" tab.

② Click the "Check for Issues" button to the left of "Inspect Document."

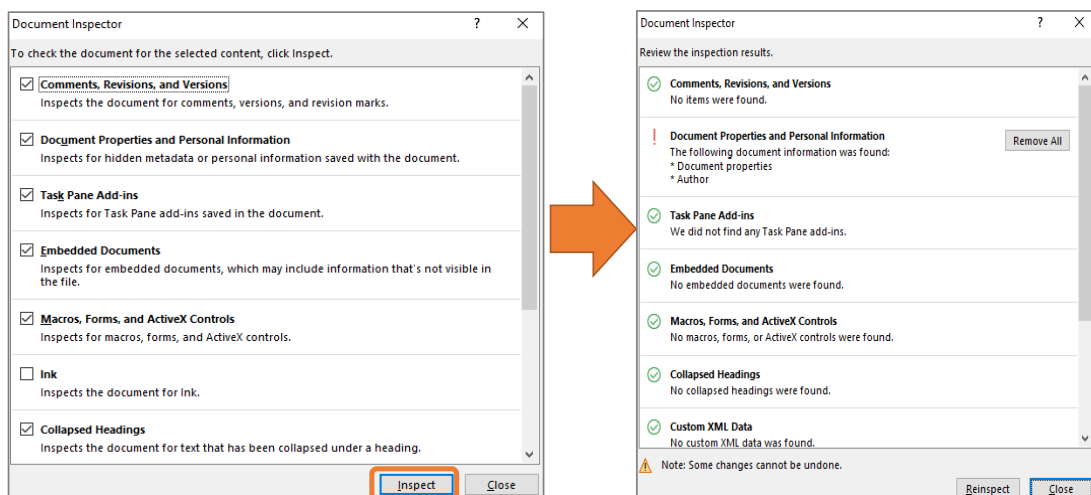


③ Click on "Inspect Document" in the pull-down menu displayed. Select "Yes" to the warning message about backing up the file.

* Please be sure to save a backup.



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

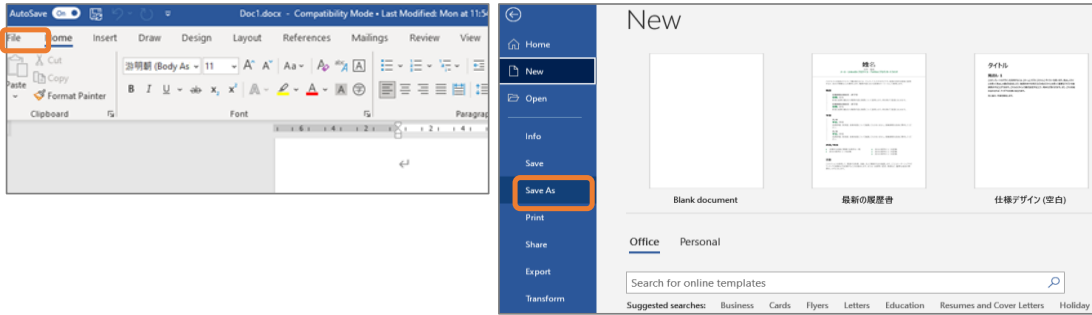


Respond appropriately based on the inspection results.

(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.)

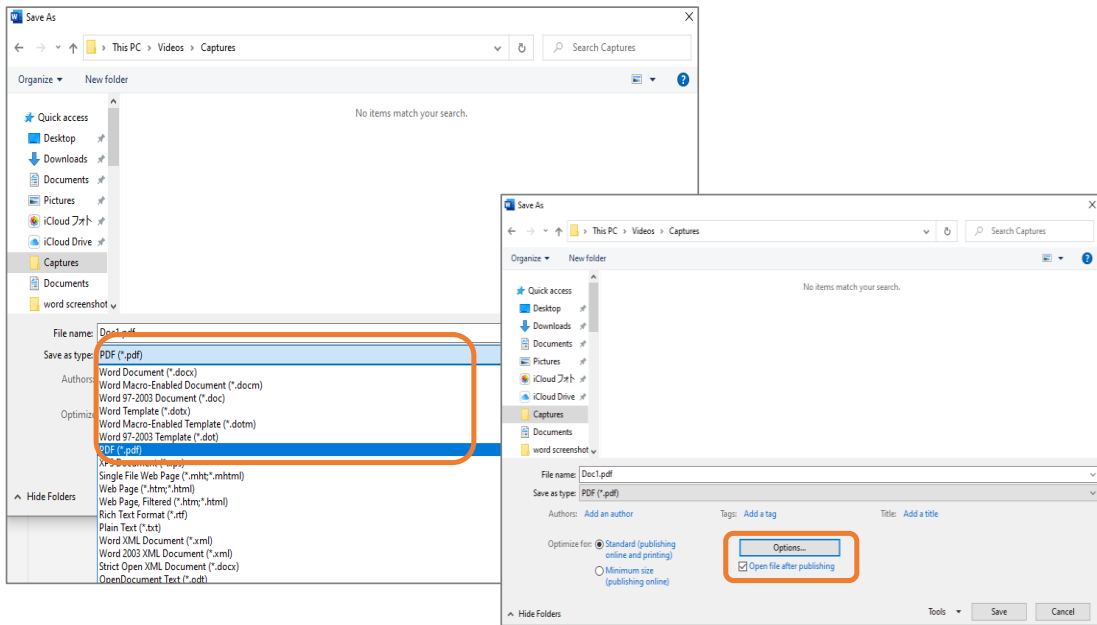
3. Saving as a PDF/A file

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

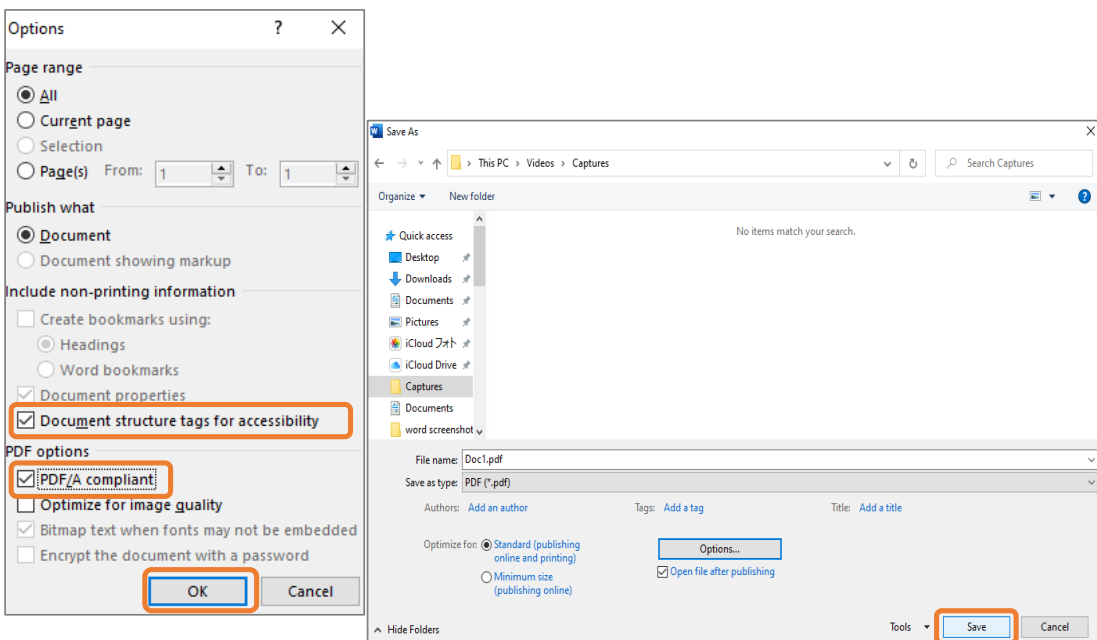


② After selecting the storage location, select "PDF (*.pdf)" in the "Save as type" pull-down list.

③ Click the "Options" button.

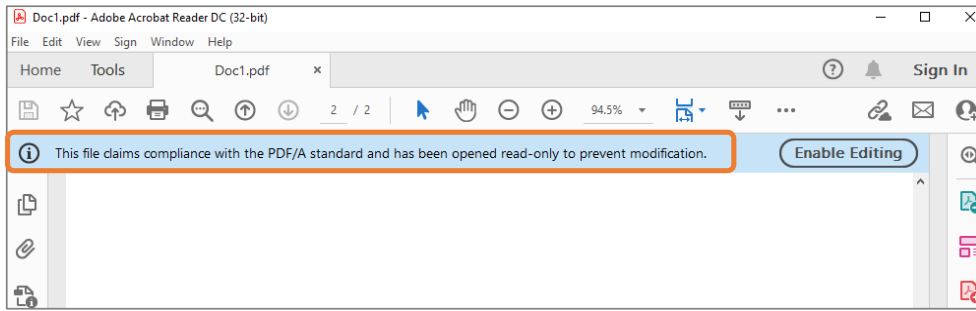


④ Check "Document structure tags for accessibility" and "PDF/A compliant," and then click the "OK" button to save the file in PDF format.

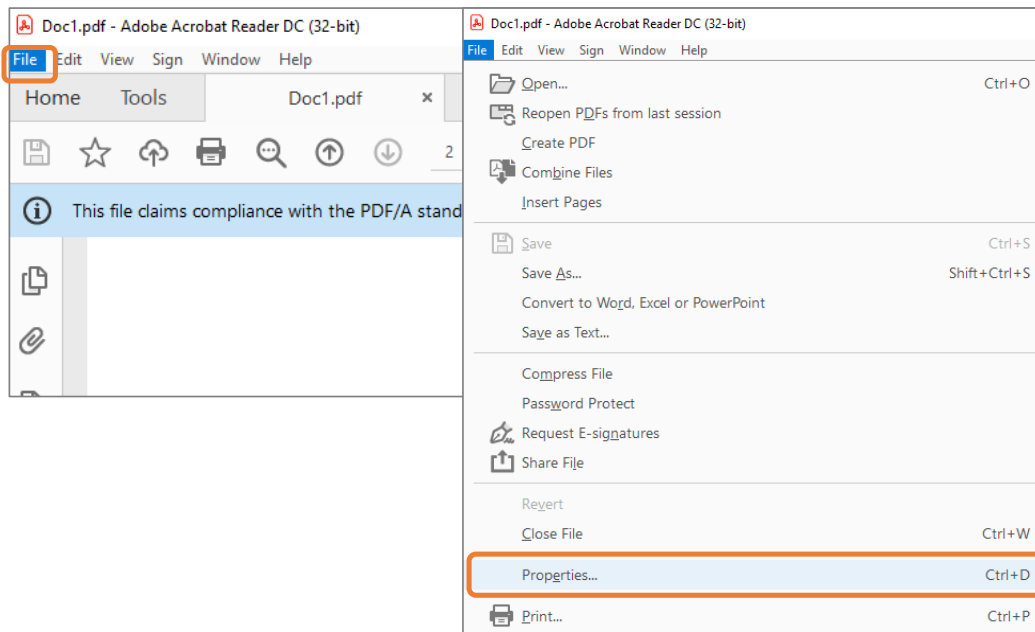


4. Checking your saved file

- 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.



- 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.

