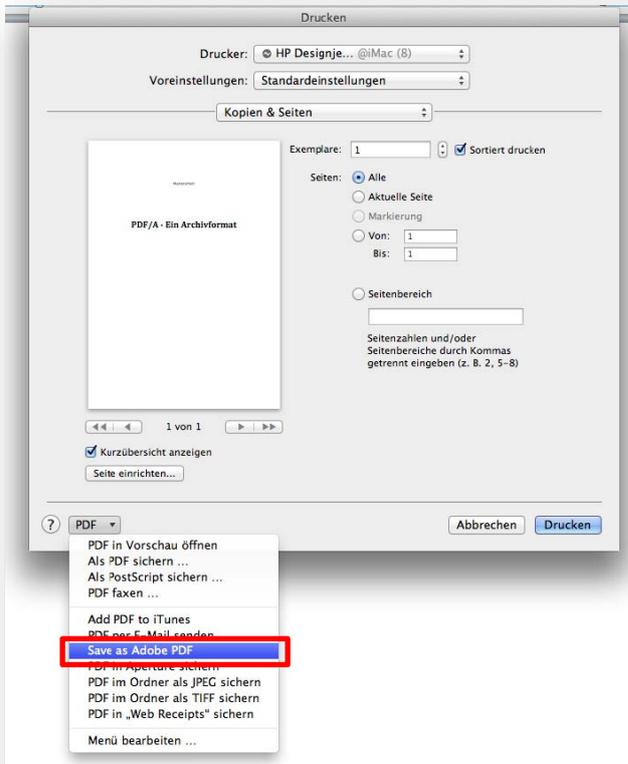# How to create a PDF/A file with Word 2011/2016 on Mac

Note: You need to install the software **Adobe Acrobat Professional** to do this.

1. Open the document in Word (2011 or 2016) and choose **Print.**
2. Click on the dropdown menu next to PDF.
3. Choose **Save as Adobe PDF**.

4. Click on «Adobe PDF settings» and choose **PDF/A-1b:2005(RGB)**.
5. Continue.
6. Choose folder to save.
7. Save.