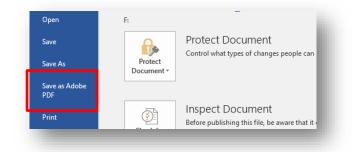
How to create a PDF/A file on a HSG workstation with MS Word 2016 (Windows 10) and Adobe Acrobat Pro DC

Open your document in word (MS Word 2013 or 2016) and select: File > Save as Adobe PDF File (Als Adobe PDF speichern).



In the following dialogue box choose "Save Adobe PDF File As" and click on Options.

File name:	Meine Bachelorarbeit_TESTDA	TEI.pdf		
Save as type:	PDF files (*.pdf)			~
	View Result	Restrict Editing		
 Hide Folders 		Options	Save	Cancel

Select the option **Create PDF/A-1a:2005 compliant file** (PDF/A-1a:2005-kompatible Datei erstellen) and confirm with OK.

Create Bookmarks Convert Word Headings to Bookmarks Convert Word Styles to Bookmarks Convert Word Bookmarks Convert Comments ge range All Current page Selection Page(s) From: 1 TO: 1 TO	Create PDI	F/A-1a:2005 compliant file	
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Select the path in which you want to save the PDF file and enter a file name. Click on Save.

File name:	Meine Bachelorarbeit_TESTDATEI.pdf			
	PDF files (*.pdf)			
	View Result	Restrict Editing		
 Hide Folders 		Options Save	Cancel	

Now the resulting pdf file corresponds to the PDF/A standard and can be entered into EDIS or EDOK under PDF-File.