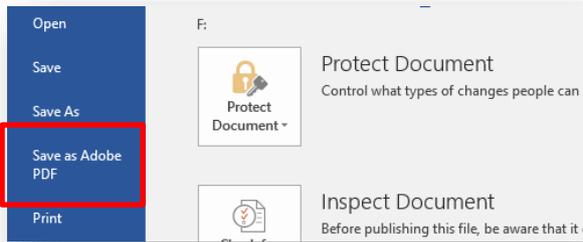
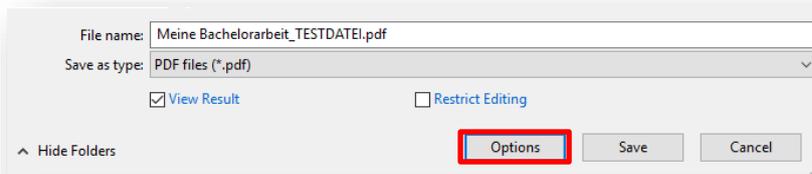


How to create a PDF/A file on a HSG workstation with MS Word 2016 (Windows 10) and Adobe Acrobat Pro DC

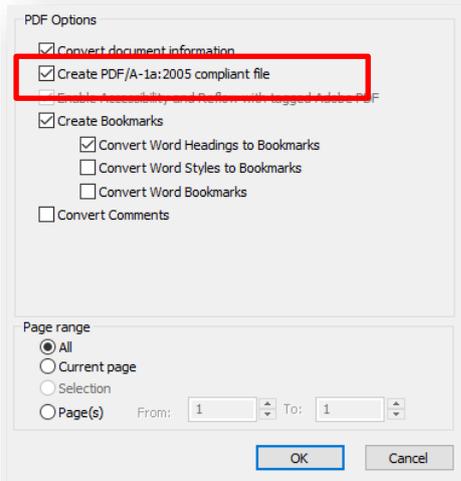
Open your document in word (MS Word 2013 or 2016) and select:
File > Save as Adobe PDF File (Als Adobe PDF speichern).



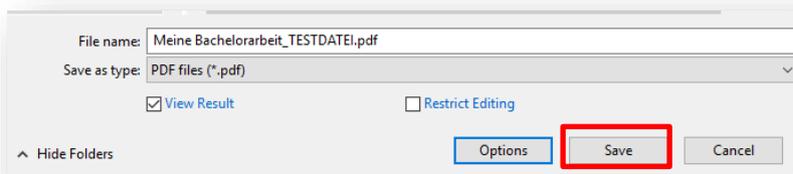
In the following dialogue box choose "Save Adobe PDF File As" and click on Options.



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



Select the path in which you want to save the PDF file and enter a file name. Click on Save.



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