INSTRUCTIONS FOR SAVING IN PDF/A FORMAT AND ARCHIVING THE THESIS

Export a Word document in pdf/a format as follows:

select File \rightarrow Export \rightarrow Create PDF or XPS document \rightarrow Create PDF/XPS.

A new window opens, select **Options**.

Image 1. Export in PDF/A format, screenshot 1

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Another new window opens. Select to **create bookmarks using headers** and **PDF/A compatible** on PDF settings. (Image 2). Do not make any other changes. Finish by clicking OK.

Image 2 Create bookmarks from headers and export in PDF/A format, screenshot 2

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