

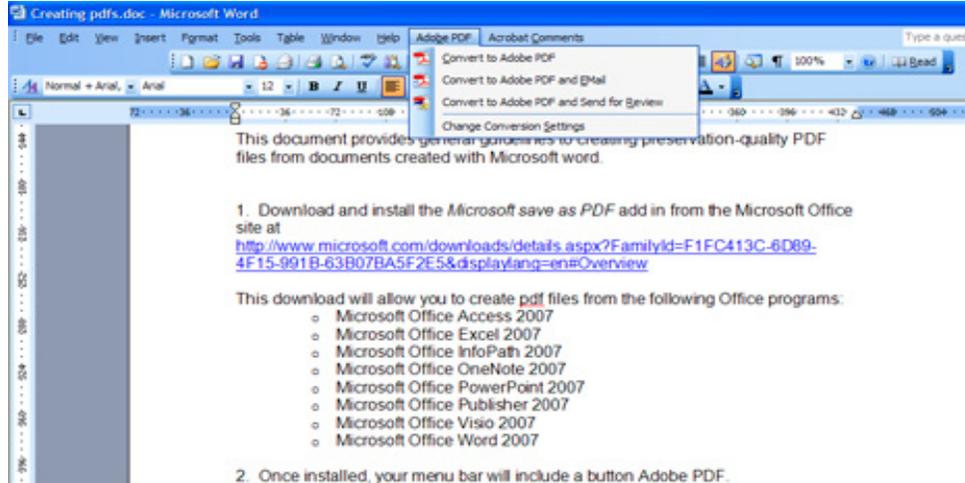


AQUATIC COMMONS INITIATIVE

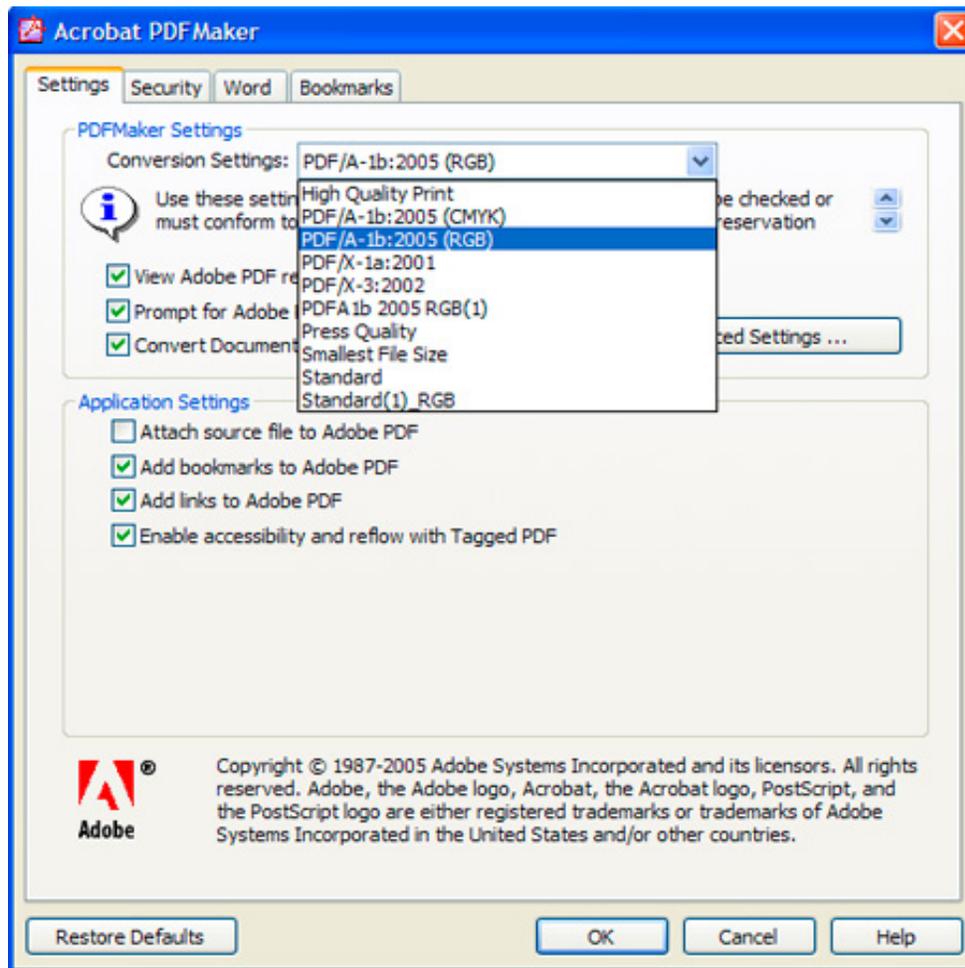
Guidelines for Creating Archival Quality PDF Files with Adobe PDF Maker plug-in for Microsoft Office programs including Word

This document provides general guidelines to creating preservation-quality PDF files from documents created with Microsoft word. The download is available freely to all running valid Microsoft office software; an online validation is required, but does not require any extraneous documentation.

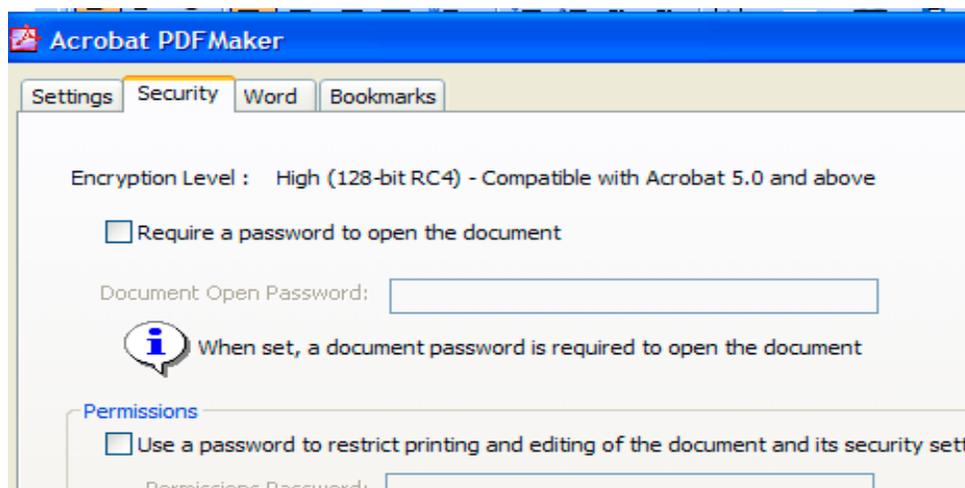
1. Download and install the **Microsoft save as PDF** add-in from the Microsoft Office site at
<http://www.microsoft.com/downloads/details.aspx?FamilyId=F1FC413C-6D89-4F15-991B-63B07BA5F2E5&displaylang=en#Overview>
2. Once installed, your menu bar will include an Adobe PDF button.
3. Click on the Adobe PDF button and select Change Conversion Settings.



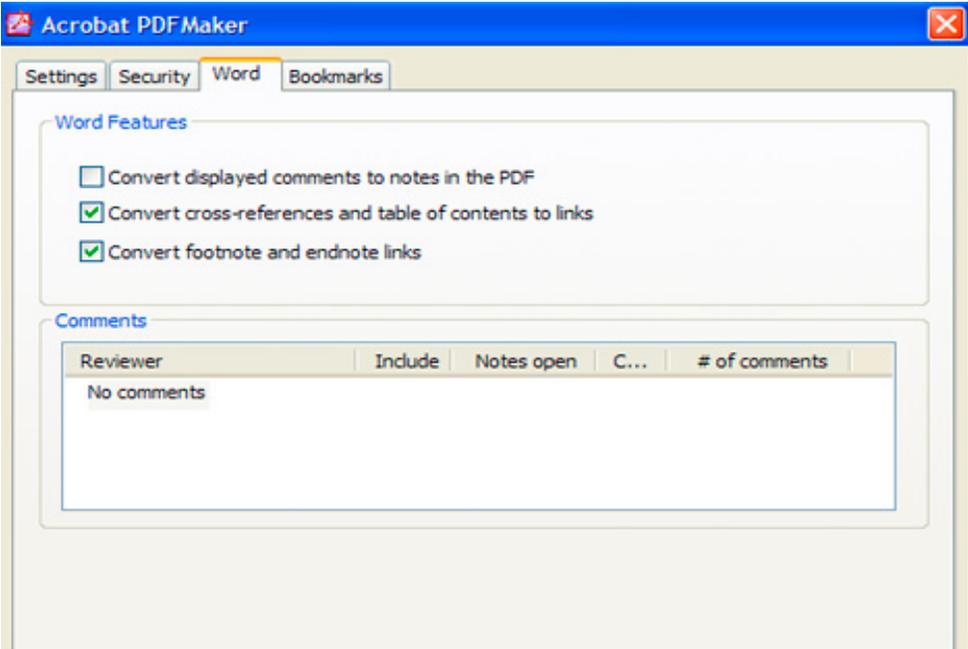
A new screen will open. Under the Settings tab, select PDF/A-1b:2005(RGB) as the Conversion Settings. Check the other settings as shown below. Do not change any of the Advanced Settings.



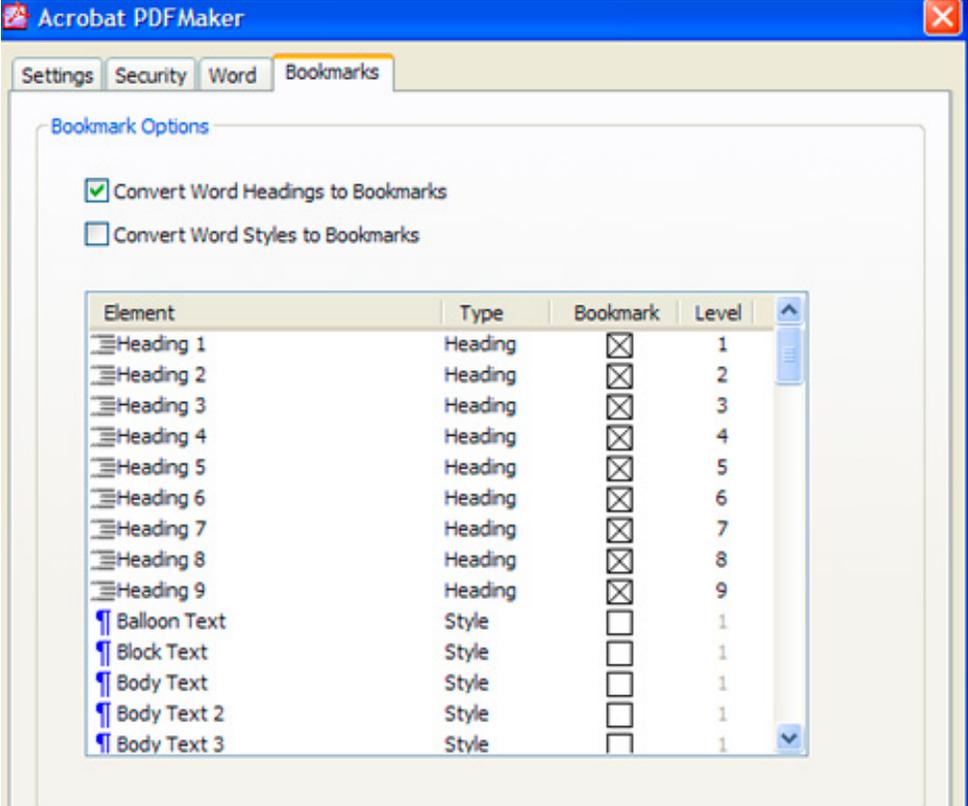
Click the Security tab. No passwords should be required.



Click the Word tab. Check the last two items as shown.



Click Bookmarks tab. Check Convert Word Headings to Bookmarks.



Once these settings are in place, you are ready to convert word and other office documents to pdf formats.

4. Create your document in one of the supported programs listed above and save it as you would normally, then click on the Adobe PDF button and choose Convert to Adobe PDF.

More extensive help is available at

How to Create Accessible Adobe PDF Files online at
<http://www.adobe.com/products/acrobat/pdfs/accessbooklet.pdf>

Create PDF files from Microsoft Word (Acrobat 6.0-7.0, Acrobat 3D on Windows) (Adobe Tech Note) online at
<http://kb.adobe.com/selfservice/viewContent.do?externalId=330729&sliceId=2>

If you are using Acrobat Professional, you can check the *Guidelines for Creating Archival Quality PDF Files*, by Carol Chou, FCLA, at
<http://www.fcla.edu/digitalArchive/pdfs/PDFGuideline.pdf>