How to Save Documents/PDFs

Word:

[Diagram showing the process of saving a Word document as a PDF, including file name, save as type, authors, tags, title, options, page range, publish what, include non-printing information, and PDF options.]

- File name: Document
- Save as type: Word Document
- Authors: Add a tag
- Title: Add a title
- File name: Document
- Save as type: PDF
- Options...
- Options dialog box showing page range, publish what, include non-printing information, and PDF options.
  - PDF/A compliant
  - Bitmap text when fonts may not be embedded
  - Encrypt the document with a password
PowerPoint Presentation:

1. Navigate to the "Save As" dialog box in PowerPoint.
2. Select "PowerPoint Presentation" as the file format.
3. Choose the destination location (e.g., Desktop).
4. Click on "Options" to customize the save settings.
5. Under the "Range" section, select "All." Ensure the "Save Presentation As" option is checked.
6. Under the "Publish options" section, select "Handouts" and specify the number of slides per page (e.g., 3).
7. Check the box for "PDF/A compliant" to ensure compliance with PDF/A standards.
8. Click "OK" to save the presentation with the selected settings.

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.