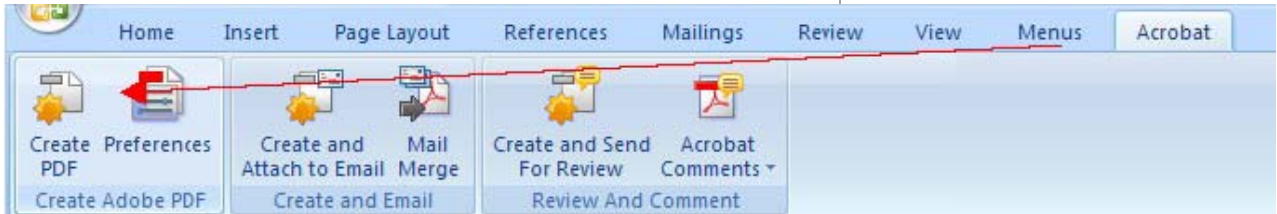


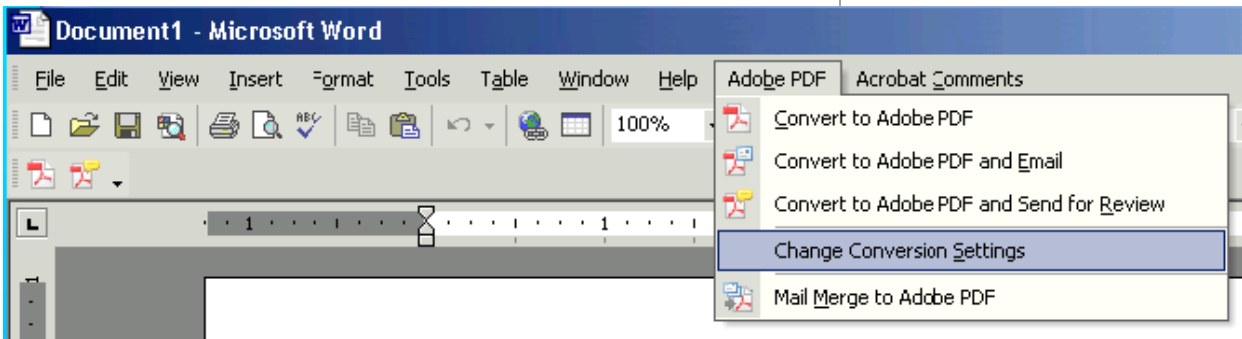
## PDF/A in CM/ECF

### Word 2007 (or older) with the PDFMaker plugin

*In Word 2007*, click the Acrobat tab and “Preferences”:

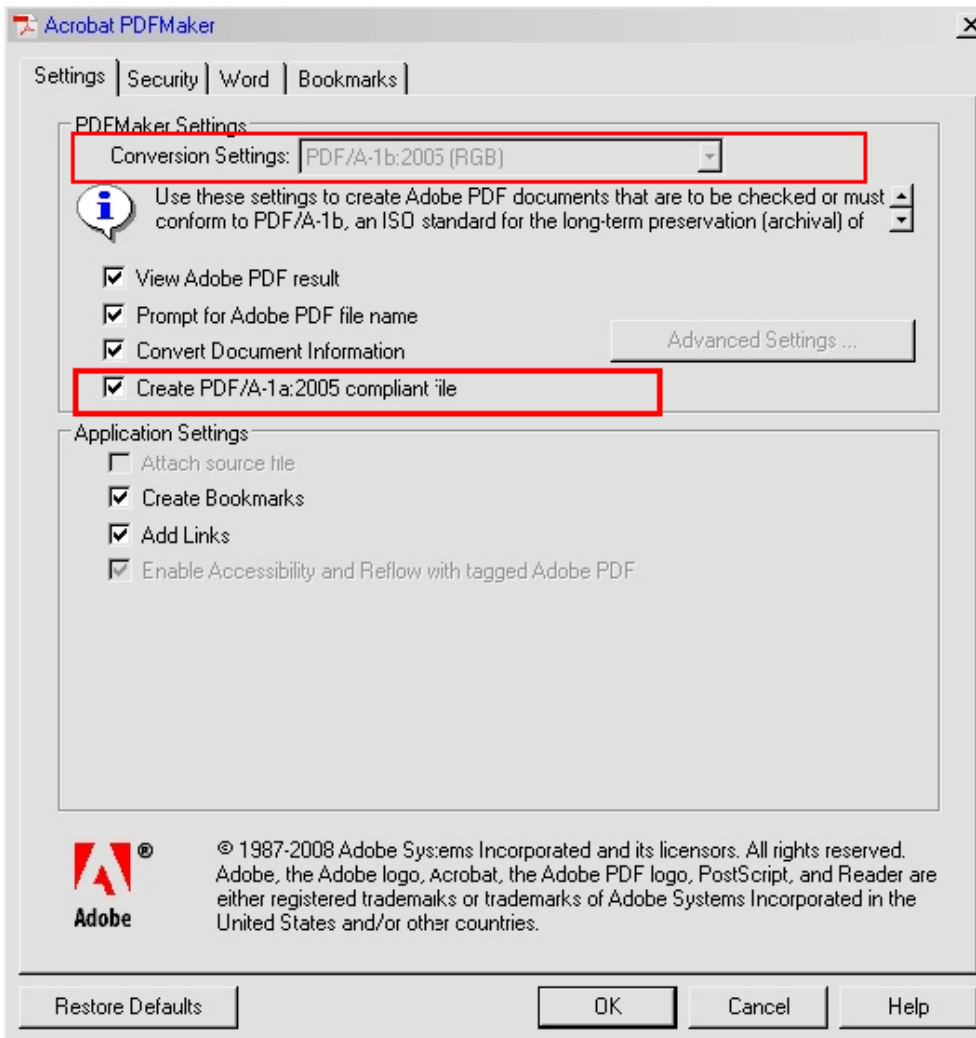


*In older versions of Word*, select “Change Conversion Settings” from the Adobe PDF menu:



The “Acrobat PDFMaker” window is displayed.

- in the “Conversion Settings” drop-down, select **PDF/A-1b:2005 (RGB)** [“PDF/A-1b:2005 (CMYK)” is also acceptable]
- check the box for **Create PDF/A-1a:2005 compliant file**
- click the **OK** button.



Thereafter, any PDF you create with Word will be in PDF/A format.

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