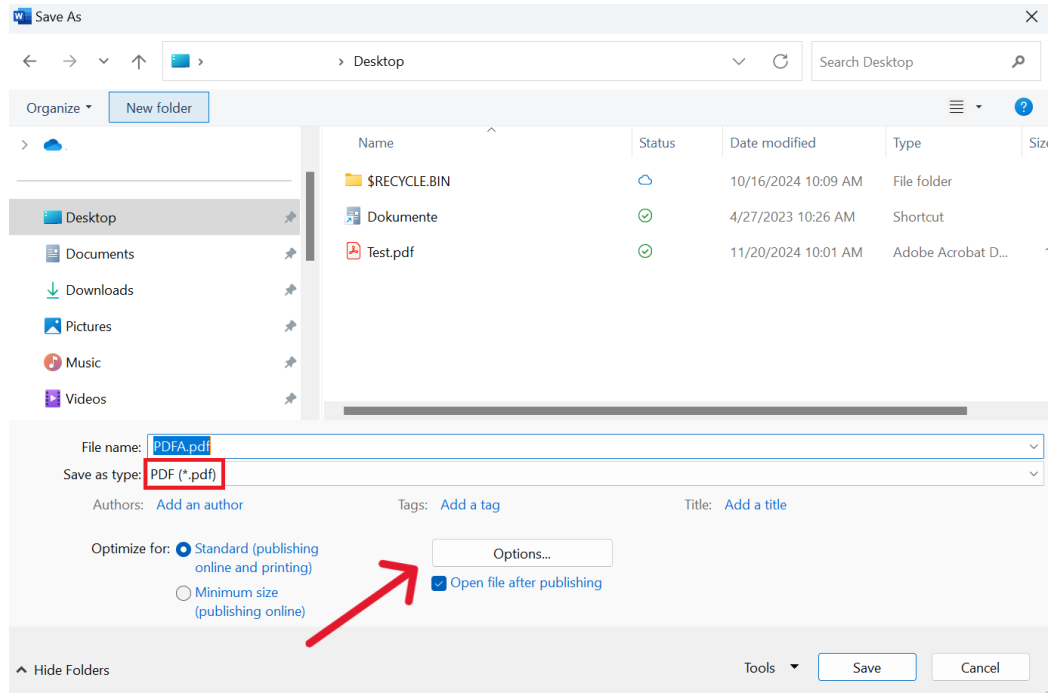# Convert your thesis into a PDF/A

Step 1   Open your thesis in Word. Under the "File → Save as" tab, select the storage location and file name. Set the file type to: "PDF". Click on the "Options…" button.

Step 2   Check the "**PDF/A-compliant**" box and confirm with "OK" and "Save".