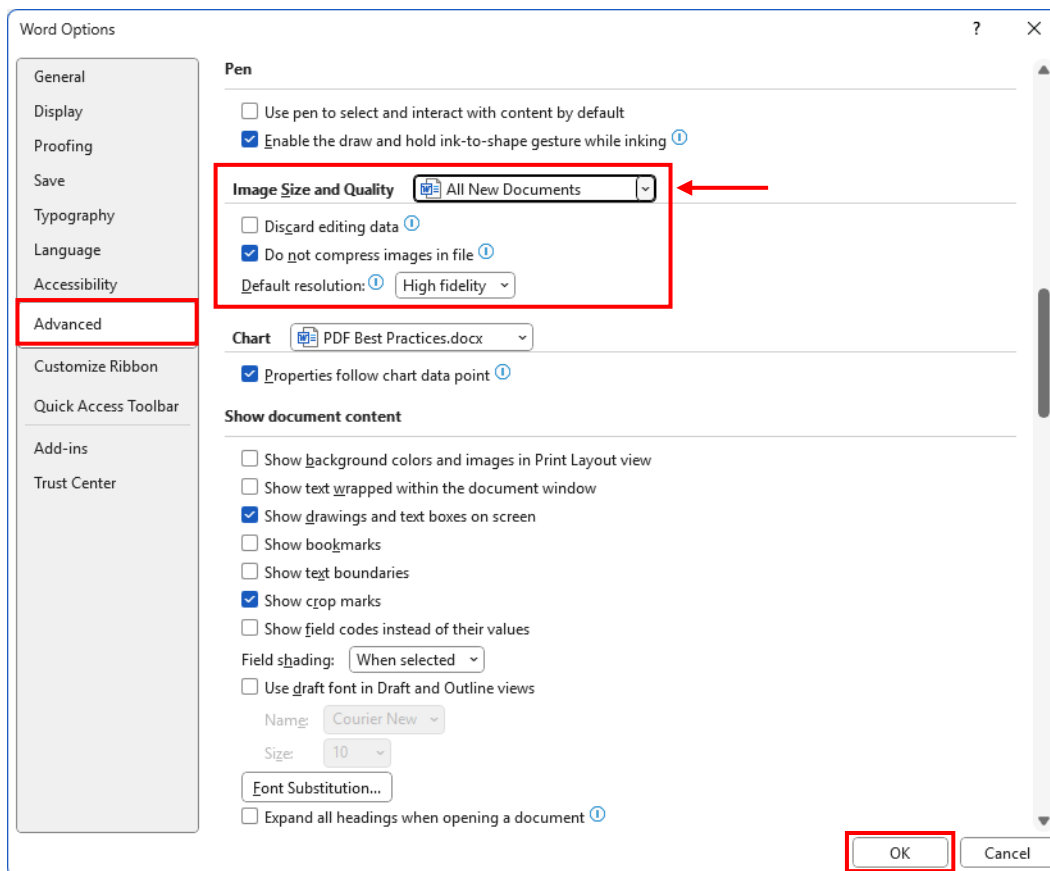


# Preparing Your PDF in Microsoft Word

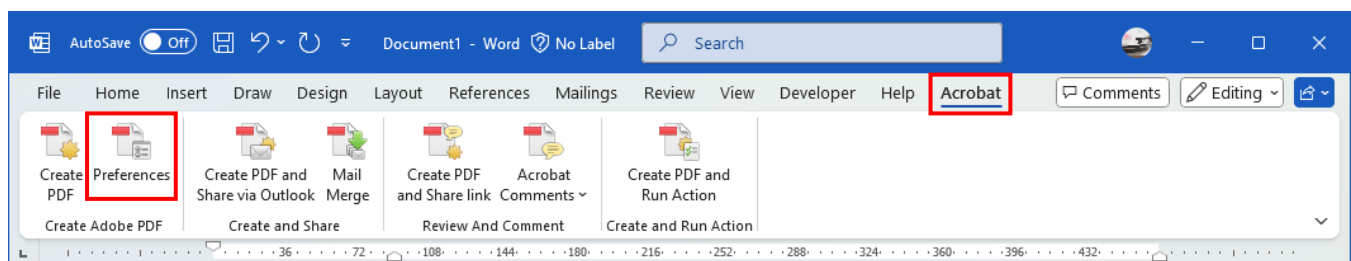
1. Before preparing your letter or memorandum, please make sure that your image size and quality settings are optimal.

Go to **File > Options > Advanced**. Scroll down to **Image Size and Quality** and select **All New Documents** in the dropdown box. Click **Do not compress images in file** and set **Default resolution** to **High fidelity**. Press **OK**.

Note: If you had any pictures in your document before doing this step, you should right-click your low-resolution pictures and select **Change Picture** to replace them with a high-resolution version.

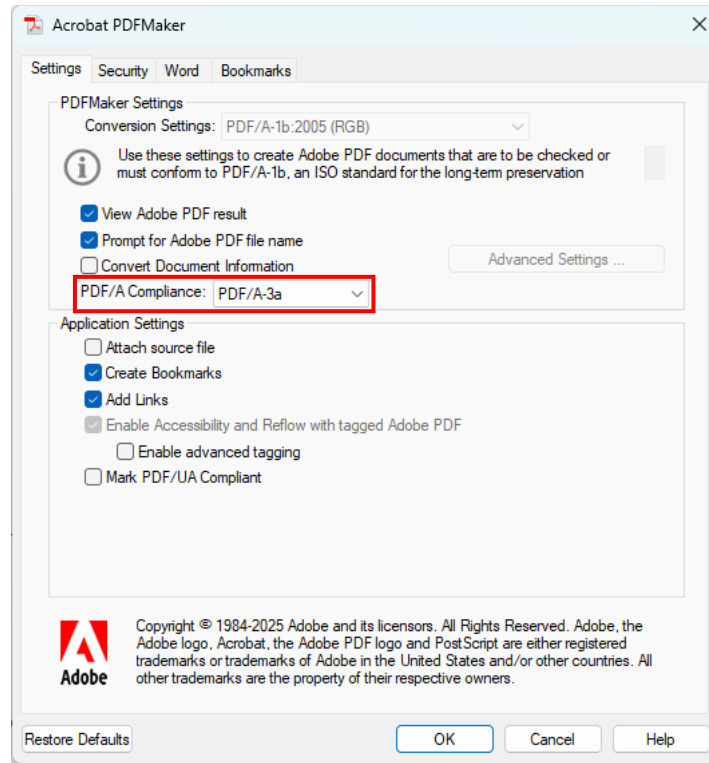


2. Prepare your letter or memorandum in Microsoft Word.
3. Navigate to the **Acrobat** tab and click **Preferences**.

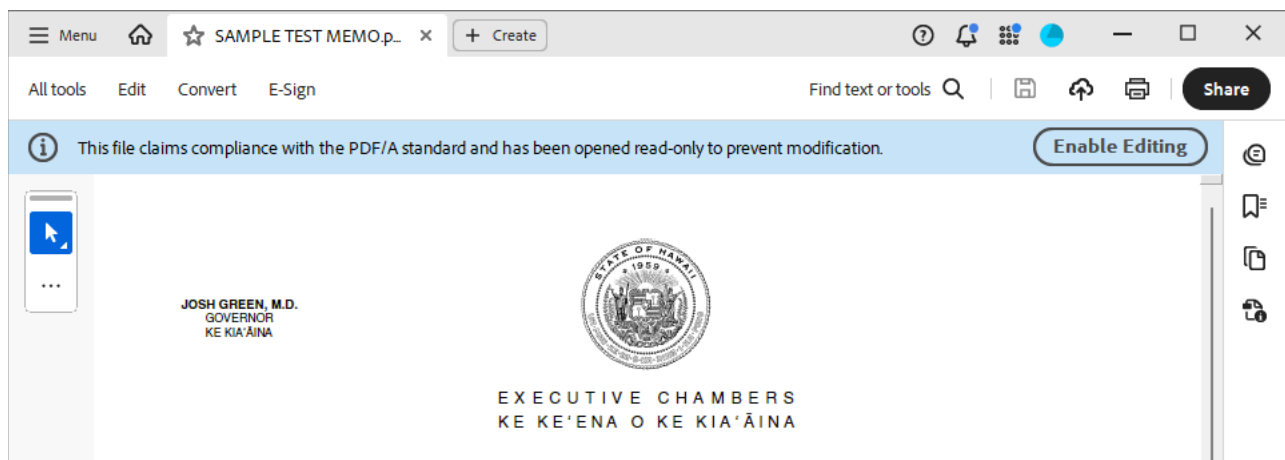


4. In the dialog box that appears, ensure that **PDF/A Compliance** is set to **PDF/A-3a**.

Note: PDF/A is an internationally standardized archival format. The uppercase A stands for Archival and the lowercase a in 3a stands for accessible. So, PDFs with A-3a compliance are both archivable and accessible, which all of our State agencies should strive toward.



5. Go back to the **Acrobat** tab and select **Create PDF** to create your archivable, accessible PDF.






Your PDF is now ready to be uploaded to Adobe Sign!

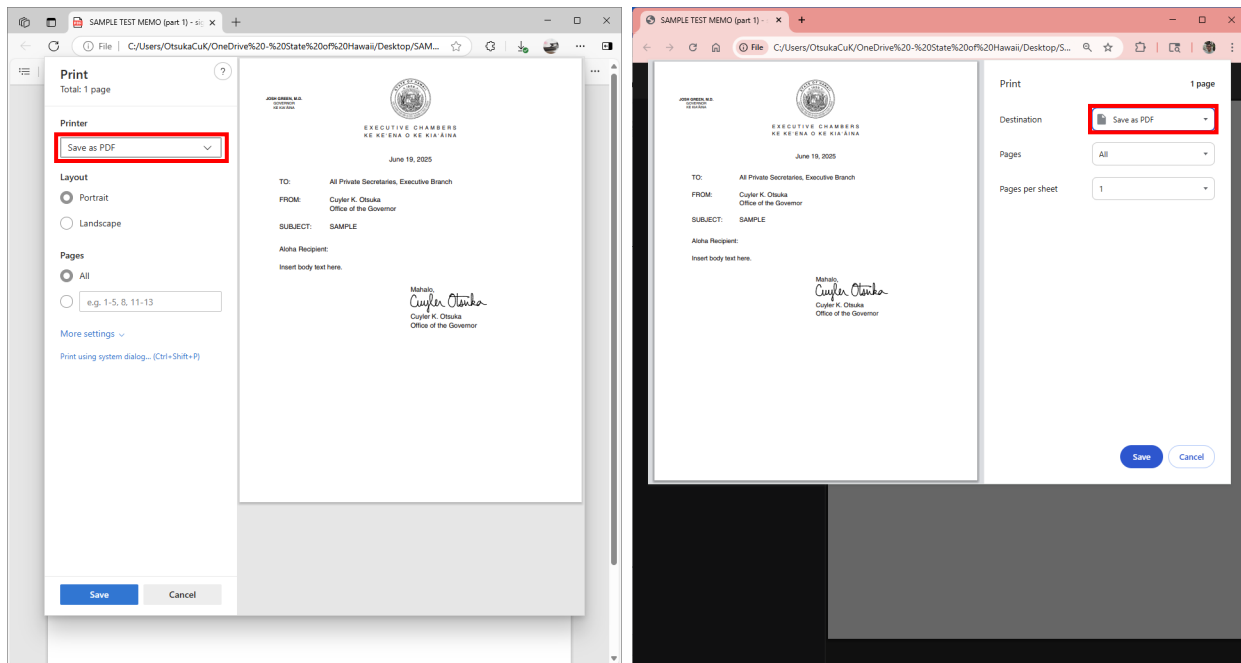
<https://stateofhawaii.na1.adobesign.com/account/homeJS>

# Unsecuring eSigned PDFs

## Option 1: Print to PDF in Web Browser

This method is easiest and most universally accessible (Windows and Mac). However, this method breaks links and accessibility tags. **This method is recommended for submissions to B&F.**

1. Open your eSigned PDF in a web browser. The new Microsoft Edge  runs on the same code as Chrome  and both may be used to unsecure PDFs. Firefox  may be used as well, if you prefer to use Firefox.
2. Type **Ctrl + P** to print.




3. Change the printer to **Save as PDF**.

**Note:** Do not select Microsoft Print to PDF or Adobe PDF, as these options will flatten text, break accessibility, and increase the PDF's file size.

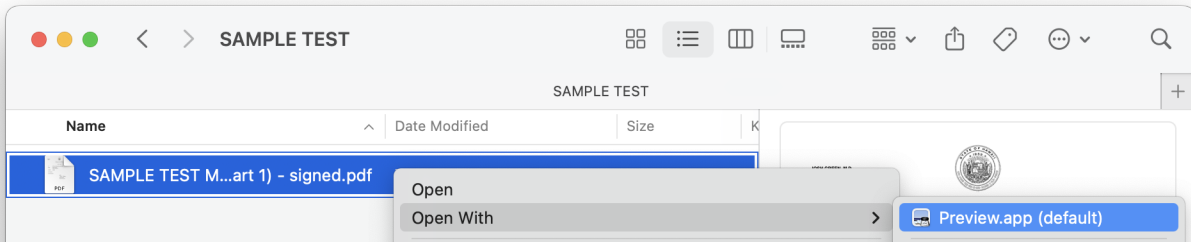
4. Your saved PDF will now be security-free and ready to be combined with other PDFs in Adobe Acrobat or submitted to B&F for processing.

## Option 2: Preview (macOS only)

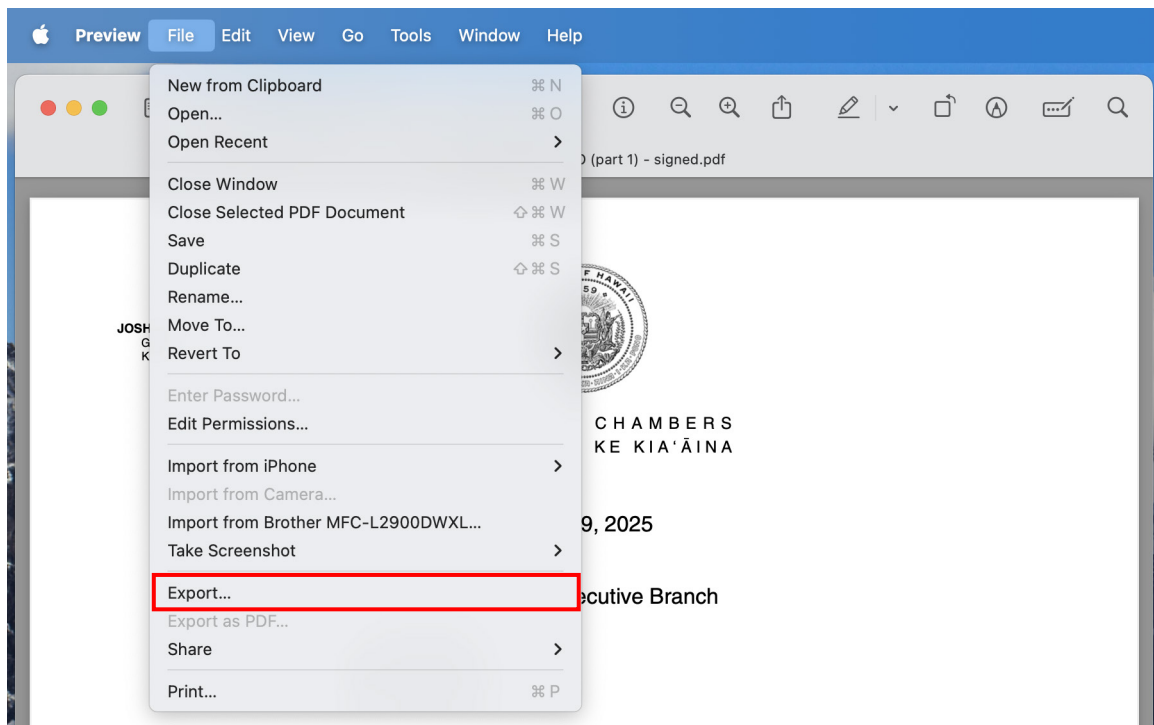
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This option provides better results than the first option because this option does not break links. However, Preview  is available on macOS only.

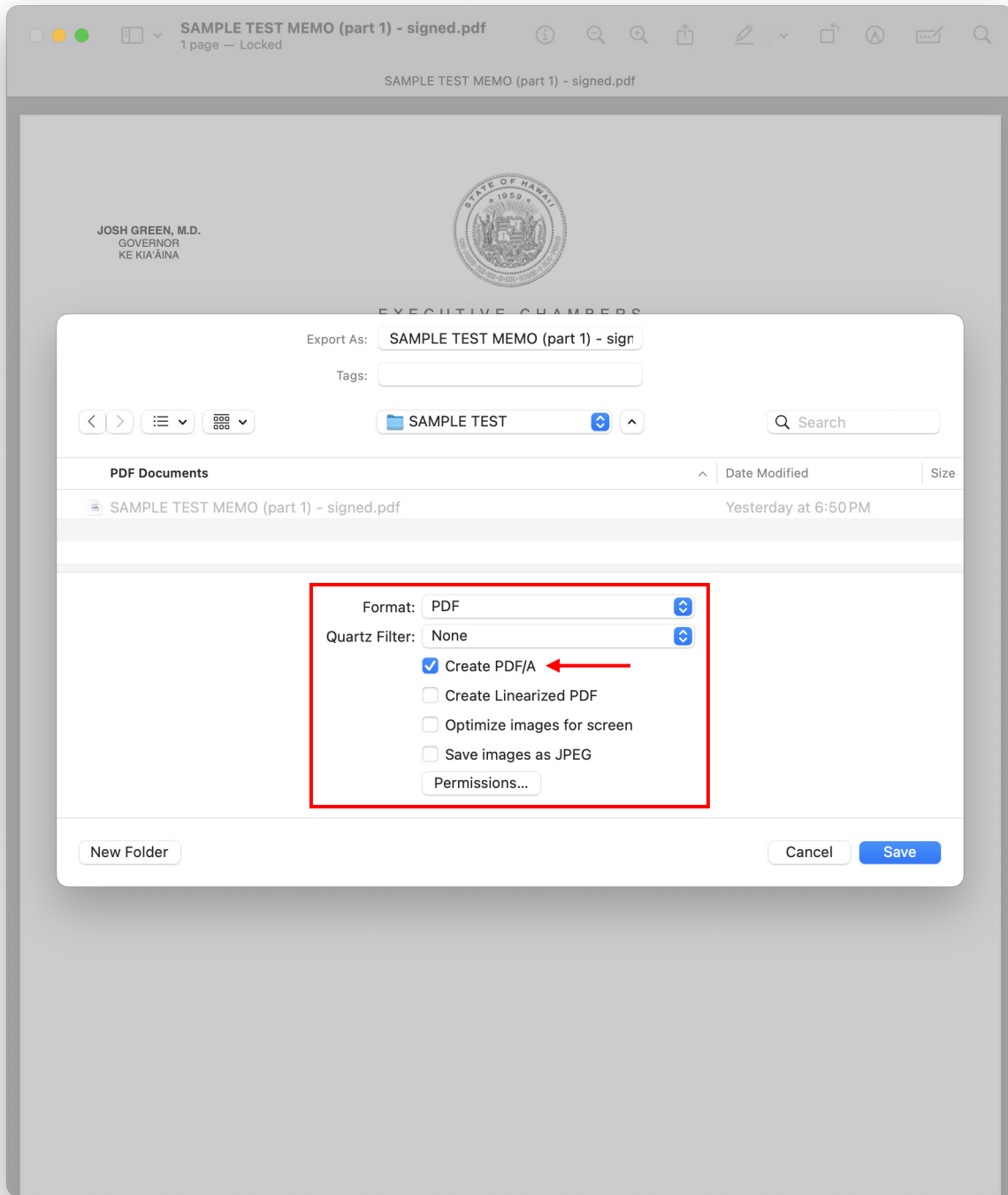
1. Open your PDF in **Preview**. Right-click your file, **Open With > Preview**.



2. Click **File > Export**.



3. Click **Create PDF/A**. Ensure that **Quartz Filter** is set to **None**. Save.



4. Your PDF is now an unsecured PDF/A file that is ready to be combined with other PDFs in Adobe Acrobat or sent to B&F for processing.