PDF/A – How to Make Them; How to Verify Them

Creating the PDF/A Document

- 1. If you have your document open in MS Word (PC only, Office 2010 or later):
 - Save your document in MS Word using 'Save As' and choose PDF in 'Save as type'



File name:	Doc1.pdf		-
Save as type:	PDF (*.pdf)	•	
Authors:	Kun Lin	Tags: Add a tag	
Optimize for: () Standard (publishing online and printing)		Options	
	 Minimum size (publishing online) 	Open file after publishing	
Hide Folders		Tools 🔻 Save Cancel	(antional on

• Click 'options' and Check the box labeled 'Create ISO 19005-1

compliant (PDF/A)'

- Name the file and select a location to save
- Click 'Save'

- 2. If you are in Acrobat, and your **Word** document is saved locally:
 - In the upper left hand corner, click 'create'
 - In the drop down menu, select 'PDF from File . . .'
 - Navigate to the file you want to convert to PDF/A
 - Select the file and click 'open'
 - Go to the file menu, choose 'save as' and then select 'PDF/A (*.pdf)' in 'Save as type'.
 - Name the file, and select a destination folder
 - Click 'Save'

Network	font -				
	File name:	Submission Agreement.pdf	•	Save	
	Save as type:	Adobe PDF Files (*.pdf)	-	Cancel	
de inforn ad your e	nation ab lectronic	Adobe PDF Files (*,pdf) Encapsulated PostScript (*,eps) O Excel Workbook (*,xlsx) HTML (*,html,*,htm) f JPEG (*,jpg,*,jpeg,*,jpe) JPEG2000 (*,jpf,*,jpx,*,jp2,*,j2k,*,j2c,*,jpc) PDF/A (*,pdf) PDF/E (*,pdf)	au ed	thors files	

- 3. If you are in Acrobat, and you already have your document saved locally in PDF format:
 - If your document is not open, go to <File> and select <Open>
 - Navigate to your PDF document, and click <Open>
 - Click on <File> and select <Save As Other . . . > then select from the submenu, <Archivable PDF (PDF/a)>
 - Name the file, and select a destination folder
 - Click 'Save'

How to check your work – Verifying PDF/a Compliance

- Open the file in Acrobat Pro.
- If the Navigation Pane is open, you will see a gray strip down the left hand side of the screen. If not, go to <view><show/hide><Navigation Panes><show navigation pane>.
 NOTE: Do not click on <view><page navigation>.
- Right click in the empty gray strip on the right and select <standards>



- Click on the link labeled 'Verify Conformance'
- Check the 'Status' indicator just above the 'Verify Conformance' link. It should now read 'verification succeeded'

