

# Create a PDF/A Document

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# Preface

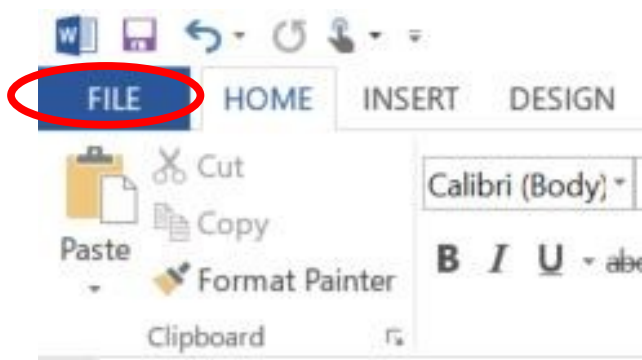
PDF/A is an ISO-standardized file format specialized for use in the archiving and long-term preservation of electronic documents. All of the information necessary for displaying the document in the same manner is embedded in the file (including text, raster images, vector graphs, fonts and color information)<sup>1</sup> and therefore accessible with non-proprietary tools.

## 1. Create a PDF/A in Microsoft Word

### 1.1 Windows OS

It's a default feature of MS Word (higher than 2007 – for the version 2007 you have to install a free add-in which you can download [here](#)<sup>2</sup>) to create a PDF/A document.

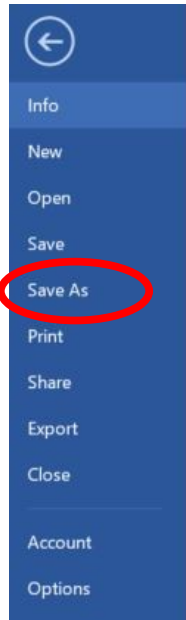
Go to <File> in the main menu:



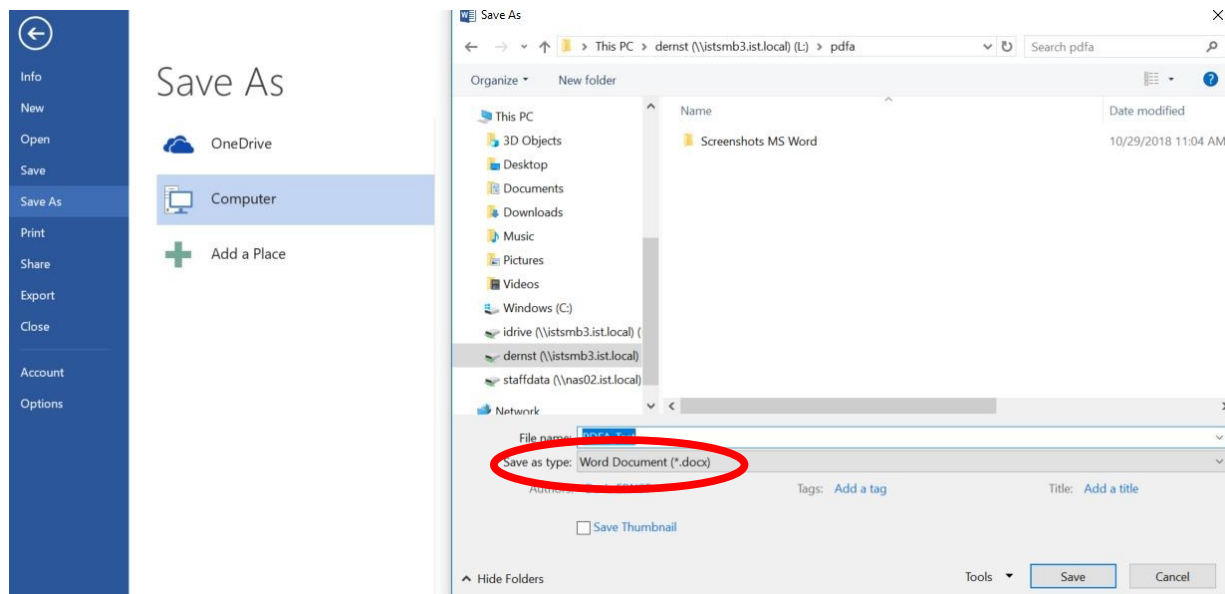
1 For further information: <https://de.wikipedia.org/wiki/PDF/A>

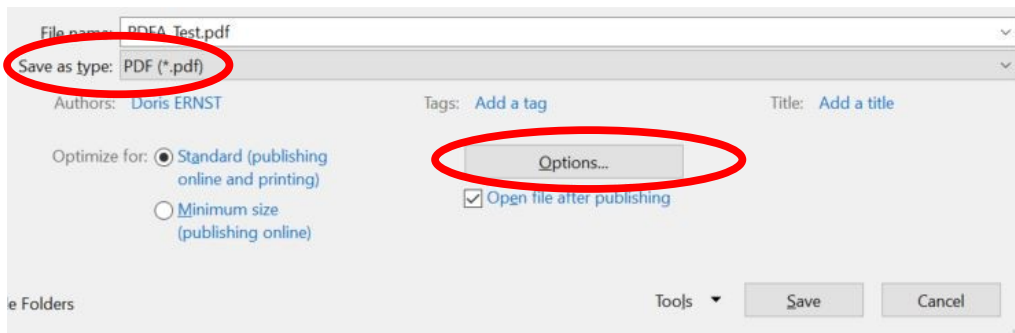
2 Go to: <http://www.microsoft.com/en-us/download/details.aspx?id=7>

Select <save as>:

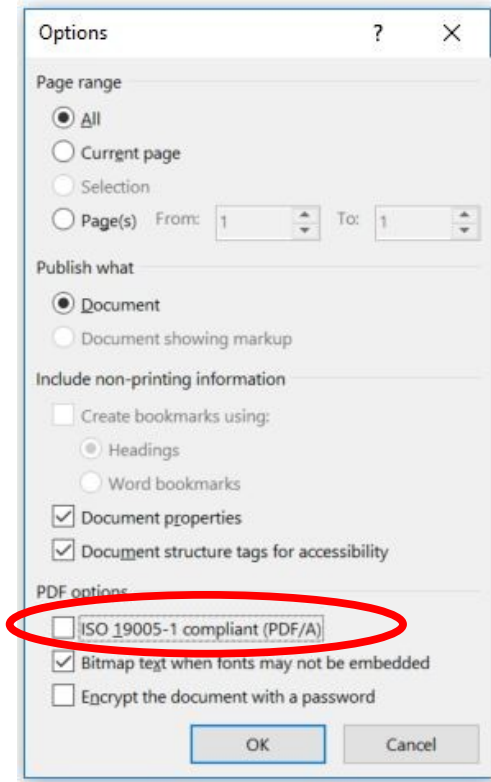


Browse to the folder you'd like to save the file to and enter your desired file name. Change the document type from <Word Document> to <pdf>:

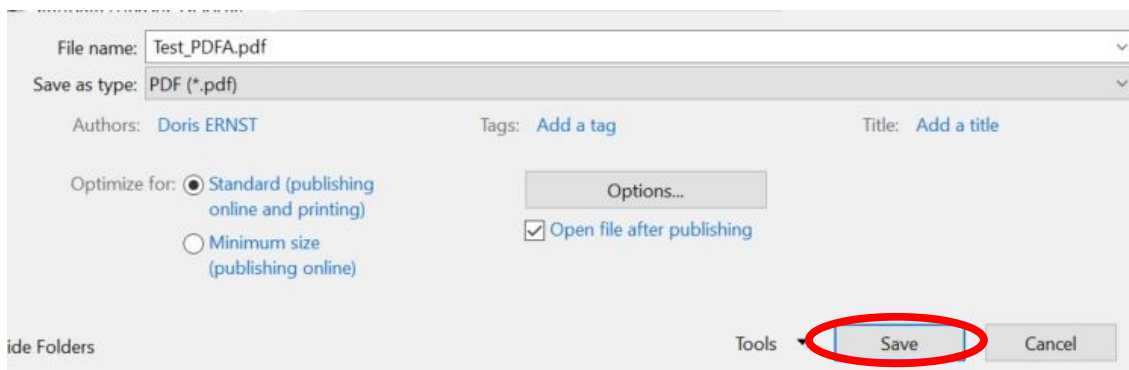




Open the dialog box <Options>:



and click the PDF options <ISO 19005-1 compliant PDF/A>. Confirm the options with <OK> and save the document with <save>

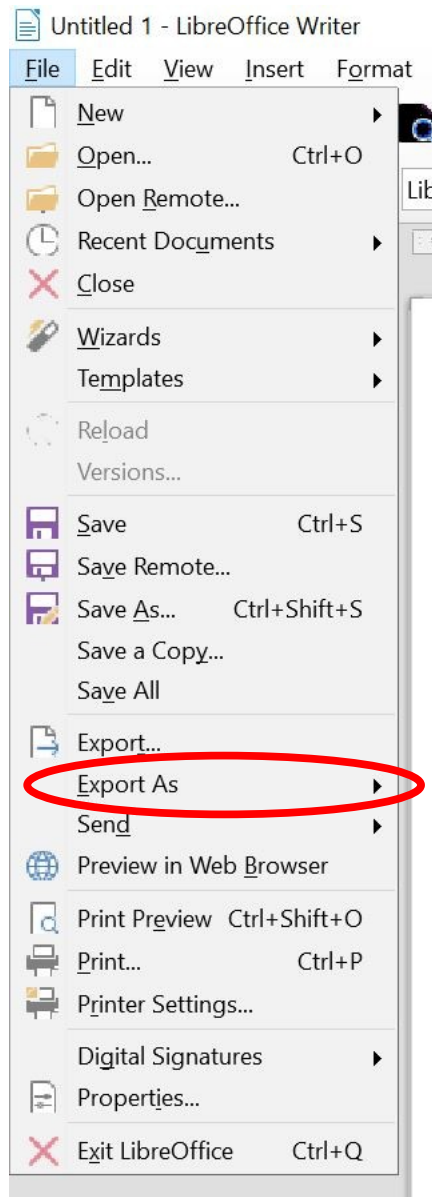


## 1.2 Mac OS

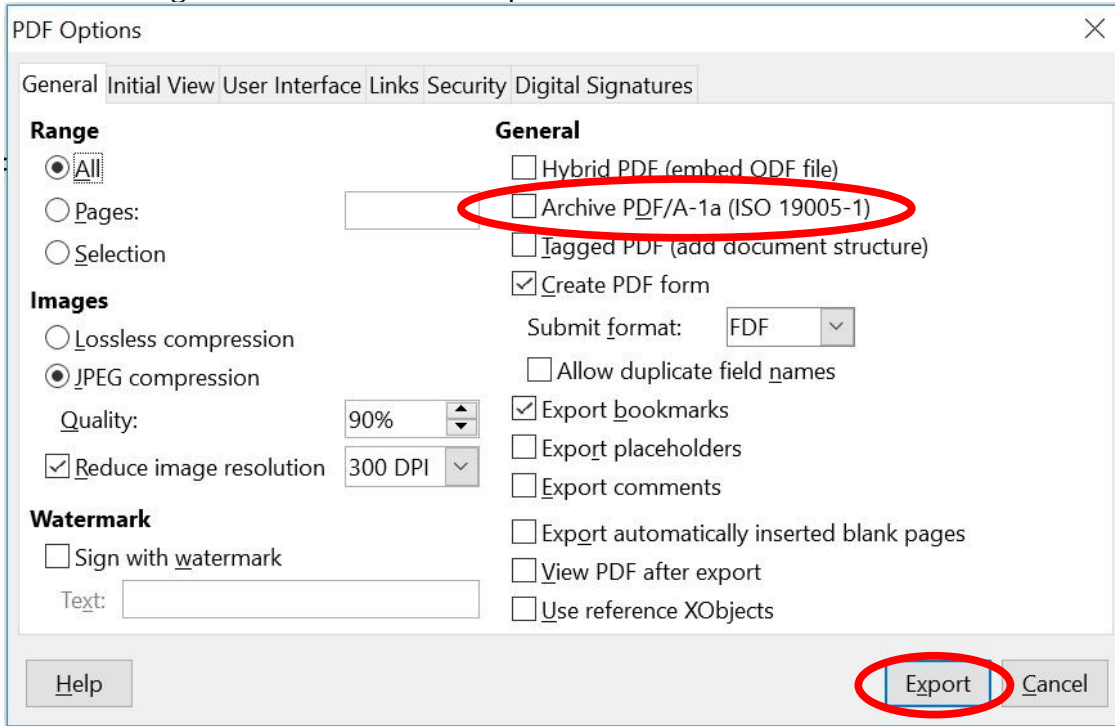
Microsoft Word on Mac OS doesn't support this functionality. Save your Word document and move on to chapter 4 (create a PDF/A with a PDF printer software).

## 2. Create a PDF/A in Open/Libre Office (Windows and Mac OS)

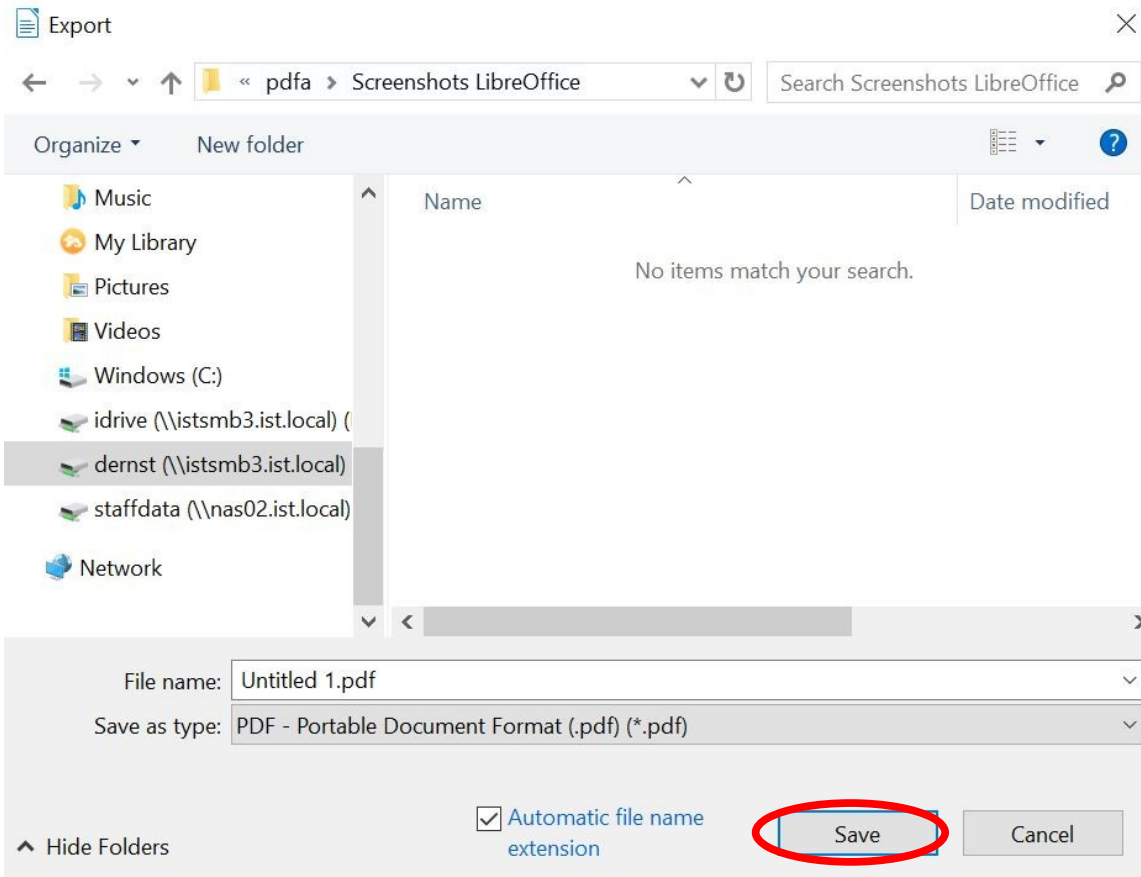
Go to <File> and choose <Export As> and the subcategory <Export as PDF>:



The following window shows several options – choose <Archive PDF/A-1a>



Confirm by clicking <Export> and save the document.



### 3. Create a PDF/A-1b from LaTeX

There is a detailed guide on how to create a PDF/A in LaTeX by the University of Tampere <https://libguides.tuni.fi/theses/pdfa>. The documentation is updated regularly, the [latest version](#) is from September 2020.

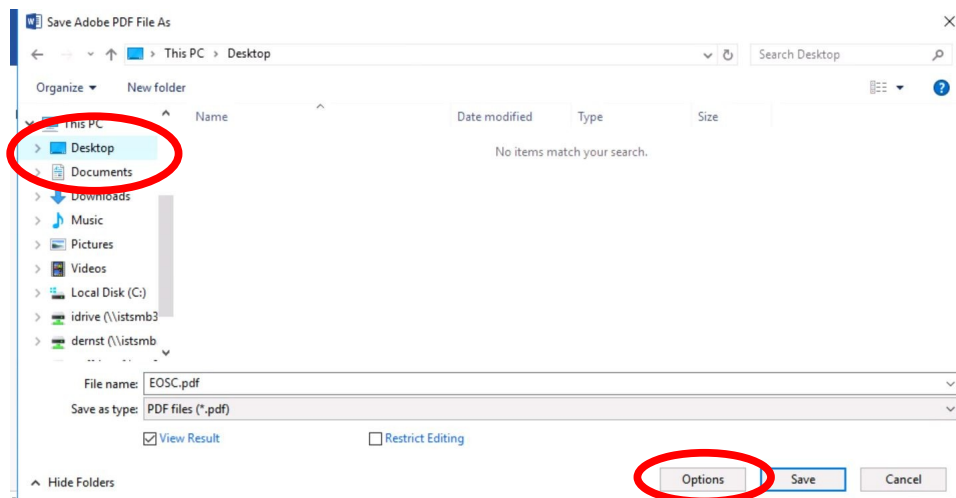


## 4. Create a PDF/A with ADOBE Acrobat Professional on a Terminal Server (via remote connection)

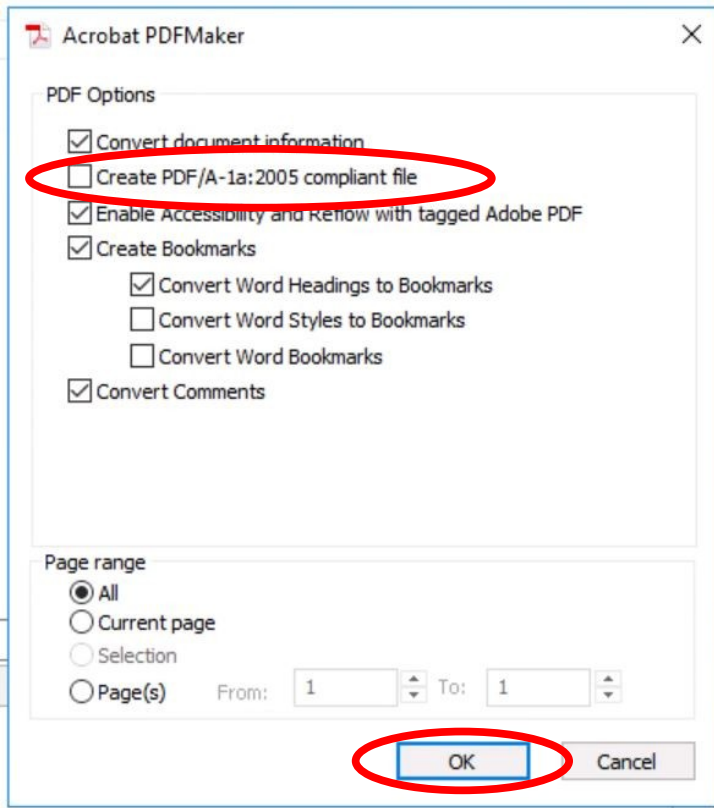
For this option you need to have a PDF creator tool. Please follow these steps to get access to Adobe Acrobat at IST.

- Inform IT department that you need an Adobe ID. The colleagues will create your ID and include it in your Single Sign On (SSO) account (only once necessary)
- Go to <https://ppms.ist.ac.at/start/> and choose “Scientific Computing”. Follow the instructions there to book a slot on one of the “Adobe Remote Workstations”
- Start the remote server in your reserved time slot and login with your IST credentials. All your network shares are connected.

Now open the file you want to convert and go to <File> and click <save as Adobe PDF>. Choose where to save the file and click on <Options>.



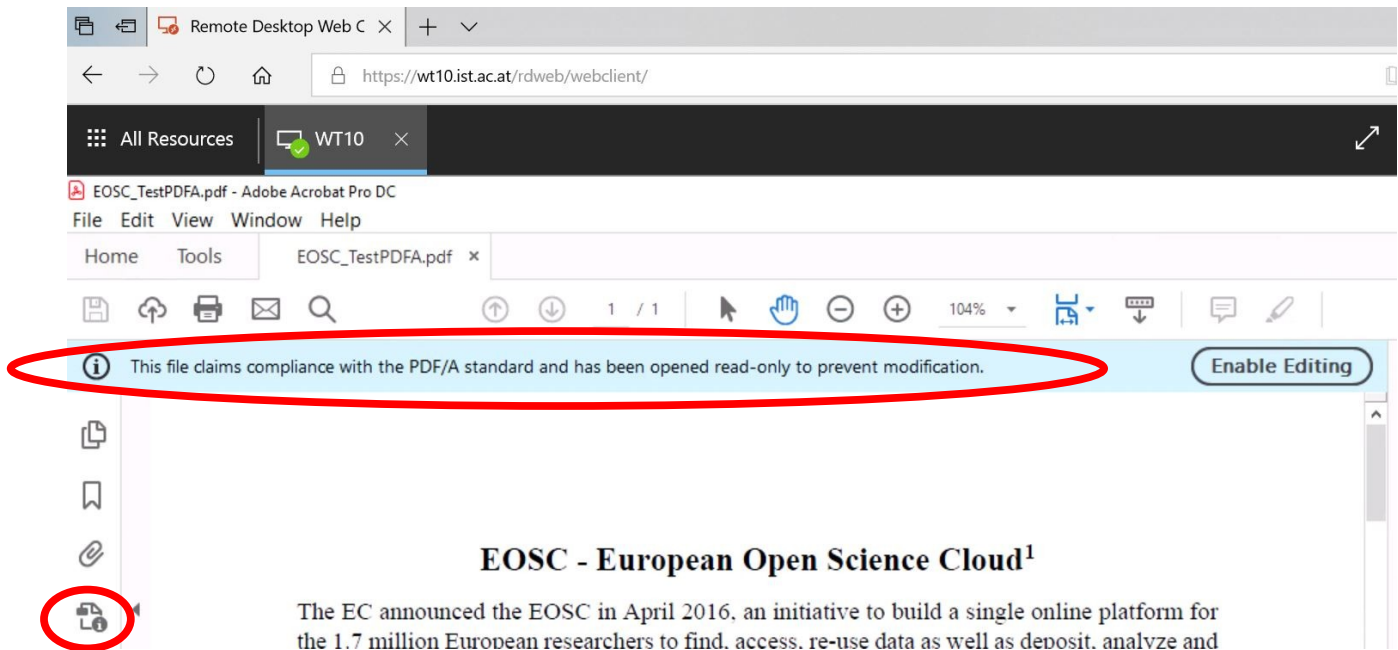
You'll get another menu:



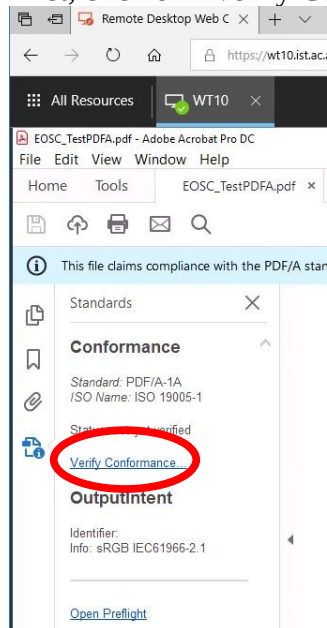
Click the tickbox for <create PDF/A> and confirm with <OK> and <Save> the file.

## 5. Verify a PDF/A with Adobe Acrobat Pro (Windows and Mac OS)

Before uploading your PDF/A on IST Research Explorer, check if the conversion was successful. Simply start Adobe Acrobat Pro again (using the remote access described in chapter 4). Open the PDF-file you want to check. You can see a blue banner which indicates a PDF/A document. To verify the status, click on the Adobe Info Icon on the left sidebar.



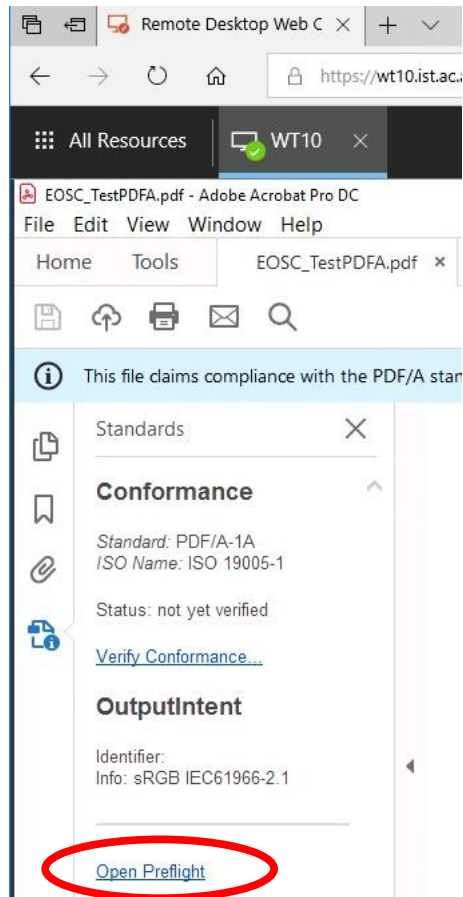
First, click on <Verify Conformance>



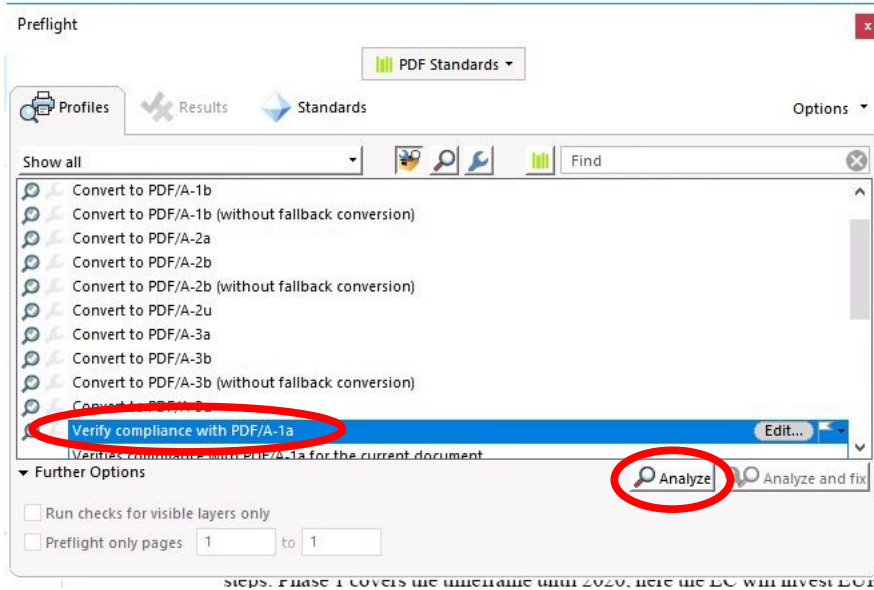
Adobe checks the document and updates the status:



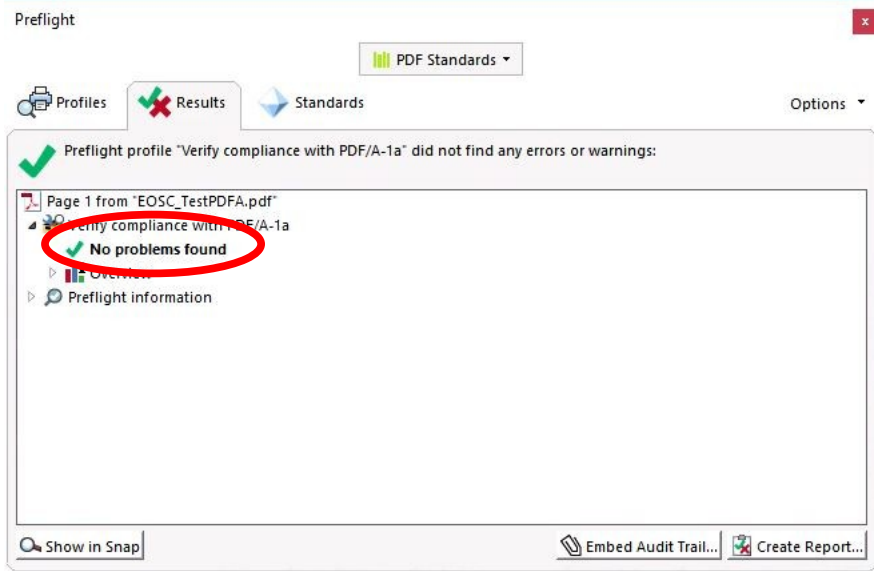
and then click on <Open Preflight>:

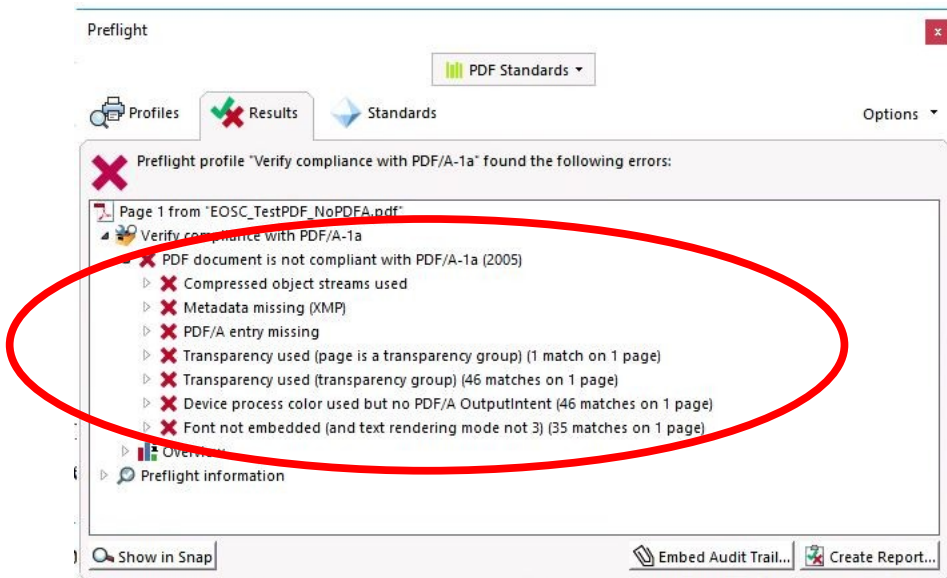


There are several options to choose within Preflight. Select <Verify compliance with PDF/A-1a and click on <Analyze>:



You will get a summary of the result or error messages:





If there are errors in your PDF/A it's easier to go back to the original file, check the settings there and create a new PDF/A instead of trying to fix the existing one.

If Preflight doesn't state any errors, your PDF/A document is ready to use.

If you have problems with the remote server or your shared drives on it please contact IT support.

Please let us know if you need any support:  
**IST Austria**  
**Library Team**  
[repository.manager@ist.ac.at](mailto:repository.manager@ist.ac.at)

