

# Create a PDF/A Document

(last update: February 2025)

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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. For more information, refer to:

<https://pdfa.org/resource/iso-19005-1-pdf-a-1/>

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) and therefore accessible with non-proprietary tools.

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

### 1.1 Windows OS

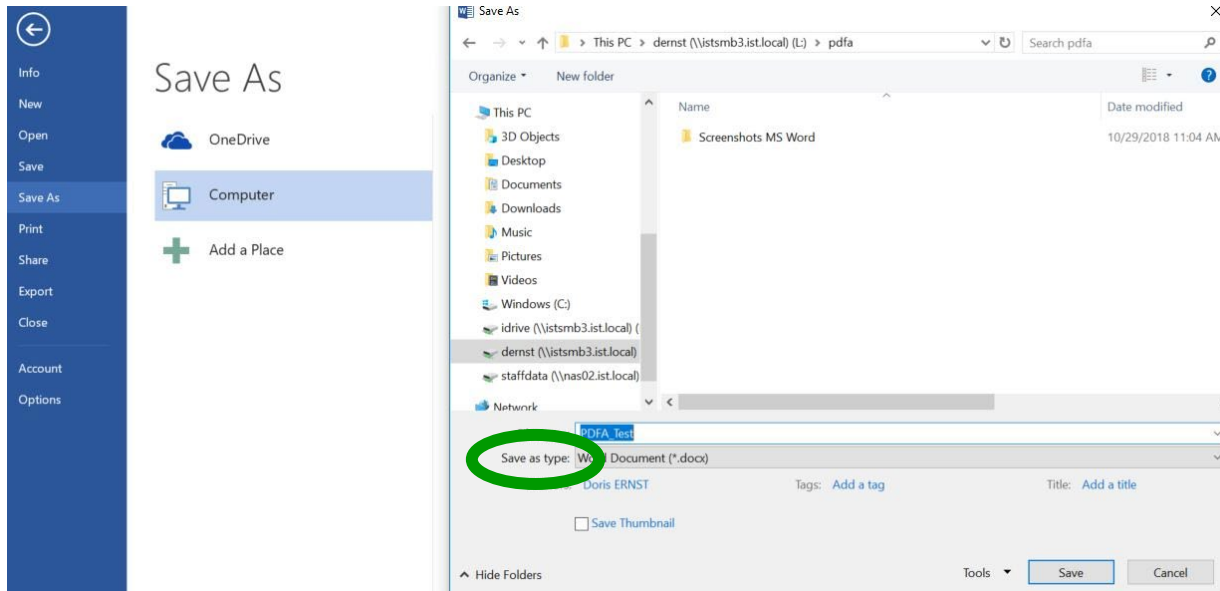
Creating PDF/As is a default feature of MS Word (higher than 2007 – for the version 2007 you have to install a free add-in which you can download) to create a PDF/A document.

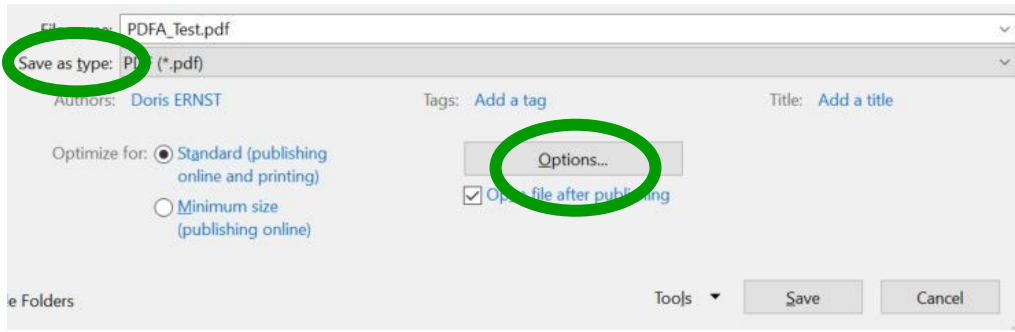
Go to <File> in the main menu:

Then select <Save As>:

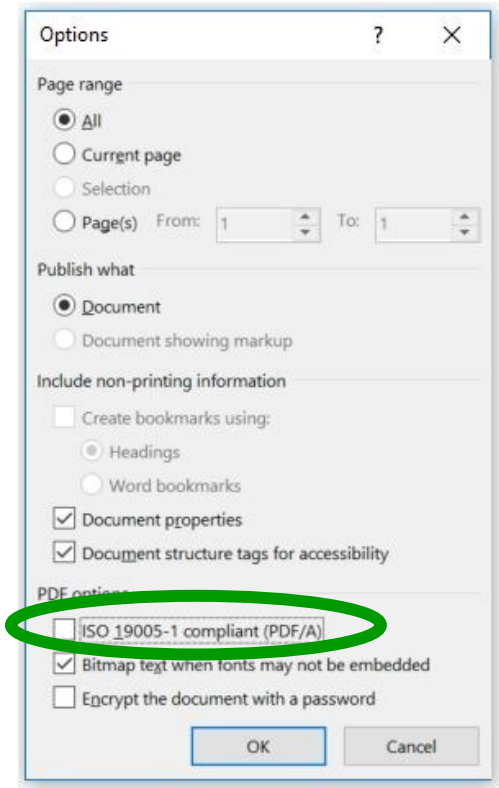


Browse to the folder where you want to save the file to and enter your desired file name. Change the document type from <Word Document> to <pdf>:



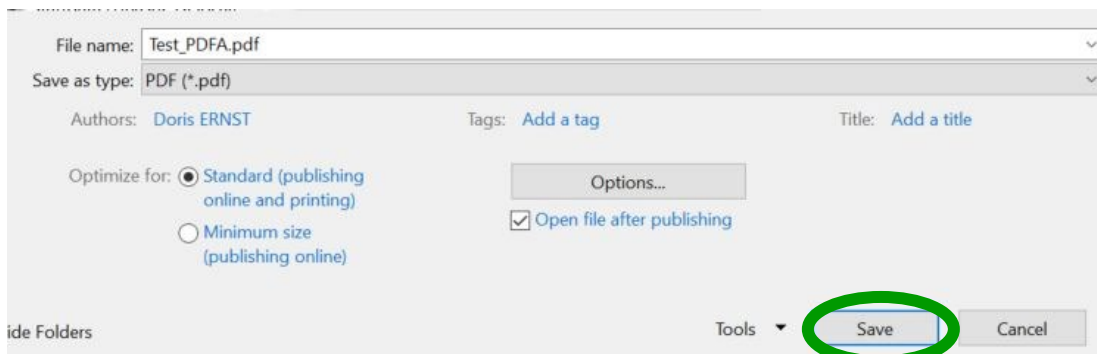


Open the dialog box <Options>:



and choose the PDF options <ISO 19005-1 compliant PDF/A>.

Confirm the options with <OK> and save the document with <Save>

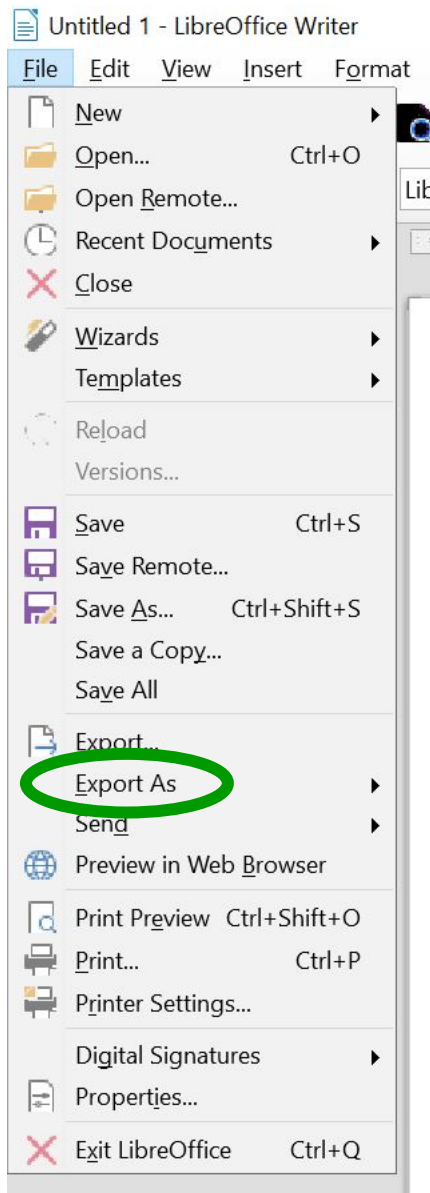


## 1.2 Mac OS

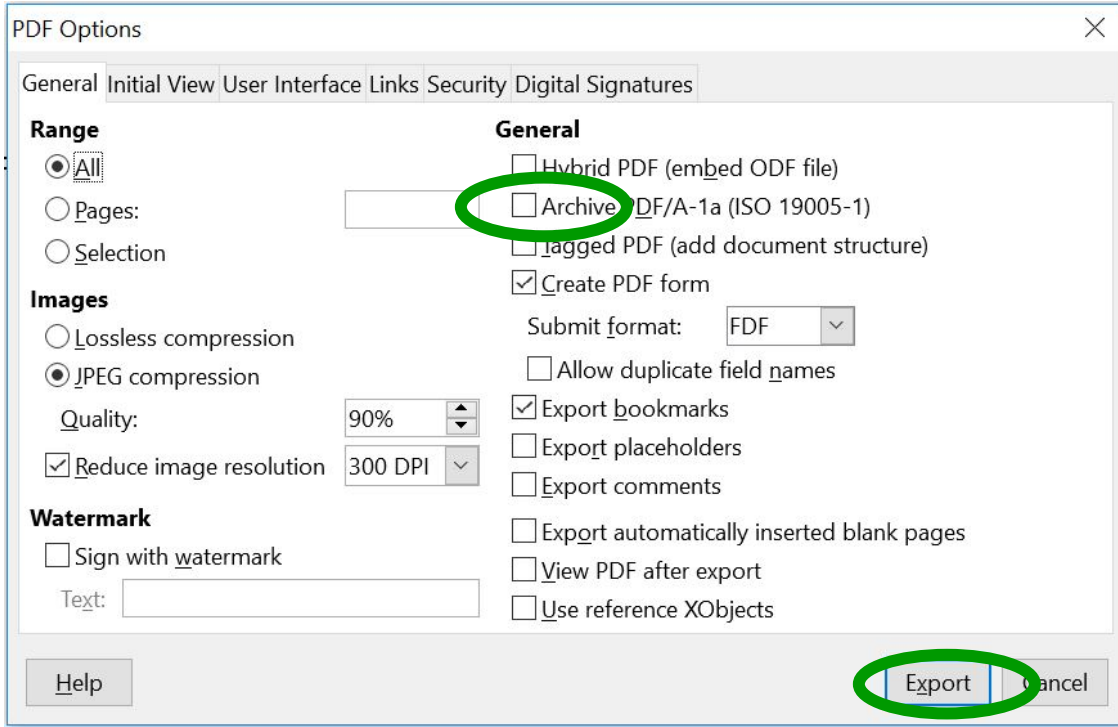
Microsoft Word on Mac OS does not support this functionality. Save your Word document and move on to chapter 4 (create a PDF/A with Acrobat Adobe Pro).

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

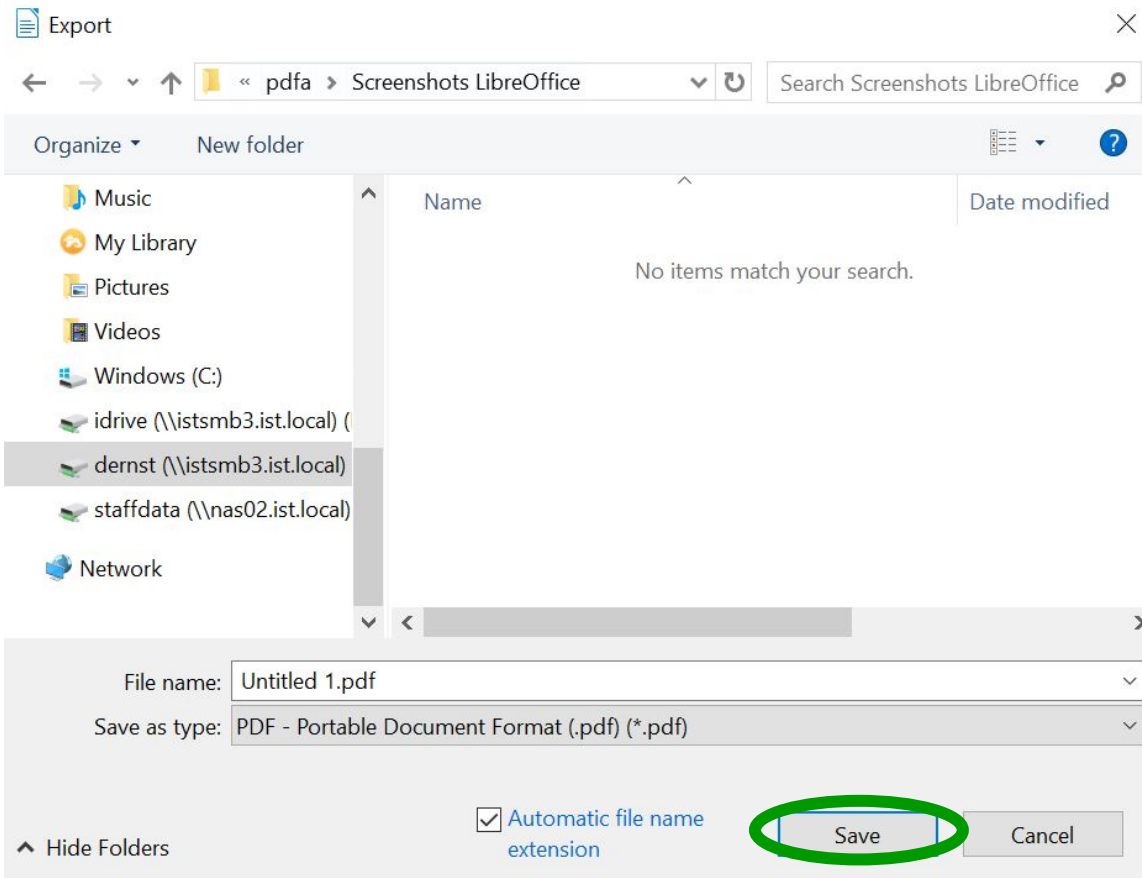
Go to <File> and choose <Export As> and the subcategory <Export as PDF>:



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



Confirm by clicking <Export> and save the document.



### 3. Create a PDF/A from LaTeX

**N.B.:** ensure you are using the latest template for LaTeX available from the Graduate School Pages.

The GSO updates this template regularly. Please note that you are responsible for adapting the template to your needs. You may need to spend some time finding the best PDF/A version for your individual thesis.

The current LaTeX development suites (like Overleaf, Kile, MiKTeX, MacTex. etc.) provide tools that convert to PDF only. Therefore, create a pdf document using the tool pdflatex, which is generally included with the development suite, and then use Adobe Acrobat Pro to convert to PDF/A (see Chapter 4).

Two suggested guides for reference:

<https://webpages.tuni.fi/latex/pdfa-guide.pdf>

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/converting-to-pdf-a-format/>

### 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 Professional at ISTA.

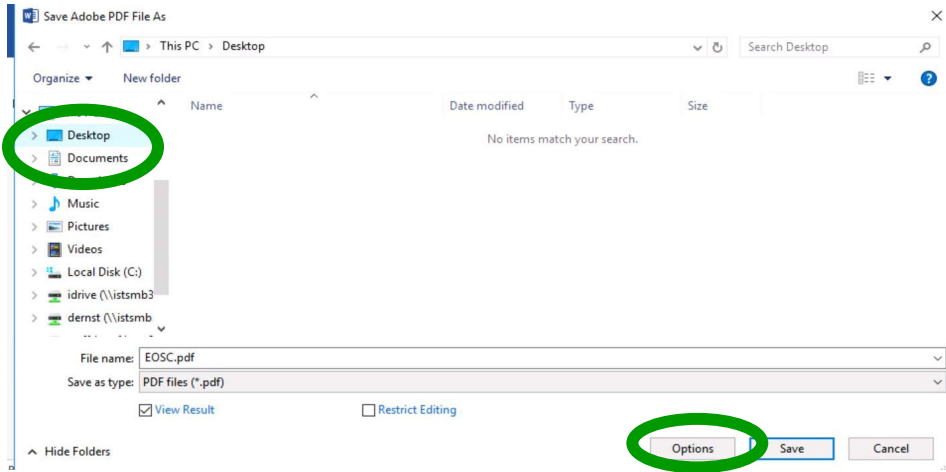
If you have access, you can go to the Remote Desktop Connection at ISTA, signing in to the wt10 Computer with your ISTA credentials. After you have signed in, you can use Adobe Acrobat Pro 2020.

Alternatively,

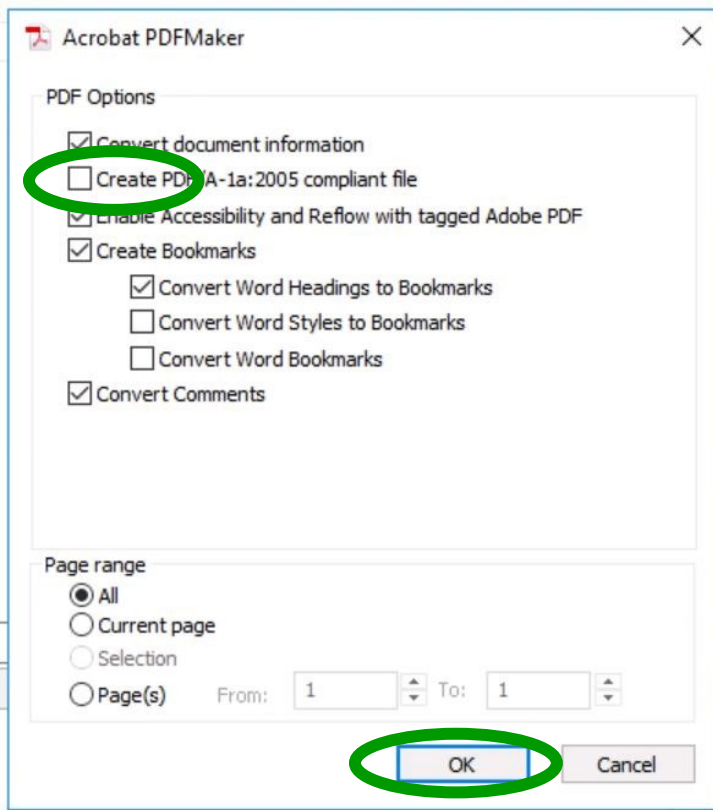
- Inform IT department that you need an Adobe ID. The colleagues will create your ID and include it in your Single Sign On (SSO) account (only once necessary)
- Go to <https://ppms.ist.ac.at/start/> and choose “Scientific Computing”. Follow the instructions there to book a slot on one of the “Adobe Remote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



This menu will appear:



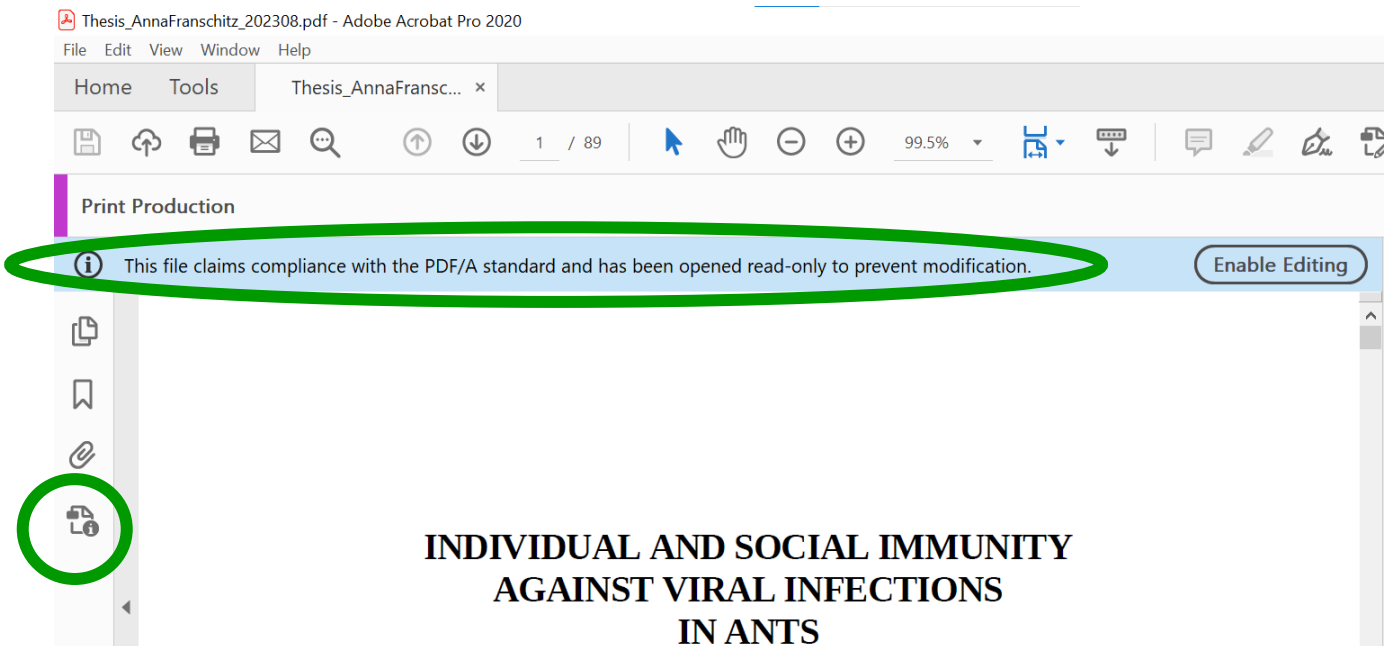
Click the tick box for <create PDF/A> and confirm with <OK> and <Save> the file.



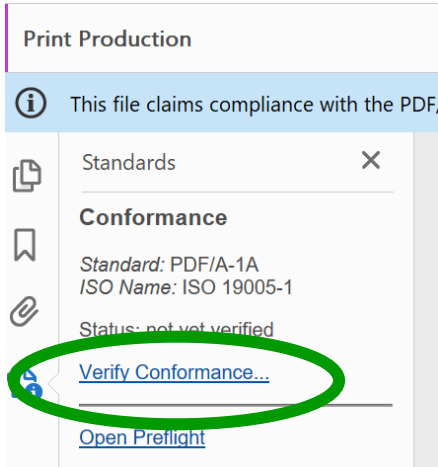
## 5. Verify a PDF/A with Adobe Acrobat Pro (Windows and Mac OS)

Before uploading your PDF/A on ISTA Research Explorer, check if the conversion was successful. Simply start Adobe Acrobat Pro again (using the remote access described in chapter 4).

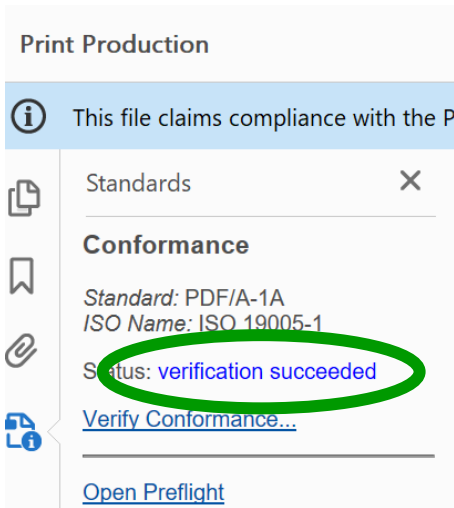
Using the Tools / Protect & Standardize / Print Production function, select the PDF-file you want to check. You can see a blue banner, which indicates possible compliance as a PDF/A document. To verify the status, click on the Adobe Info Icon on the left sidebar. With the Preflight function, you can analyze and fix your document as well.



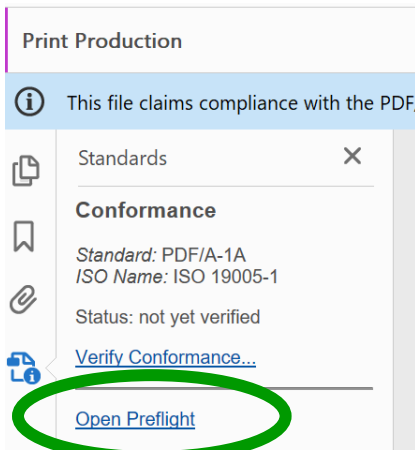
First, click on <Verify Conformance>



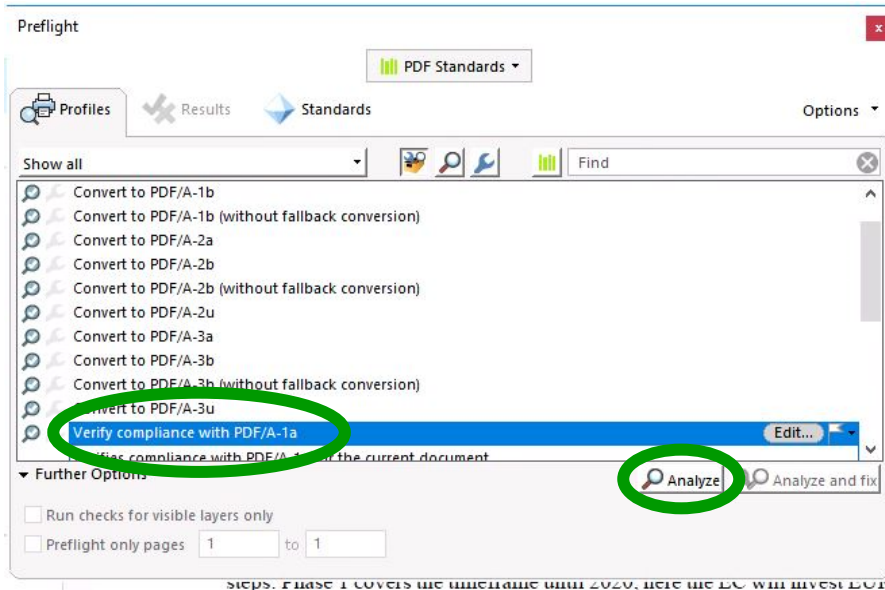
Adobe checks the document and updates the status:



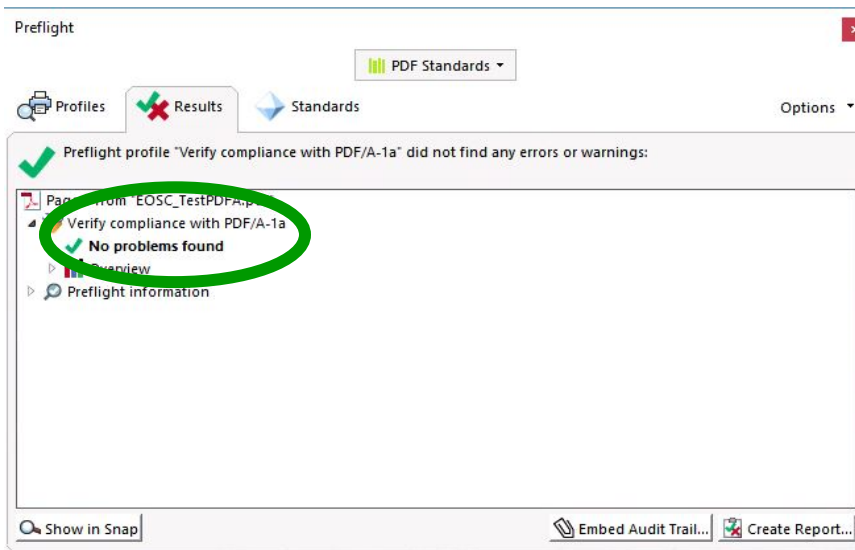
and then click on <Open Preflight>:



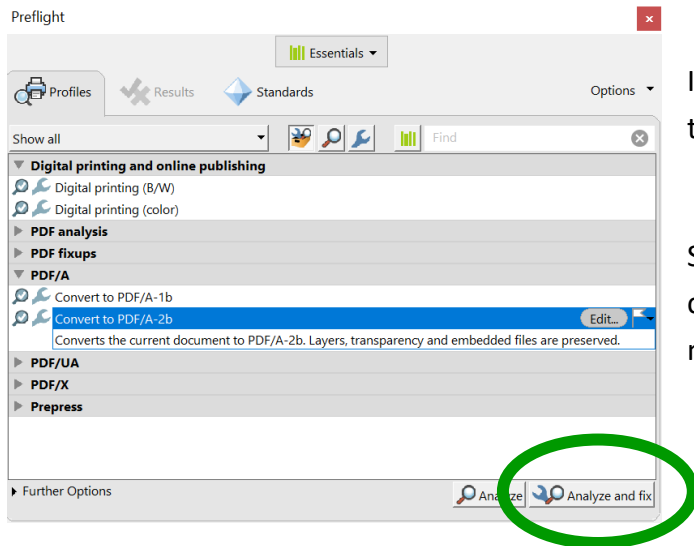
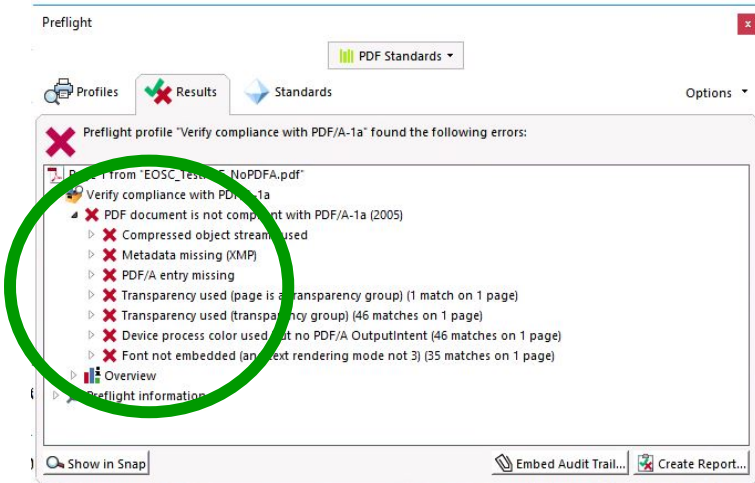
There are several options to choose within Preflight. Select <Verify compliance with PDF/A-1a> (or another suggested version) and click on <Analyze>:



You will get a notice or summary of the result, e.g., “No problems found”:



If Preflight found any errors, it details them for you (click on the arrows to see specific matches):



If there are errors in your PDF/A, you can choose the option "Analyze and Fix" in Preflight mode.

Save the fixed version and then double check the compliance after you have created this file as mentioned above.

You can also go back to your original file and check the settings there, and then create a new PDF/A.

If another check in Preflight then states, "No problems found" or "Verification succeeded", 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:

**ISTA Library Team**

[repository.manager@ista.ac.at](mailto:repository.manager@ista.ac.at)

