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Creation of a PDF/A often requires specific software, however, the student computing labs supplied by the Rutgers Office of Information Technology (OIT) have software installed on all of their Mac and PC systems which make this process fairly easy. This document will explain the steps required to successfully create a PDF/A from those systems.

These instructions may also be useful on non-OIT supplied systems, provided they have software that is similar to the installation on OIT public workstations. As of this writing that software includes:

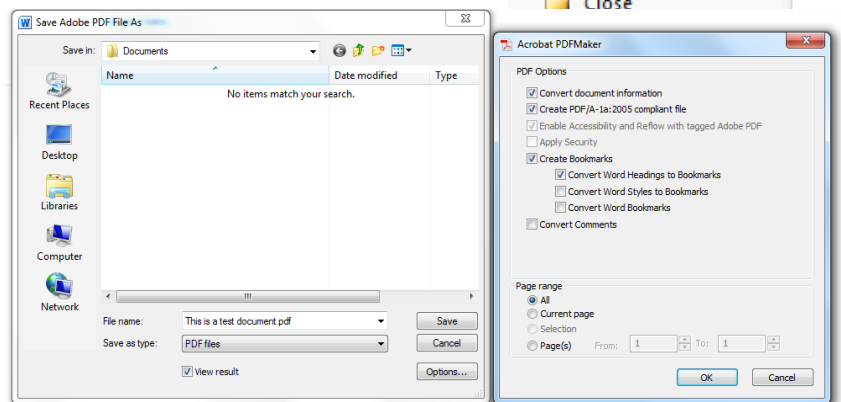
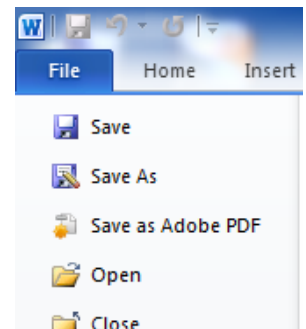
- Microsoft Office 2010
- Adobe Acrobat Pro X
- Windows 7 Service Pack 1 (for PCs)
- Mac OS X 10.6.8 or later (for Macs)

The procedure outlined in this document will vary if you use some earlier versions of the above-listed software. See Page 2 if you are using previous versions of Adobe Acrobat.

### Creating a PDF/A from a Windows workstation using Acrobat Pro X and XI

The following steps assume that your document was created in Microsoft Word. Required steps may vary if you are using different software.

1. Save your document to ensure all edits and revisions have been committed.
2. Click on the “File” tab on the upper left hand corner of the window, and select “Save as Adobe PDF.” This will open the “Save as PDF” dialog box.
3. Click the “Options...” button on the lower right of this window. In the new box that appears, make sure that “Create PDF/A-1a2005 compliant file” is checked, and click “OK.”
4. Save your file. A PDF/A will be created in the location you specify.



## Creating a PDF/A from a Windows workstation with Acrobat 7.0 or 9.0

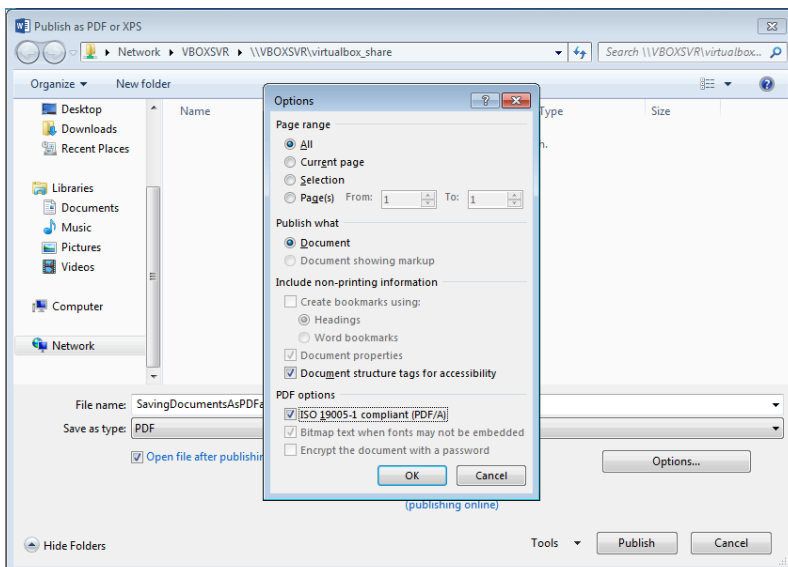
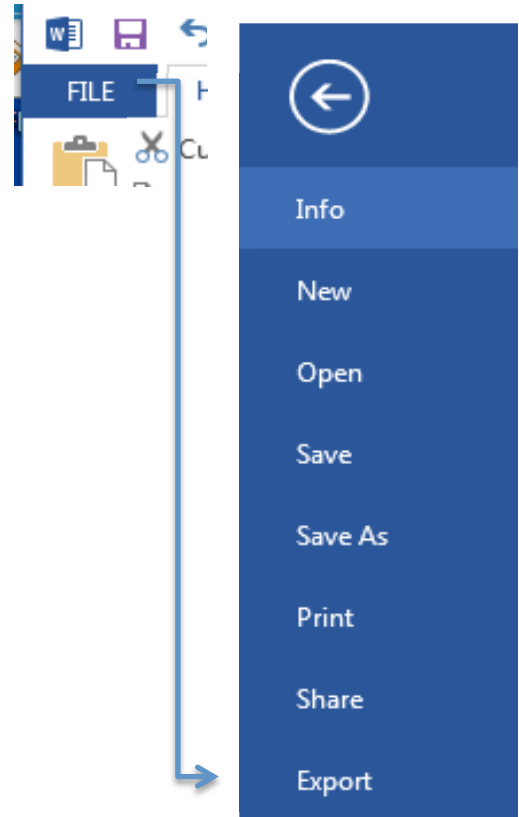
The following steps assume that your document was created in Microsoft Word. Required steps may vary if you are using different software.

1. Save your document to ensure all edits and revisions have been committed.
2. In your “Printers and Faxes” Menu, right-click on the “Adobe PDF” virtual printer, and select “Properties.” A configuration window will then appear.
3. Click on the button near the bottom of the window, labeled “Printing Preferences.” A new window entitled “Adobe PDF Printing Preferences” will now appear.
4. Click on the “Default Settings” menu. You will now see several pre-set options for creating different types of PDF files. Under this menu, select “PDF/A-1b:2005 (RGB).”
5. Click “OK” on the Printing Preferences box, and once again in the Properties window. Close the “Printers and Faxes” window.
6. Open your Word document if it is not already opened.
7. Create the PDF/A file:
  - a. If using Acrobat 7.0:
    - Click on the “File” menu (Acrobat 7.0) and select “Print.” Your application’s Print dialog box should appear.
    - Select “Adobe PDF” from your list of available printers. Click “Ok” to output the document.
  - b. If using Acrobat 9.0:
    - Click on the Microsoft Office icon in the upper left corner of the window and select “Save As”.
    - Select “Adobe PDF” from your list of available options. Select where you want to save the PDF file.

## Newer Versions: Creating a PDF/A from a Windows 7/8 workstation in Microsoft Word 2013

MS Office 2013 has PDF/A capabilities built in, and does not require Adobe Acrobat to be installed. To create a PDF/A from an open document in Word 2013:

1. Click or tap the “File” tab on the top right of the window. The File menu pane will appear.
2. Select “Export,” then select “Create PDF/XPS.”



3. A “Publish as...” dialog window will appear, looking similar to a window you would see when saving a file. Click/tap the “options...” button on the lower right.

4. Check the box labeled “ISO 19005-1 compliant (PDF/A).” This will ensure that the PDF MS Word saves will be formatted in archival format. Click “OK” to close the options window.

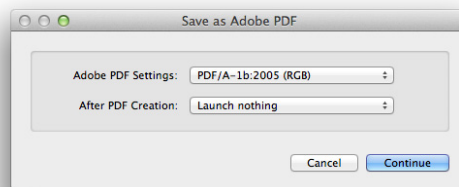
5. Select the location you’d like to save your PDF/A file, and click “Publish.”

## Creating a PDF/A from a Mac Workstation

For Macs, PDF integration is embedded into the operating system. As a result, the instructions for creating a PDF/A will be the same throughout the operating system, regardless of which application you're using. If you can print your file, you can create a PDF/A from it.

1. Although not always necessary, you may wish to save your document to ensure all edits and revisions have been committed.
2. Using your mouse, click on the **File** menu and Select **Print...** to access the Print dialog box. Alternately, you can access the Print dialog by holding down the **Command ⌘** key and pressing **P**.
3. Below the preview of your document, click on the **PDF** button. On the drop-down menu, select **Save as Adobe PDF**.

This will prepare your document and open up a special script, which launches a new window for creating the PDF/A. In the **Adobe PDF Settings** drop-down menu, select the option labeled "PDF/A-1b:2005 (RGB)." Click "Continue," and you'll be asked where you want to save your PDF/A.



Once you have saved the PDF/A, the process is complete.

## Additional Questions or Problems

More information on the PDF/A format, including technical details and why it's useful for digital archiving, can be found here:

<http://en.wikipedia.org/wiki/PDF/A>

If you need further assistance with creating a PDF/A, please contact the Digital Data Curator for RUcore:

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