

Hi all,

Per our agreement at staff meeting this morning, I have changed the default scan setting on the Ricoh copier to save as a single-page PDF/A. For those of you that missed the meeting, this is to ensure longevity for our files in CDASH. Below are instructions with screenshots and I have also attached a PDF/A file with the same.

Here is a summary of PDF/A from Adobe:

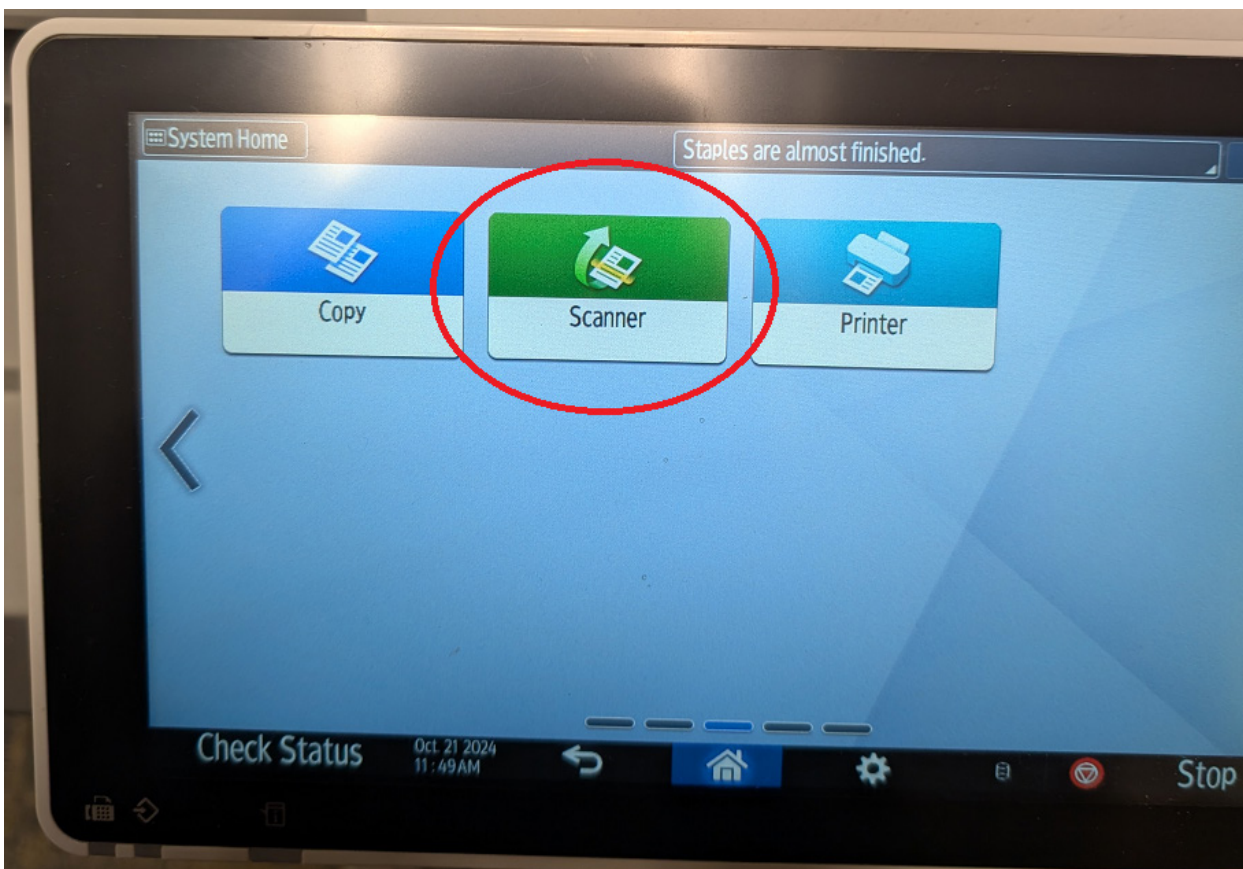
What is a PDF/A file?

PDF/A is the standard format used around the world for archiving electronic documents. It allows documents to be viewed in their original appearance across different software. A PDF/A file differs from a standard PDF file in that it forbids features that aren't suitable for long-term archiving.

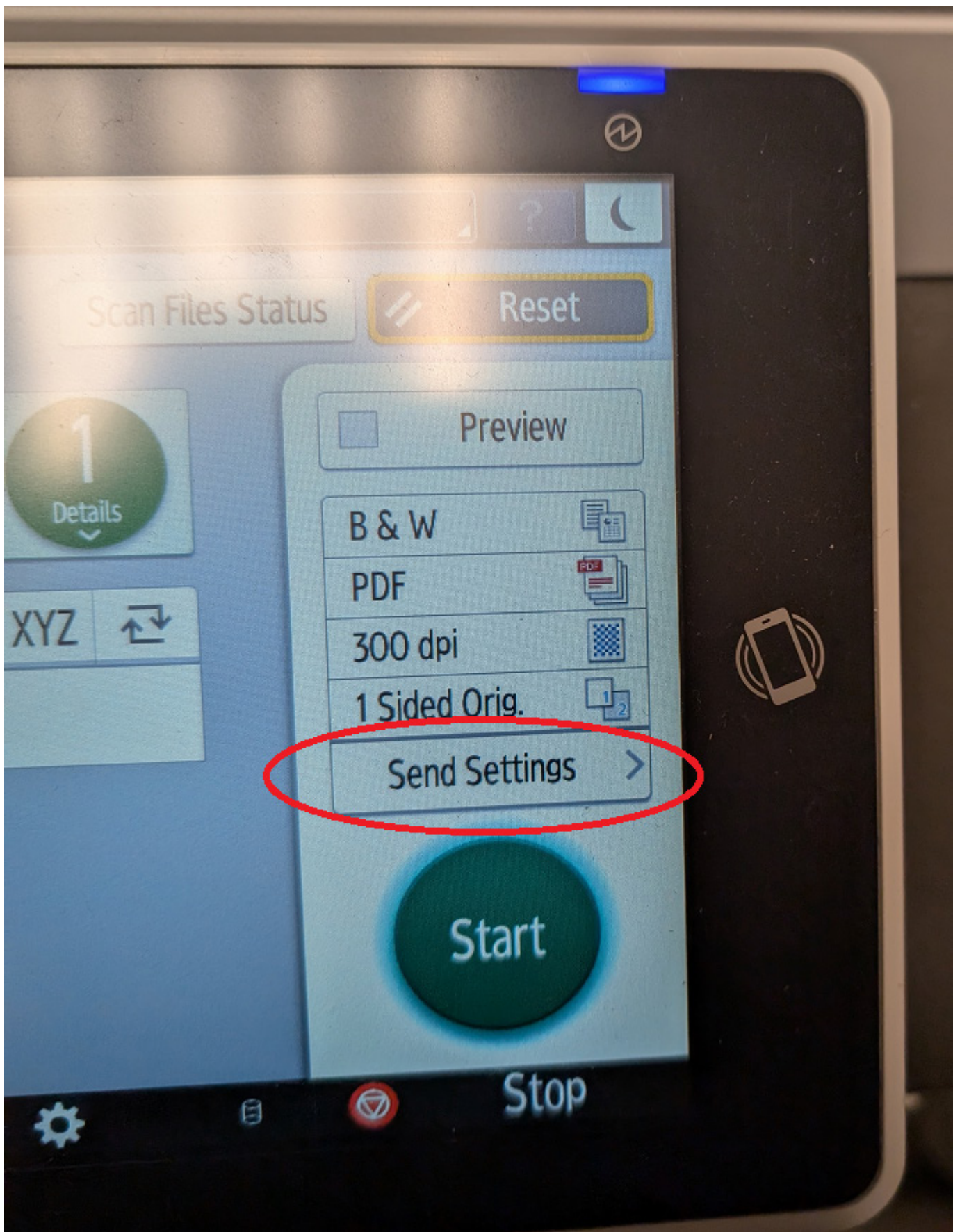
It is also self-contained, with all of the elements such as content, fonts and colour information embedded within the file. This means the document can be viewed and reproduced exactly as it was originally created, regardless of the device being used.

Note that if you want to scan a multi-page PDF, you may need to change to this setting. Here are the steps:

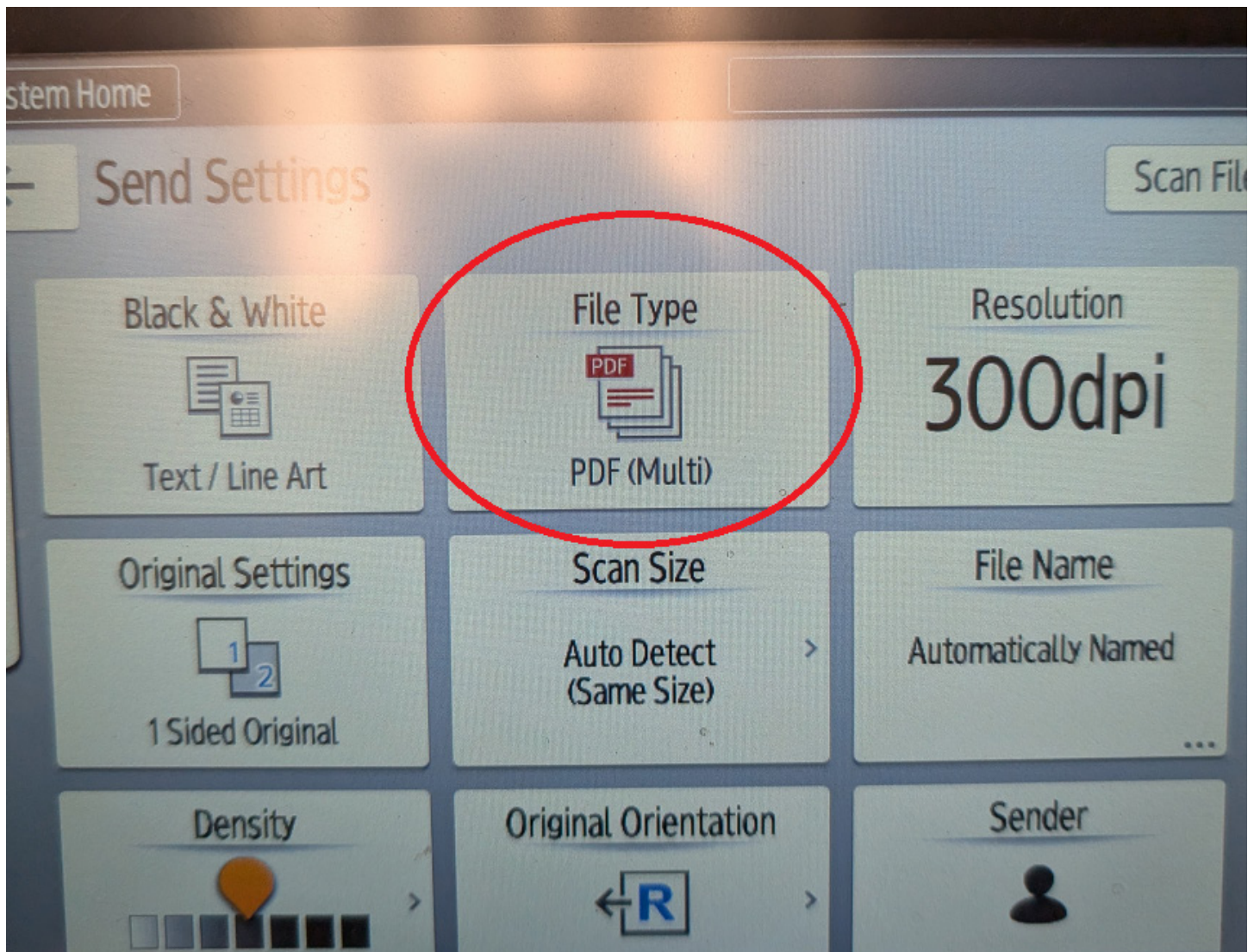
1. Tap Scanner



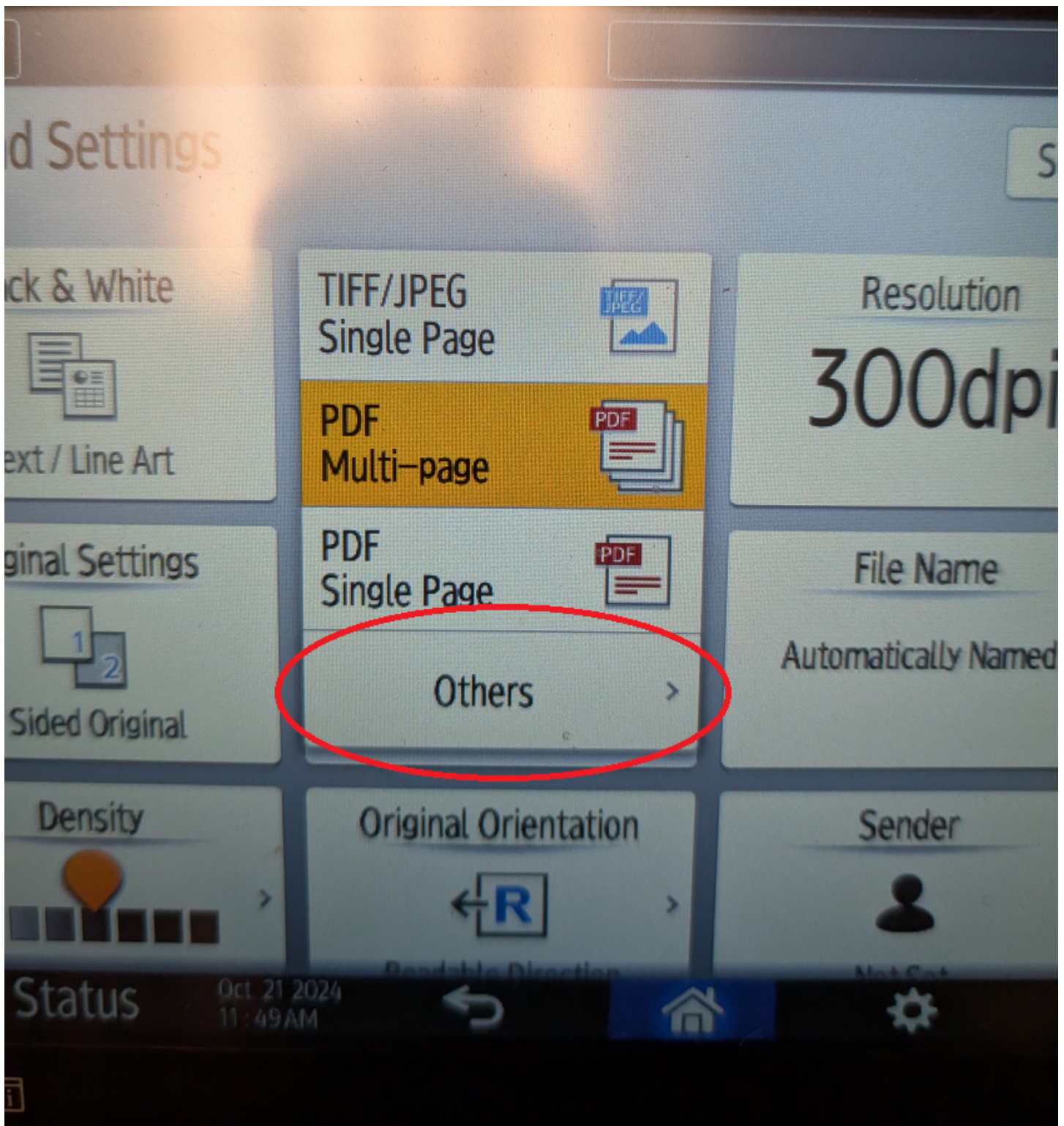
2. Tap Send Settings



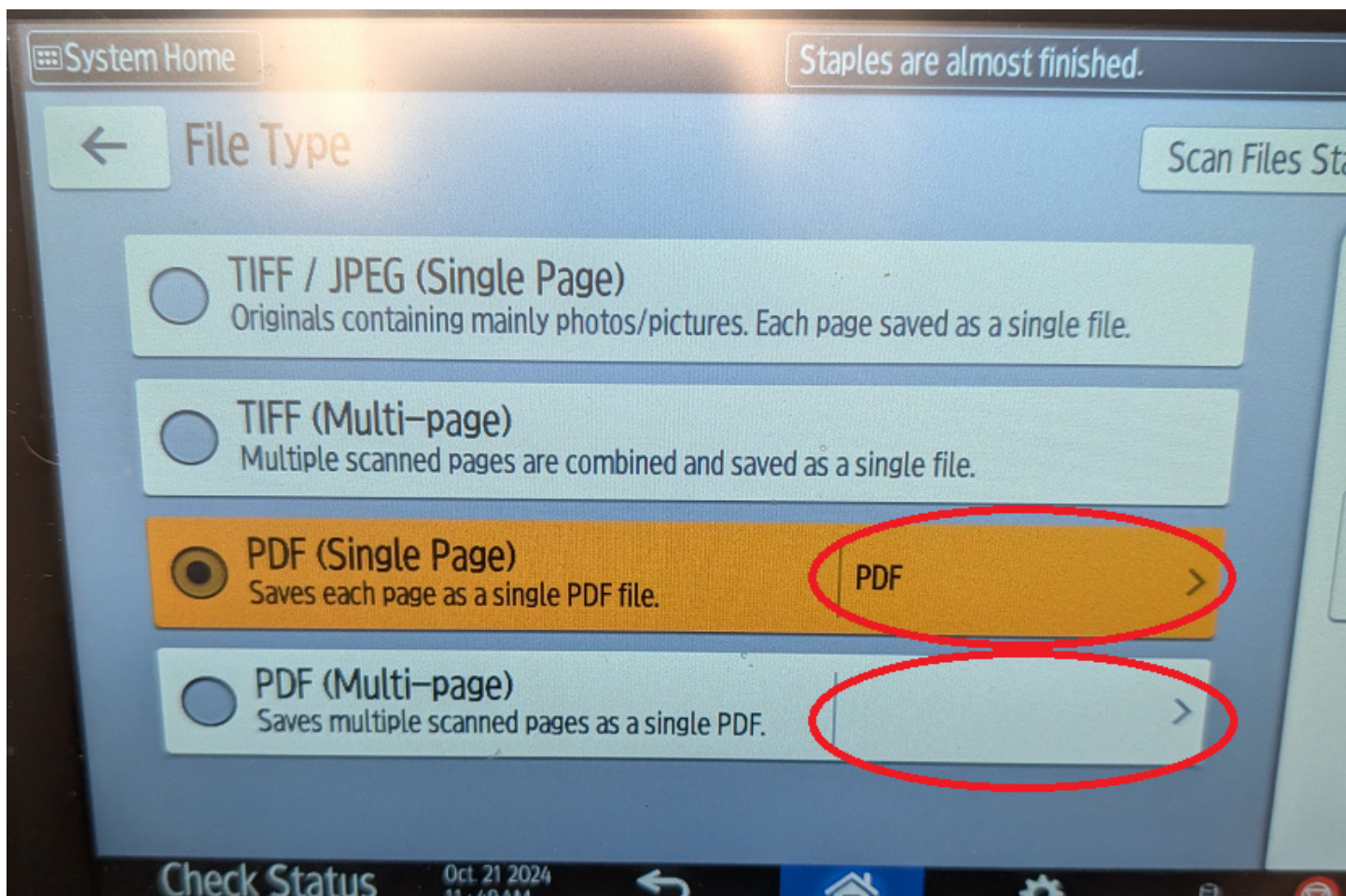
3. Tap File Type



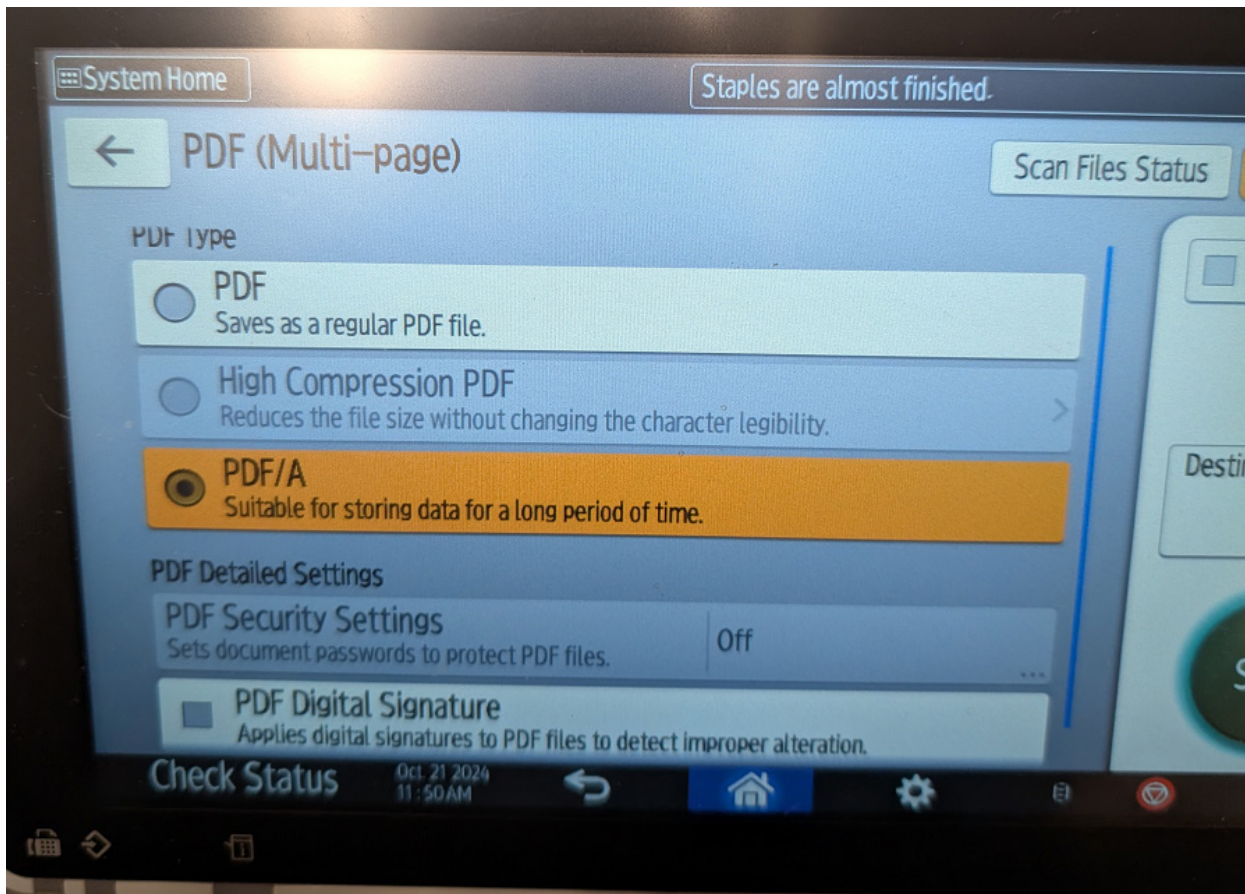
4. Tap Others



5. Tap the file type area next to PDF (either single or multi-page)

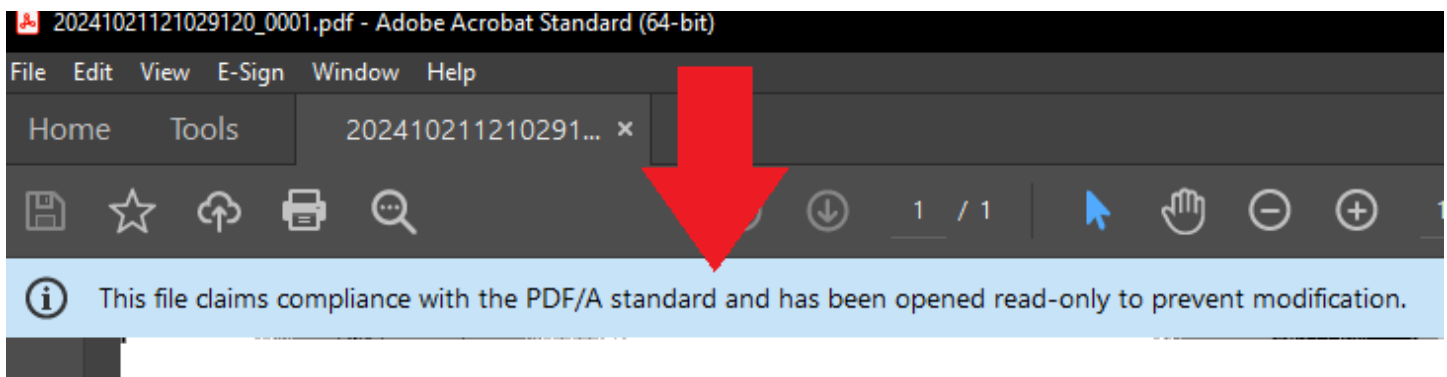


6. Select PDF/A



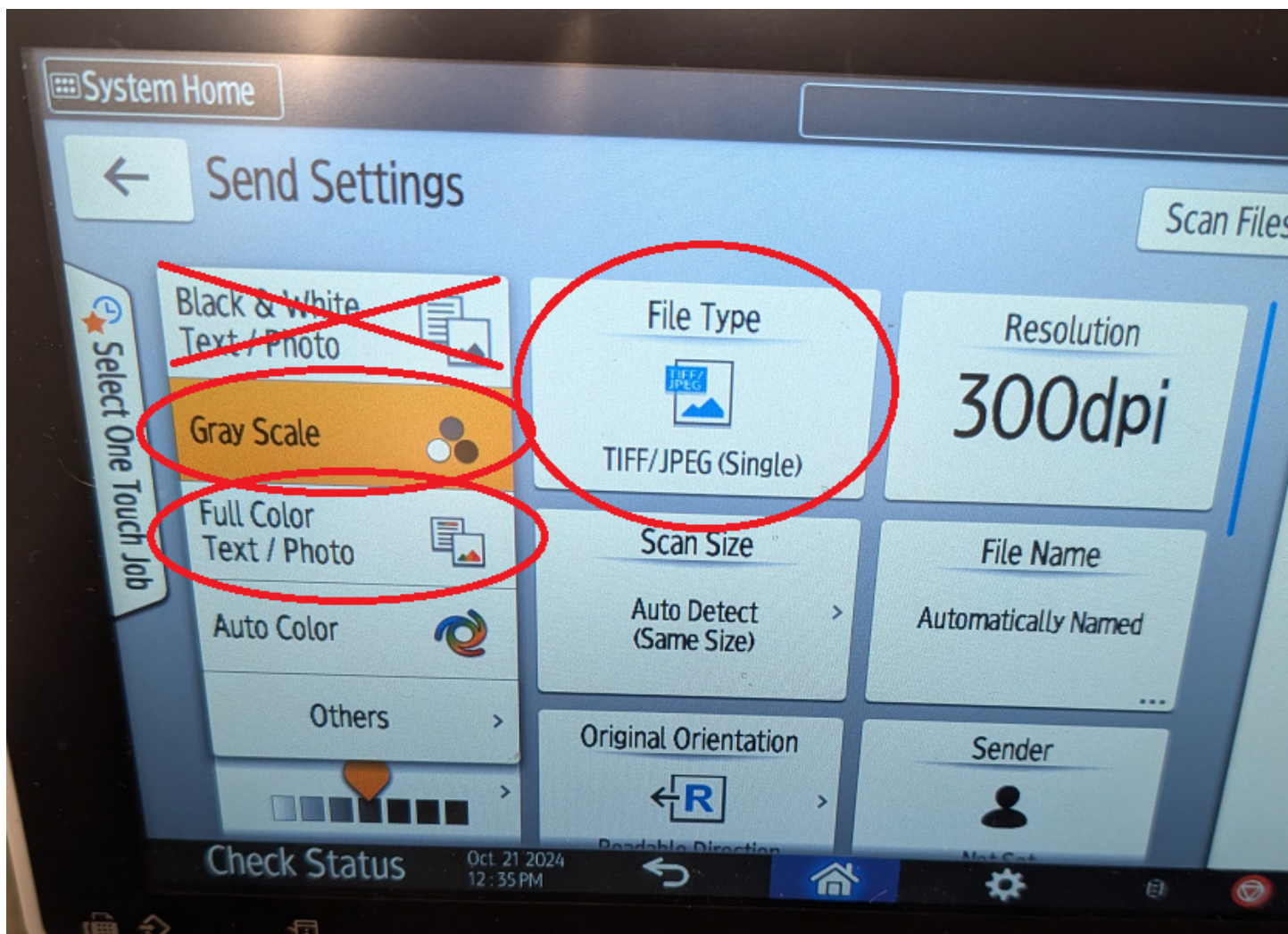
7. Tap the back arrow to return to settings, or tap Scan to begin scanning

When you find your file in the HistScan folder, you may notice that the file extension for a PDF/A is the same as a regular PDF (.pdf). If you want to confirm your file is a PDF/A post-scanning, open the file and look for this message in Adobe:



BONUS TIP: Consider bumping up the density setting on handwritten documents and increase the resolution (up to 600 dpi) for images.

Speaking of images, please use the grayscale or color settings when sending me an image file (as opposed to a PDF/A document), NOT black and white. This has to do with compression issues, which I'm happy to discuss but won't bore you with here:



As always, I'm happy to answer questions or walk this through with you in person.

Stay tuned for instructions on how to save a PDF/A directly from a Word file.

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