

## **General FAQ relating to PDF/A and some practical examples on how to create PDF/A files or convert existing PDF files to PDF/A**

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- 2) What is the benefit of using a PDF/A file for submission compared to a normal PDF file? .....2
- 3) Is PDF/A a format specifically used in the veterinary medicines sector only? .....2
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- 8) How do I create a PDF/A file from OpenOffice/LibreOffice? Revised .....3
- 9) How do I convert an existing PDF file to a PDF/A file with a PDF writer software? (Example: Adobe Acrobat Pro DC) Revised.....4
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### **1) What is the PDF/A format all about?**

PDF/A is an ISO standardised version of the PDF format that restricts features that can be used in a normal PDF, optimising it for exchange and long-term reproducibility of the file content.

### **2) What is the benefit of using a PDF/A file for submission compared to a normal PDF file?**

Documents in the veterinary medicines sector may have to be retained for decades - PDF/A preserves the visual appearance of files over time and thus decreases the business risk of information loss.

As PDF/A is a long term preservation format it can simplify processes because no separate conversion of your e-dossier to an archiving format is needed. This reduces risk and protects your organisation in case of court disputes as your electronic archive will contain exactly the same files as submitted, both on industry and agency side, and long-term readability of these files is assured.

In addition, simply by saving a source document as a PDF/A file you will automatically cover most file format requirements for VNeS submissions, specifically font embedding and prohibited PDF features (encryption, JavaScript and executable file launches, external content references, dynamic content which can include audio, video, 3D content).

The use of PDF/A may also improve the speed of technical VNeS validation by the VNeS checker as some tests can be skipped for these files.

Using PDF/A ensures conformance to the electronic file format requirements of VICH GL53.

### **3) Is PDF/A a format specifically used in the veterinary medicines sector only?**

No. It is based on an ISO standard and accepted across many other industry sectors.

### **4) As PDF/A is not yet mandatory in the EU should I postpone implementation?**

It is strongly recommended to create any new documents as PDF/A. Only this approach ensures that electronic archives both on industry and agency side will contain exactly the same files as submitted because no further conversion to an archive format is needed. Note that postponing implementation until PDF/A is mandated brings further disadvantages as a growing number of legacy files may need to be converted for future submissions. Note that an expected date for mandatory implementation is intended to be set in the near future.

### **5) There are different PDF/A formats available – which one should I use?**

The lowest PDF/A level, i.e. Level B ("basic") conformance (PDF/A-1b, PDF/A-2b or PDF/A-3b) is sufficient and the easiest to comply with. If possible, PDF/A-2 or PDF/A-3 formats should be preferred as these support additional useful features like transparency in graphics (PDF/A-2b or PDF/A-3b). For hardscans PDF/A-1b is fully sufficient.

Using Level U ("Unicode") conformance in addition provides searchable Unicode text (PDF/A-2u or PDF/A-3u) which is helpful for unique identification of characters, but this Level is not possible to be met by hard-scans.

Using Level A ("Accessible", PDF/A-1a, PDF/A-2a or PDF/A-3a) covers additional structural or semantic properties like reading order and is fully acceptable when creating from electronic source documents (e.g. MS Word) however it is not possible to be met by hard-scans and very difficult to bring a PDF in conformance when converting existing PDFs.

## **6) How can I identify whether a file is PDF/A compliant?**

To identify PDF/A files you may use the VNeS checker which identifies non PDF/A compliant files in the validation report.

An individual PDF/A document may also be identified as such through its PDF/A-specific metadata. For example in Adobe Acrobat such properties can be viewed by choosing "File > Properties", then click the Description tab, click "Additional Metadata" and finally select "Advanced" from the list on the left.

Depending on the individual configuration a PDF tool may also show a message / banner stating PDF/A compliance after opening that document.

## **7) How do I create a PDF/A document from off-the-shelf software like Microsoft Office?**

### **Revised**

1. Open a document that you wish to conform to PDF/A.  
Note : document type can be .doc, .docx, .txt, .rtf
2. Choose File> Save As
3. Select Options
4. The Save As Window appears, choose PDF from the Save As type list
5. Click again on Options
6. Select, "PDF/A compliant", click on OK
7. Click on Save

Exact wording / process depends on the software (version) used.

## **8) How do I create a PDF/A file from OpenOffice/LibreOffice? Revised**

1. Open a document that you wish to conform to PDF/A.  
Note : document type can be .odt, .ods, .odp
2. Choose File> Export as PDF
3. The PDF Options Window appears, choose PDF from the Save As type list at the bottom of the window.
4. Check off under General tab, "ISO 9005-1 compliant (PDF/A)"

5. Click on Export

Exact wording / process depends on the software (version) used.

**9) How do I convert an existing PDF file to a PDF/A file with a PDF writer software?  
(Example: Adobe Acrobat Pro DC) Revised**

1. Open a PDF file that you wish to conform to PDF/A
2. Choose File> Save As Other> Archivable PDF (PDF/A)
3. The PDF/A version can be set under "settings"
4. Click on Save  
Note : If successful, a banner will appear stating that the file is in compliance with PDF/A

Exact wording / process depends on the software (version) used.

**10) Should I try to convert the eAF file to PDF/A format?**

No. The eAF file is not compatible with the PDF/A format, and the VNeS validation criterion on PDF/A format explicitly mentions to ignore PDF/A format warnings for this file. Additionally, the VHG has no intention to make the PDF/A format obligatory as long as the eAF file is not compatible with the PDF/A format.

# A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text. And more text.

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Boring. More, a little more text. The end, and just as well.

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In addition, simply by saving a source document as a PDF/A file you will automatically cover most file format requirements for VNeS submissions, specifically font embedding and prohibited PDF features (encryption, JavaScript and executable file launches, external content references, dynamic content which can include audio, video, 3D content).

The use of PDF/A may also improve the speed of technical VNeS validation by the VNeS checker as some tests can be skipped for these files.

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Using Level U ("Unicode") conformance in addition provides searchable Unicode text (PDF/A-2u or PDF/A-3u) which is helpful for unique identification of characters, but this Level is not possible to be met by hard-scans.

Using Level A ("Accessible", PDF/A-1a, PDF/A-2a or PDF/A-3a) covers additional structural or semantic properties like reading order and is fully acceptable when creating from electronic source documents (e.g. MS Word) however it is not possible to be met by hard-scans and very difficult to bring a PDF in conformance when converting existing PDFs.

## **6) How can I identify whether a file is PDF/A compliant?**

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Depending on the individual configuration a PDF tool may also show a message / banner stating PDF/A compliance after opening that document.

## **7) How do I create a PDF/A document from off-the-shelf software like Microsoft Office?**

### **Revised**

1. Open a document that you wish to conform to PDF/A.  
Note : document type can be .doc, .docx, .txt, .rtf
2. Choose File> Save As
3. Select Options
4. The Save As Window appears, choose PDF from the Save As type list
5. Click again on Options
6. Select, "PDF/A compliant", click on OK
7. Click on Save

Exact wording / process depends on the software (version) used.

## **8) How do I create a PDF/A file from OpenOffice/LibreOffice? Revised**

1. Open a document that you wish to conform to PDF/A.  
Note : document type can be .odt, .ods, .odp
2. Choose File> Export as PDF
3. The PDF Options Window appears, choose PDF from the Save As type list at the bottom of the window.
4. Check off under General tab, "ISO 9005-1 compliant (PDF/A)"

5. Click on Export

Exact wording / process depends on the software (version) used.

**9) How do I convert an existing PDF file to a PDF/A file with a PDF writer software?  
(Example: Adobe Acrobat Pro DC) Revised**

1. Open a PDF file that you wish to conform to PDF/A
2. Choose File> Save As Other> Archivable PDF (PDF/A)
3. The PDF/A version can be set under “settings”
4. Click on Save  
Note : If successful, a banner will appear stating that the file is in compliance with PDF/A

Exact wording / process depends on the software (version) used.

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No. The eAF file is not compatible with the PDF/A format, and the VNeS validation criterion on PDF/A format explicitly mentions to ignore PDF/A format warnings for this file. Additionally, the VHG has no intention to make the PDF/A format obligatory as long as the eAF file is not compatible with the PDF/A format.

**Dummy PDF file**

# A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

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Boring. More, a little more text. The end, and just as well.