Open the Sticky notes to read the slide narrative.

Acrobat X and PDF/A Standards

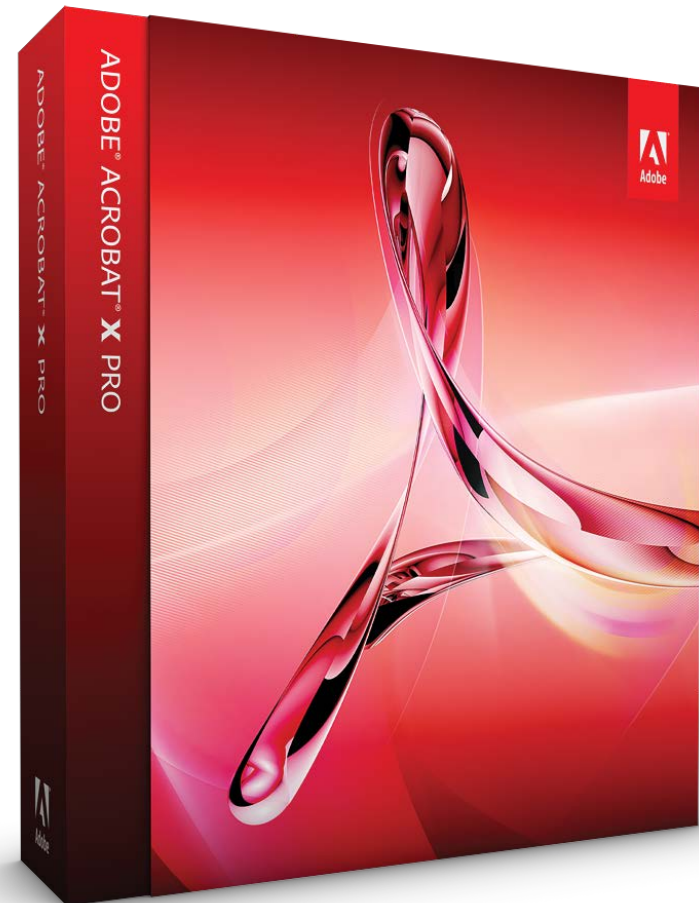Long Term Preservation of Documents

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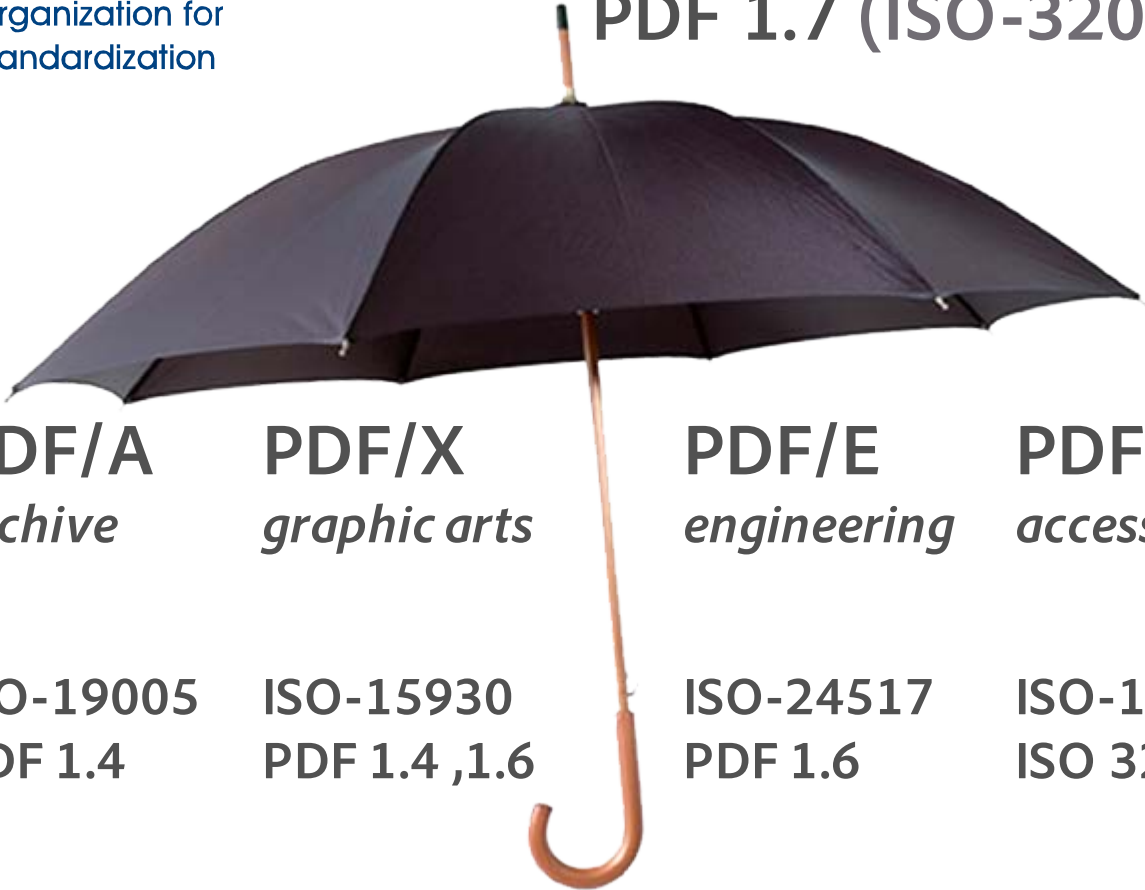
What we'll cover . . .

- Slides

  - Digital Archiving

  - What is PDF/A?

  - Why use PDF/A?

  - PDF/A Standards (Flavors)

  - PDF/A Requirements

  - PDF/A Conformance

  - Acrobat PDF/A Matrix

- Demonstration

- Wrap Up

International Organization for Standardization

PDF 1.7 (ISO-32000)

PDF/A
archive

PDF/X
graphic arts

PDF/E
engineering

PDF/UA
accessibility

ISO-19005
PDF 1.4

ISO-15930
PDF 1.4 ,1.6

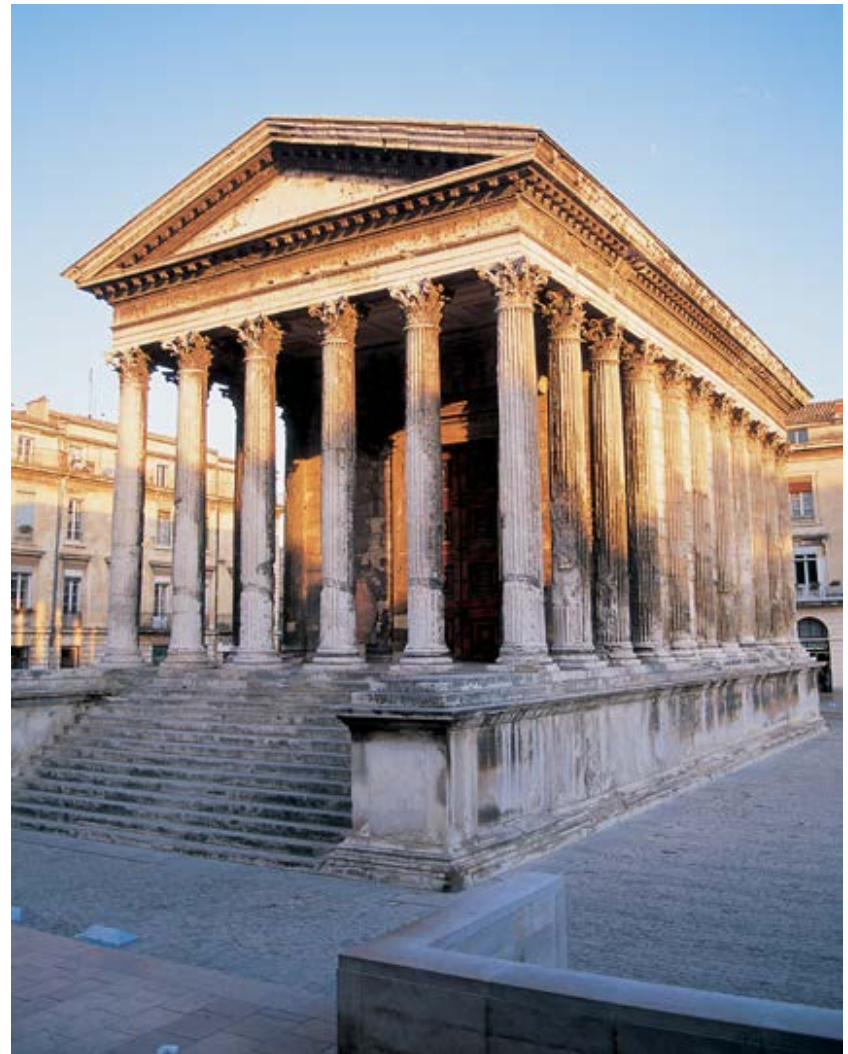ISO-24517
PDF 1.6

ISO-14289
ISO 32000

What is PDF/A?

- An ISO Standard
- "... a mechanism for representing [PDF] electronic documents in a manner that preserves their visual appearance over time, independent of the tools and systems used for creating, storing, or rendering the files."

  ISO Committee
- A *long term* preservation format

Preservability – Format Comparison

	Fidelity, presentation & reliability	Access to content & searching	Dependencies – platform, application, OS	Access to specifications	File Size
PDF	✔	✔	✔	✔	✔
Image Formats TIFF, JPEG, BMP	✔	✖	✔	?	✖
Native Formats doc, office	?	?	✖	?	?
HTML	✖	?	✖	✔	✖
XML	?	✔	?	?	?

When do you need to use PDF/A?

- **Regulatory Requirements**

  - Federal Courts

  - State Courts

  - National Archives and Records Administration

  - California Public Utilities Commission

- **Preserve important documents**
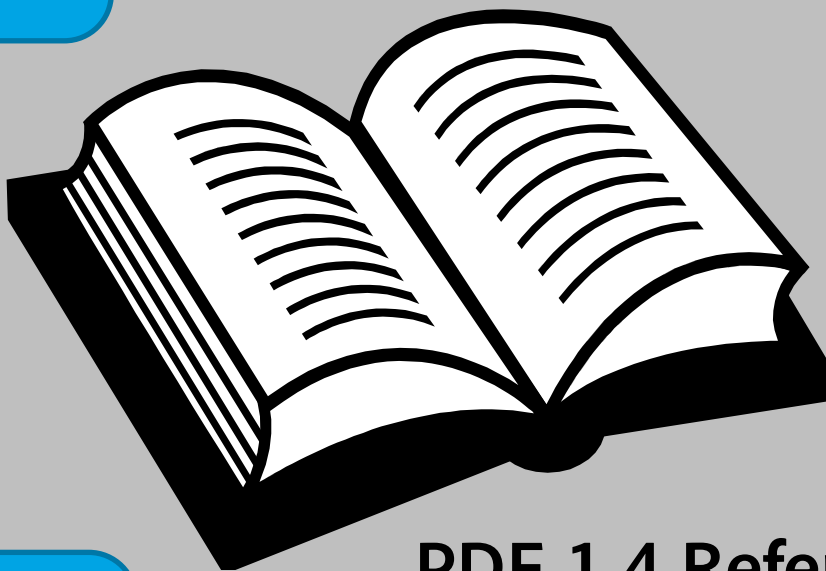
- **Protect your organization and reduce risk**

Required Features

Recommended Features

Prohibited Features

PDF 1.4 Reference Acrobat 5.0

Comparing PDF/A "Flavors"

	PDF/A-1A	PDF/A-1B	PDF/A-2A	PDF/A-2B	PDF/A-2U
Version Compatibility	PDF 1.4	PDF 1.4	ISO-32000	ISO-32000	ISO-32000
Embed all Fonts	Required				
Multimedia	Prohibited				
JavaScript	Prohibited				
Encryption	Prohibited				
Attachments	Prohibited		PDF/A attachments only		
Transparency	Prohibited		Allowed		
Tagged & Accessibility	Required	Optional	Required	Optional	
Searchable Unicode Text	Required	Optional	Required	Optional	Required
Metadata	Required Doc Only	Optional	Required Doc & Object	Optional	

- PDF/A-1a ensures the preservation of a document's logical structure and content text stream in natural reading order. The text extraction is especially important when the document must be displayed on a mobile device (for example a PDA) or other devices in accordance with Section 508 of the US Rehabilitation Act. In such cases the text must be reorganized on the limited screen size (*re-flow*). This feature is also known as *"Tagged PDFs"*.

  - Rick's Observations

    - You need to start with source documents such as Word files

    - Bringing a PDF in PDF/A-1a conformance is extremely difficult for existing PDFs

- PDF/A-1b ensures that the text (and additional content) can be correctly displayed (e.g. on a computer monitor), but does not guarantee that extracted text will be legible or comprehensible. It therefore does not guarantee compliance with Section 508.

  - Rick's Observations

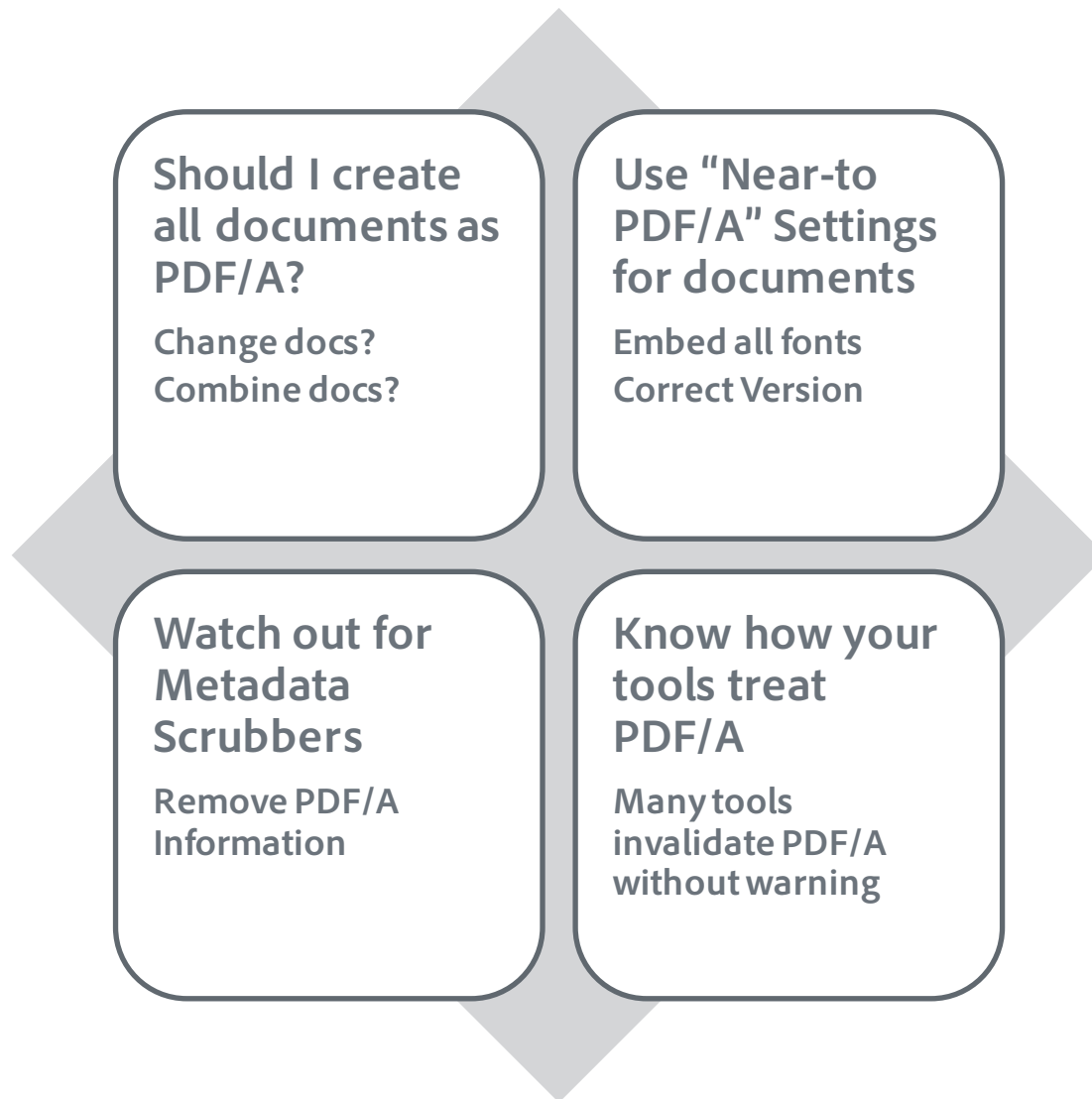   - Can bring most PDFs into compliance

What software should you choose to work with PDF/A?

- PDF/A conformance requires a significant effort from the producers of PDF software.

  - **Creation**
    This stages deals with the generation of PDF/A conforming documents from various source formats.

  - **Correction**
    A PDF document may have to be modified in order to achieve conformance with PDF/A.

  - **Processing**
    Conformance must be preserved when a PDF/A document is modified.

  - **Display**
    This refers to the presentation of a PDF/A file in accordance with the requirements. Simply displaying a PDF/A file "somehow", as is the case with many viewers, is insufficient.

  - **Validation**
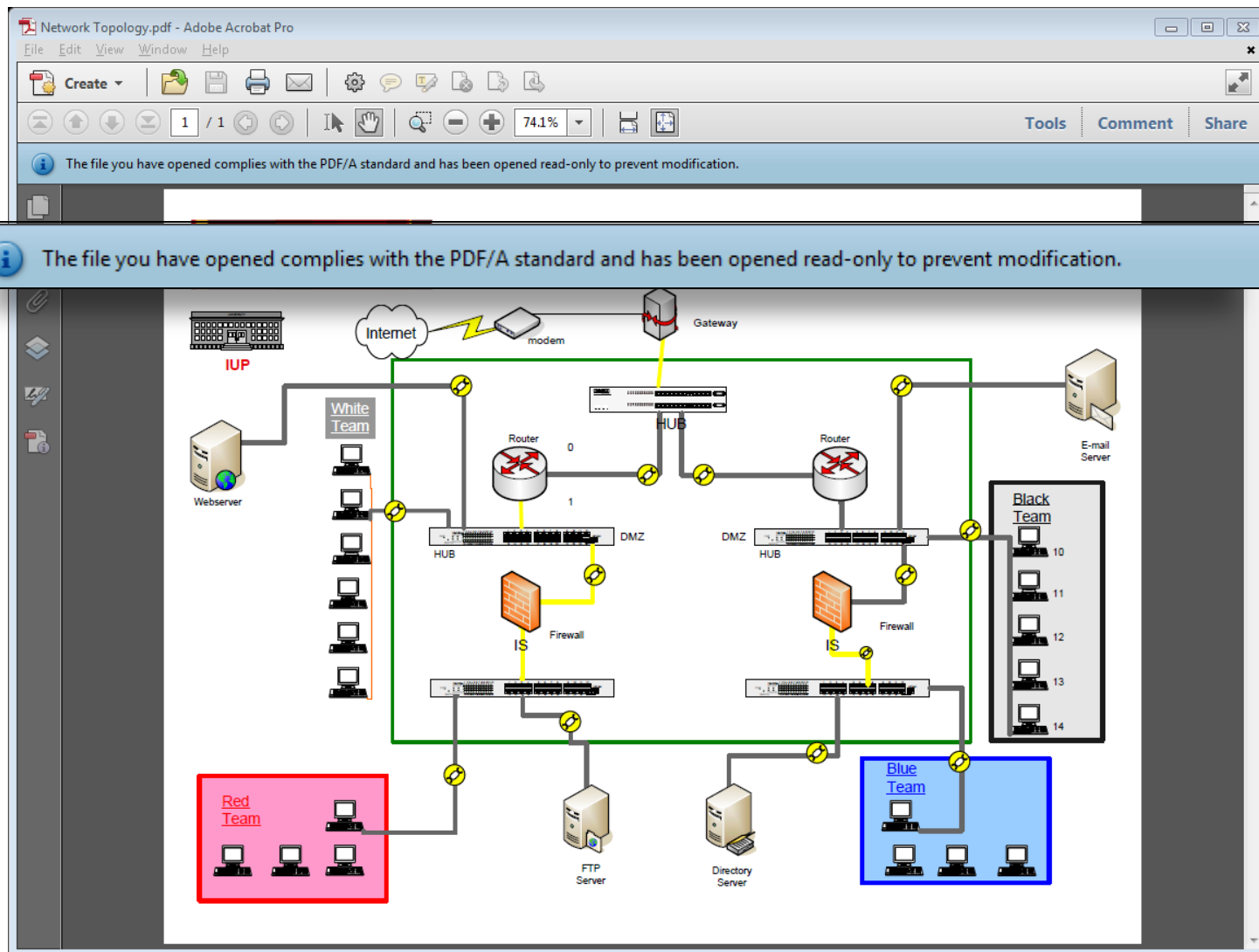   It is often necessary to verify that a PDF/A file actually conforms to the standard.

PDF/A
Competence Center

www.pdfa.org

PDF/A Workflow Considerations

Should I create all documents as PDF/A?

Change docs?
Combine docs?

Use "Near-to PDF/A" Settings for documents

Embed all fonts
Correct Version

Watch out for Metadata Scrubbers

Remove PDF/A Information

Know how your tools treat PDF/A

Many tools invalidate PDF/A without warning

PDF/A View Mode

PDF/A Features in Acrobat X Products

Feature	Reader	Standard	Pro	Suite
Use Actions to automate PDF/A Conversion , Conformance, Verification			●	●
Validate and Report PDF/A Compliance			●	●
Use PREFLIGHT to *conform* to PDF/A-1A, 1B, 2A, 2B or 2U			●	●
Use SAVE AS to *conform* to PDF/A-1A, 1B, 2A, 2B or 2U			●	●
Scan to PDF/A-1B using Create PDF from Scanner		●	●	●
Create PDF/A-1B using Adobe PDF Print Driver		●	●	●
Create PDF/A-1A using Office PDF Makers		●	●	●
PDF/A View Mode and Standards Panel	●	●	●	●

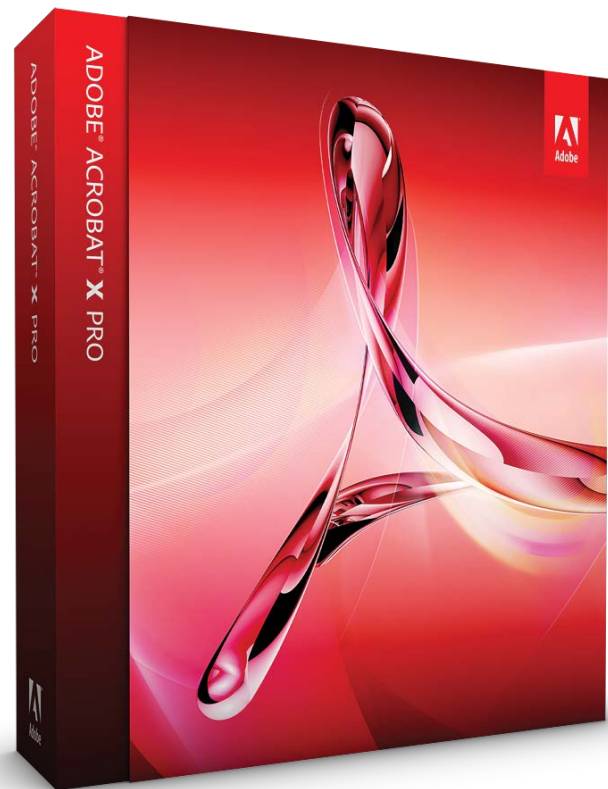**Reader**   **Standard**   **Pro**   **Suite**

Demonstration

- PDF Creation

  - PDF/A 1-A→ PDF Makers in Word, Excel, PowerPoint

  - PDF/A 1-B→ Using PDF Print Driver and from a scanner

  - Creating Near-PDF/A PDF Settings

- PDF/A View Mode

- Standards Panel

- Preflight (Acrobat Pro Only)

  - Verify Compliance

  - Report on Compliance

  - Bring documents into Compliance

  - Removing PDF/A Information

- Actions and PDF/A

PDF/A Resources

- Acrobat Standards Page
  http://www.adobe.com/products/acrobat/standards.html

- PDF/A Competence Center
  http://www.pdfa.org

- "Long Term Storage" from Acrobat User Community Website
  http://acrobatusers.com/tutorials/long-term-pdf-storage

- AIIM PDF/A Committee
  http://www.aiim.org/Resources/Standards/Committees/PDFA

- ISO PDF/A Documentation
  http://www.iso.org/iso/catalogue_detail?csnumber=38920