

PDF/A – How to Make Them; How to Verify Them

Creating the PDF/A Document

1. If you have your document open in **MS Word**:
 - Save your document in MS Word (don't close) and then go to the Acrobat ribbon
 - Click 'create pdf'
 - Name the file and select a location to save
 - Click 'options'
 - Check the box labeled 'Create PDF/a-1a:2005 compliant file'
 - Click 'OK'
 - Click 'Save'
2. If you are in Acrobat, and your **Word** document is saved locally:
 - In the upper left hand corner, click 'create'
 - In the drop down menu, select 'PDF from File ...'
 - Navigate to the file you want to convert to PDF/A
 - Select the file and click 'open'
 - Go to the file menu, choose 'save as other' and then select 'Archivable PDF (PDF/A)'
 - Name the file, and select a destination folder
 - Click 'Save'
3. If you are in Acrobat, and you already have your document saved locally in PDF format:
 - If your document is not open, go to <File> and select <Open>
 - Navigate to your PDF document, and click <Open>
 - Click on <File> and select <Save As Other ... > then select from the submenu, <Archivable PDF (PDF/a)>
 - Name the file, and select a destination folder
 - Click 'Save'

How to check your work – Verifying PDF/a Compliance

- If the Navigation Pane is open, you will see a gray strip down the left hand side of the screen. If not, go to <view><show/hide><Navigation Panes><show navigation pane>. NOTE: Do not click on <view><page navigation>.
- Right click in the empty gray strip on the right and select <standards>
- Click on the link labeled 'Verify Conformance'
- Check the 'Status' indicator just above the 'Verify Conformance' link. It should now read 'verification succeeded'