Revu Tutorial: PDF/A

Revu supports PDF/A, an internationally-standardized file format that ensures a document can be opened and replicated in future generations and is therefore most suitable for electronic archiving. To achieve this compliancy, a file needs to be stripped of its impermanent components – for example, editing capabilities, non-embedded fonts, and hyperlinks – to help it best mimic a piece of paper.

Since a PDF/A file is so restricted, we do not recommend it as a file format for everyday use. It is only intended for long-term record-keeping.

Convert PDF to PDF/A

There are a few items to note before working with PDF/A files. First, in Revu only PDF files can be converted to PDF/A - other file types will need to first be converted to PDF. Second, we recommend saving a copy of the original PDF before converting it to PDF/A. And finally, once a file becomes PDF/A compliant, it will maintain the file extension .pdf.

There are two ways to convert a PDF to PDF/A:

1. Go to *Documents* / *PDF/A.* A window will appear that explains the actions that will be taken to convert the file to a PDF/A-1b format.
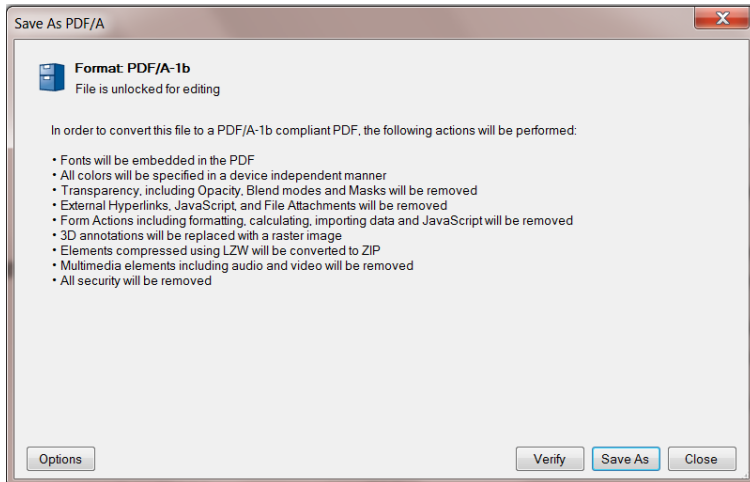
There are four buttons to note on this window:

Options: Set the preferences for the PDF/A document, including processing options for unsupported annotations, transparency, and embedded files.

Verify: Verifies that a PDF/A file meets the PDF/A-1b specifications. The results will include whether or not the file passed and displays any warning or error messages.

Save As: Select this button to convert the current PDF file to PDF/A format. Do not close the "Save as PDF/A" window, as the conversion results will be displayed in this area.

If this button is selected on a PDF/A document, it will show this warning:
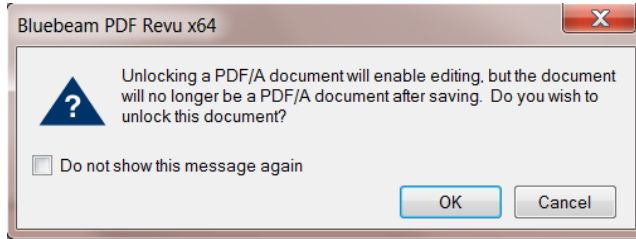
It is important to note that unlocking a PDF/A to add content or edits may render it non-compliant and the PDF/A verification process will need to be redone.

Close: This button can be selected to exit the PDF/A process or to close the results window.

2.   Go to *File / Save As* (Ctrl + Shift + S) and choose the PDF/A option in the list. Click Save and a window will display, listing the actions that were taken to make it PDF/A compliant.
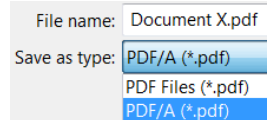
Another Way to Know it is PDF/A
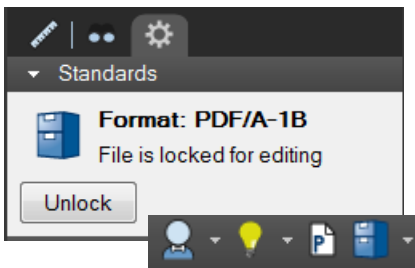
Besides using the Verify button mentioned above, another way to confirm a document is PDF/A is by checking for a few interface changes. The Properties panel will now show the Standards section on the left. (Note: Pressing the Unlock button will show the same warning as above.) Plus, a icon will be displayed beside the file name in the Document tab and in the status bar where a security lock is typically shown.