MBMG
DOCUMENT RESTORATION GUIDE
PDF/A

OVERVIEW

Creating High-Quality PDFs using Adobe Acrobat Pro. This guide will cover how to create PDFs that look clean as a typed document, are artifact free, searchable, and are saved as PDF-As with very small file sizes.

Method

- Select files that are ready to be converted to a PDF
- Right click on the first file in the selection
- Select "Combine files in Acrobat…"
- Navigate to Edit
    - Select "Settings" under Scanned Documents
        - Change "Make all the pages editable" to **True**.
    - Press OK
- Close out of Edit
- Navigate to Optimize PDF
- Select "Optimize Scanned Pages"
    - Change "Apply Adaptive Compression" to **False**
    - Change "Filters" to:
        - Deskew – **Off**
        - Background Removal- **Medium**
        - Descreen – **Off**
        - Text Sharpening – **Off**
    - Change "Text Recognition Options"
        - Change "Recognize Text" to **False**
    - Press OK
    - Select "Preflight"
        - Select "Convert to **PDF/A-2b**
        - Press "Analyze and fix"
            - Name the file appropriately
            - Press **Save**

Example text at 400%:   # New World Projects