

Aaltodoc

Converting a file to PDF/A compliant version

PDF/A -document format

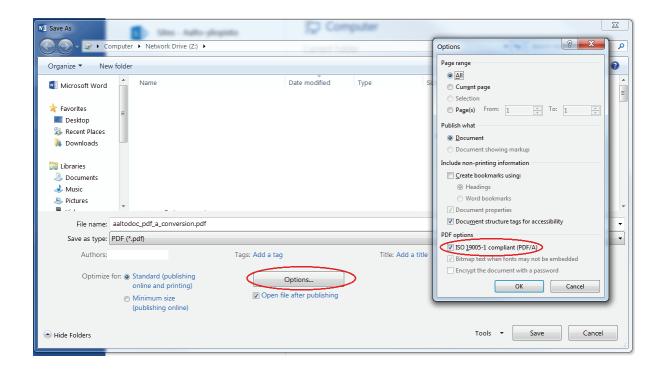
PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. The extension in the file name is pdf. PDF/A differs from "normal" PDF in that features ill-suited for long-term archiving are omitted. PDF/A embeds all fonts used in the document within the PDF file, so that the user of your file will not have to have the same fonts that you used to create the file installed on their computer in order to read it. Recommended versions are PDF/A-1a, -1b, -2a or -2b.

PDF/A conversion - how to convert files to the PDF/A -format using different tools

Microsoft Word (Office) and PDF-Xchange pro/Editor are installed on all Windows workstations managed by Aalto IT.

1. MICROSOFT WORD 2010/2013:

File \rightarrow Save As \rightarrow Save as type: PDF (*.pdf) \rightarrow Options: ISO 19005-1 compliant (PDF/A)



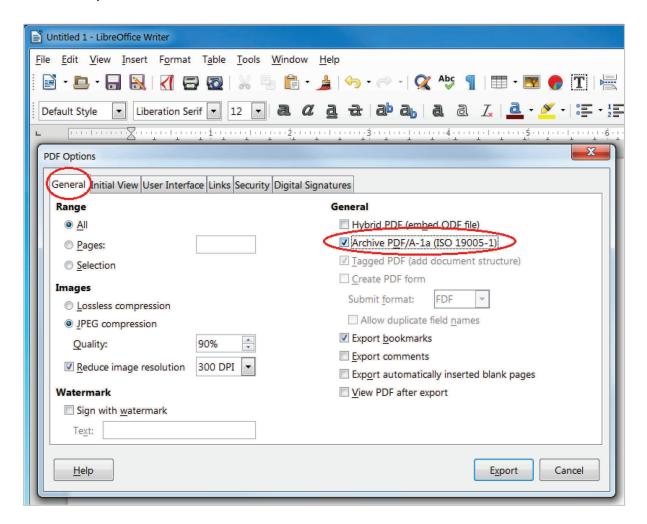


Learning Centre

Aaltodoc

2. LIBREOFFICE WRITER:

File → Export as PDF → Choose: PDF/A-1a



3. LATEX:

A LaTeX thesis template and class file developed at the School of Electrical Engineering that directly produces a PDF/A file is available at

https://wiki.aalto.fi/display/Aaltothesis/Aalto+Thesis+LaTeX+Template

The template, that supports text in Finnish, Swedish and English, is self-documentary. The names of the schools at Aalto University are supported as well.

If you can't generate PDF/A directly, you can first produce a "normal" PDF file and convert it to PDF/A -format by using PDF-XChange program.

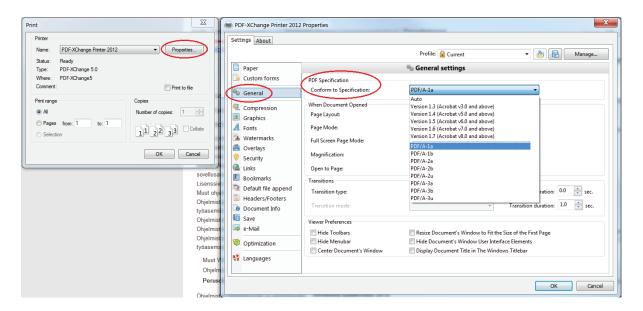
4. ADOBE INDESIGN:

Adobe PDF Presets \rightarrow Select PDF size. Open PDF in Adobe Acrobat Pro \rightarrow Export \rightarrow PDF/A. You can also use PDF-XChange.



5. PDF-XCHANGE PRINTER:

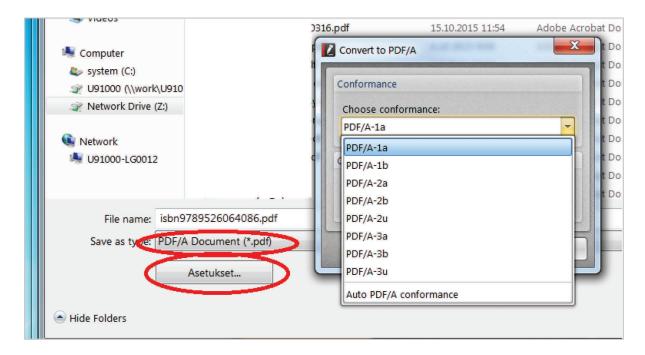
Print → PDF-XChange Printer → Properties → General → Choose: PDF/A-1a



Converting a PDF file to PDF/A with PDF-Xchange Editor

PDF-XchangeEditor is installed on the Windows workstations managed by Aalto IT.

Open PDF file \rightarrow Save as \rightarrow Save as type: PDF/A document \rightarrow Settings \rightarrow Choose conformance



If you are not able unable to convert your PDF file to PDF/A-1a, try PDF/A-2a or PDF/A-2b instead of PDF/A-1.





Troubleshooting tips

• When adding images to your publication, first save your image in the png- or jpg- (or also "normal" pdf in LaTeX) format using some image editing application. Then use the Insert image -function in the word processing program:

Microsoft Word: Insert-menu > Picture > Choose file **LibreOffice:** Insert > Image > From file > Choose file

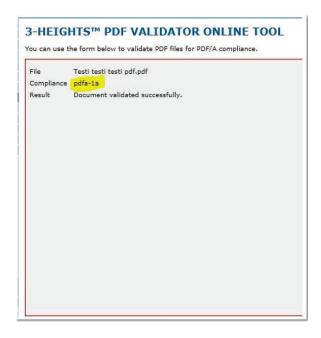
- Do not use copy-paste or drag-and-drop -functions for inserting images.
- Do not use images with a transparent background or other transparent elements.
- Try PDF/A-2a or PDF/A-2b instead of PDF/A-1. The use of transparency is forbidden in PDF/A-1. That restriction was removed in PDF/A-2.

PDF/A validation

Go to the site https://www.pdf-online.com/osa/validate.aspx

Select file to validate

If your pdf is in right format, result should look like this (pdfa-1b is also ok file type)



If you have a problem with converting or validating file, contact:

IT Service Desk: servicedesk@aalto.fi

External links

https://en.wikipedia.org/wiki/PDF/A

Kansallinen digitaalinen kirjasto -hanke: Säilytys- ja siirtokelpoiset tiedostomuodot Petersen-Jessen, Jari, 2009, PDF-tiedostomuodon hyödyntäminen eduskunnassa PDF/A in a Nutshell 2.0