

What is PDF/A?

PDF/A is a **P**ortable **D**ocument **F**ormat for long-term **A**rchiving. It was developed to ensure that documents that are viewable today will be opened and viewable in the same manner in the future, regardless of technology.

Why is the judiciary moving to PDF/A?

The judiciary is moving toward PDF/A to better suit long-term storage of documents and reduce security risks. The current PDF format has added many features, some of which have prompted security risks. PDF/A not only reduce such risks, it also enhances the ability to archive with the National Archives and Records Administration (NARA).

What kind of software is needed for PDF/A?

There are more than ninety commercial products, including word processors that can create PDF/A documents. In most cases, users are only required to update settings of their current software to default to PDF/A format. For users who need to acquire a product that has PDF/A capability, a free word processor can be downloaded from OpenOffice.org. A list of commercial products for PDF/A can be found at the following link: <http://www.pdfa.org/pdf-association/members/?fl=A>

When is PDF/A going to be required?

The Administrative Office of the U.S. Courts has not set a date, but has mentioned a target date of spring 2012. Each court is currently able to voluntarily move to implement PDF/A.

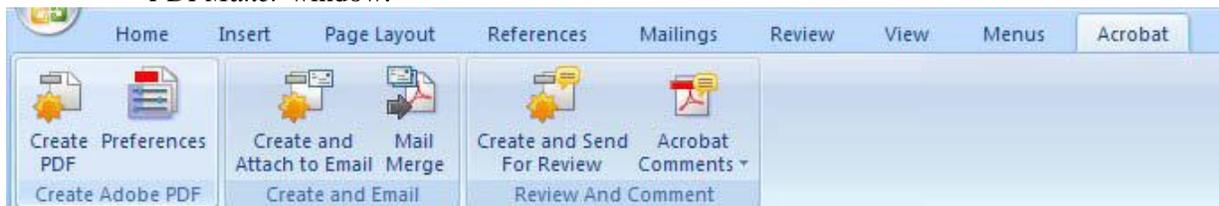
How do you create PDF/A documents?

Below are some steps for creating PDF documents through different software programs.

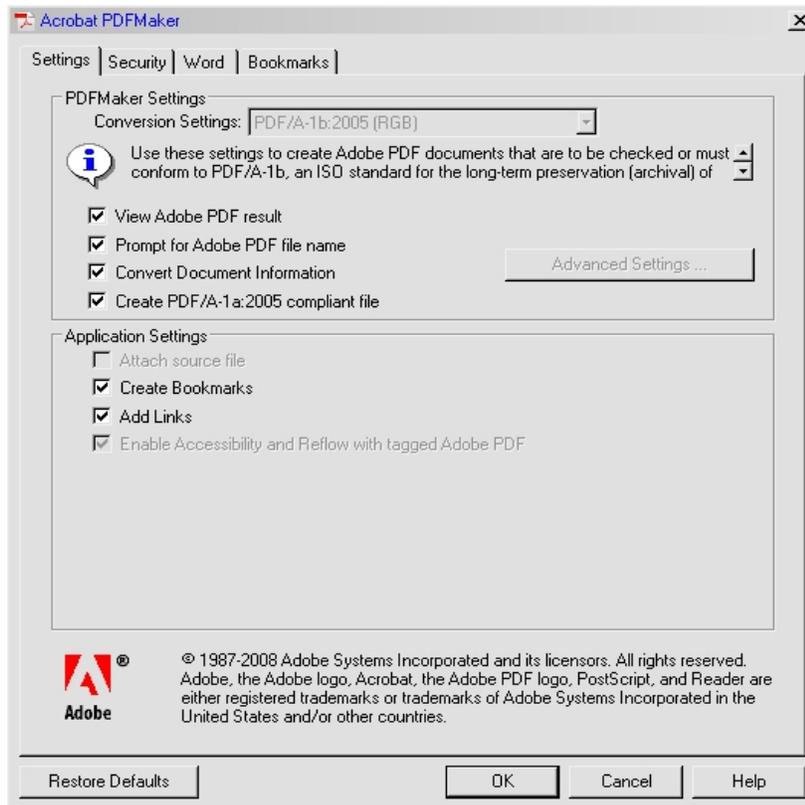
Creating a PDF/A with Microsoft Word

To create a PDF/A directly from MS Word, the user must update the PDF conversion settings.

- 1) In Word 2007, click on **Preferences** in the *Acrobat* menu in the ribbon:
- 2) In older versions of Word, go to **Adobe PDF** → **Change Conversion Settings** to access the *PDFMaker* window.



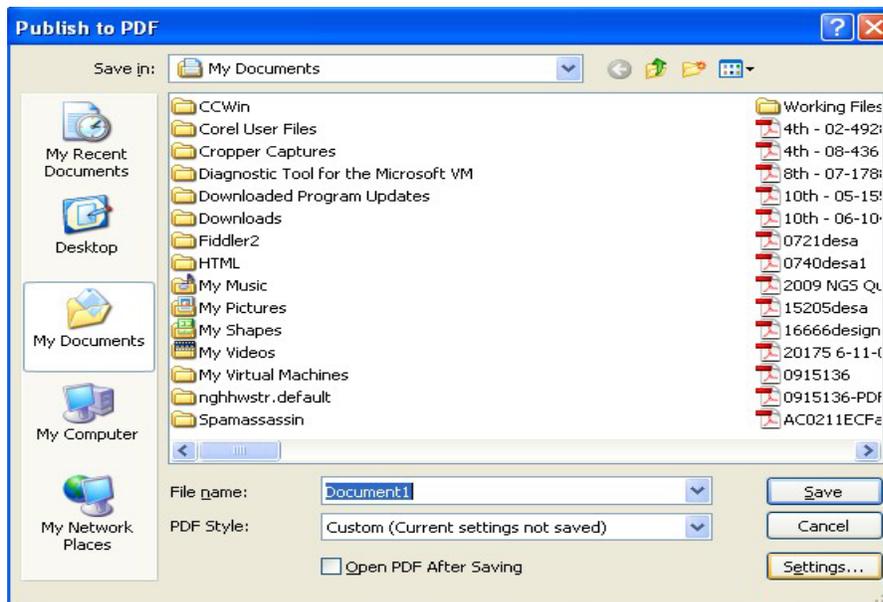
- 3) In the *PDFMaker* window, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.



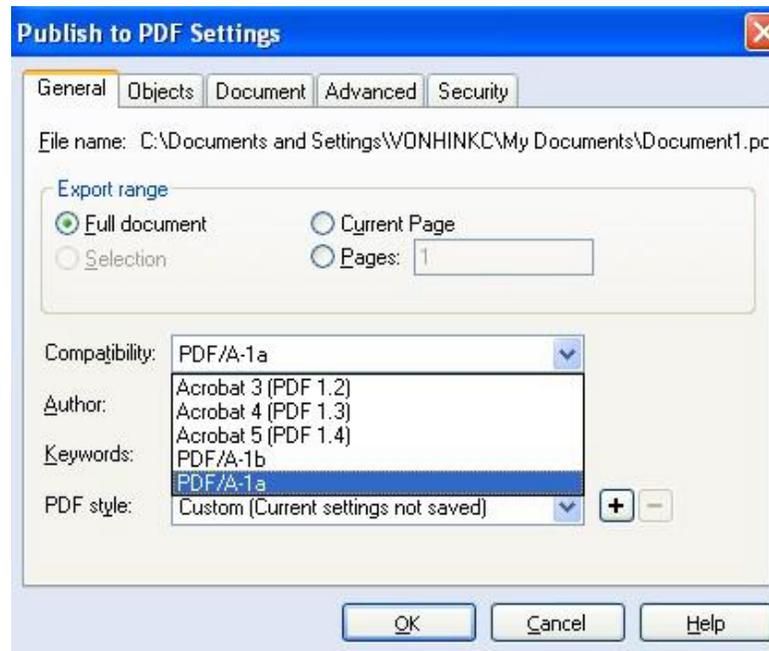
Creating a PDF/A with Corel WordPerfect X4

Note: Older versions of WordPerfect do not include PDF/A in the *Compatibility* options.

- 1) To create a PDF/A directly from WordPerfect X4, click on **File** → **Publish to PDF**, then click **Settings**.



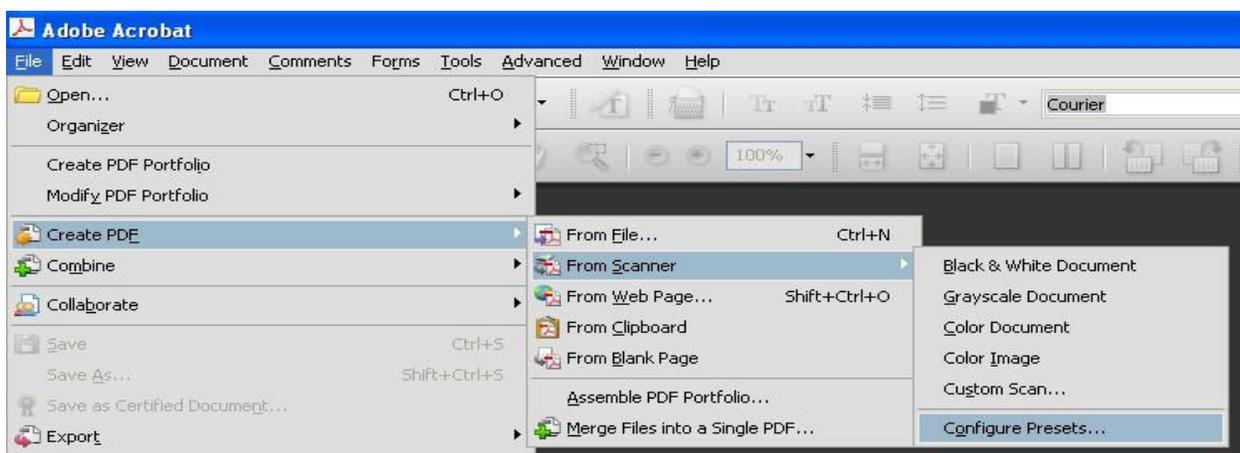
- 2) In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.



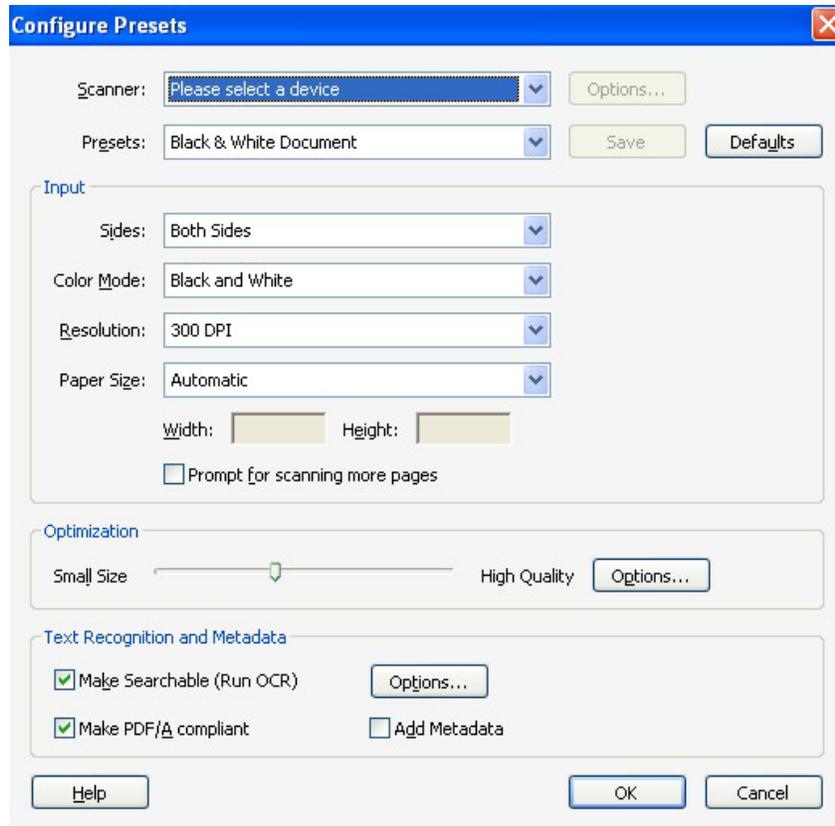
Creating a PDF/A from Scanned Documents using Adobe

Note: Check your scanner manual to determine if your scanner permits saving as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

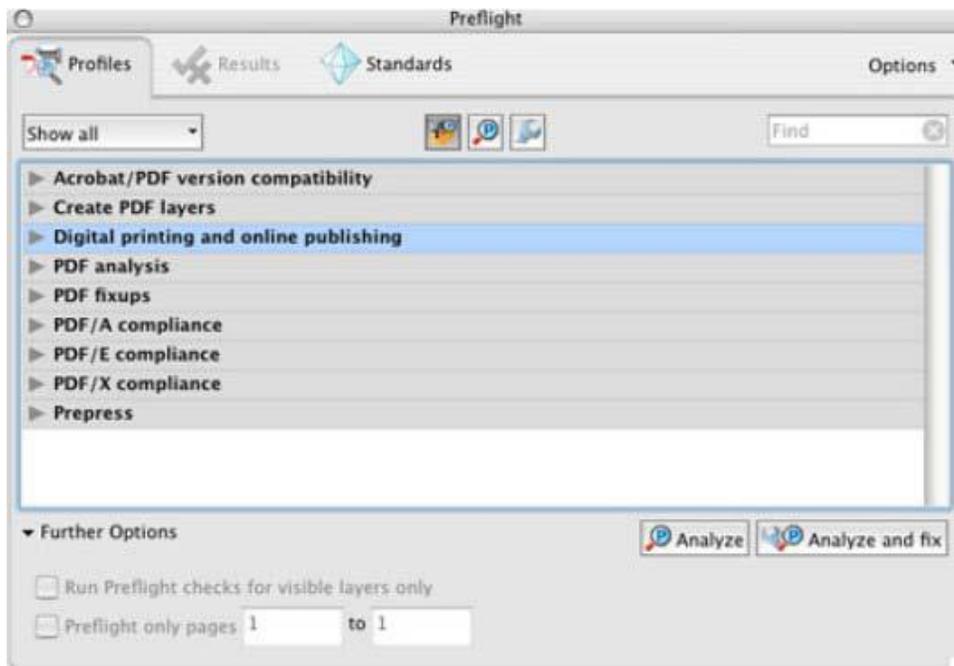
- 1) If the scanner is connected directly to the user's computer, go to **File** → **Create PDF** → **From Scanner** → **Configure Presets**. (If the scanner is not directly connected, go to Step 3, below).



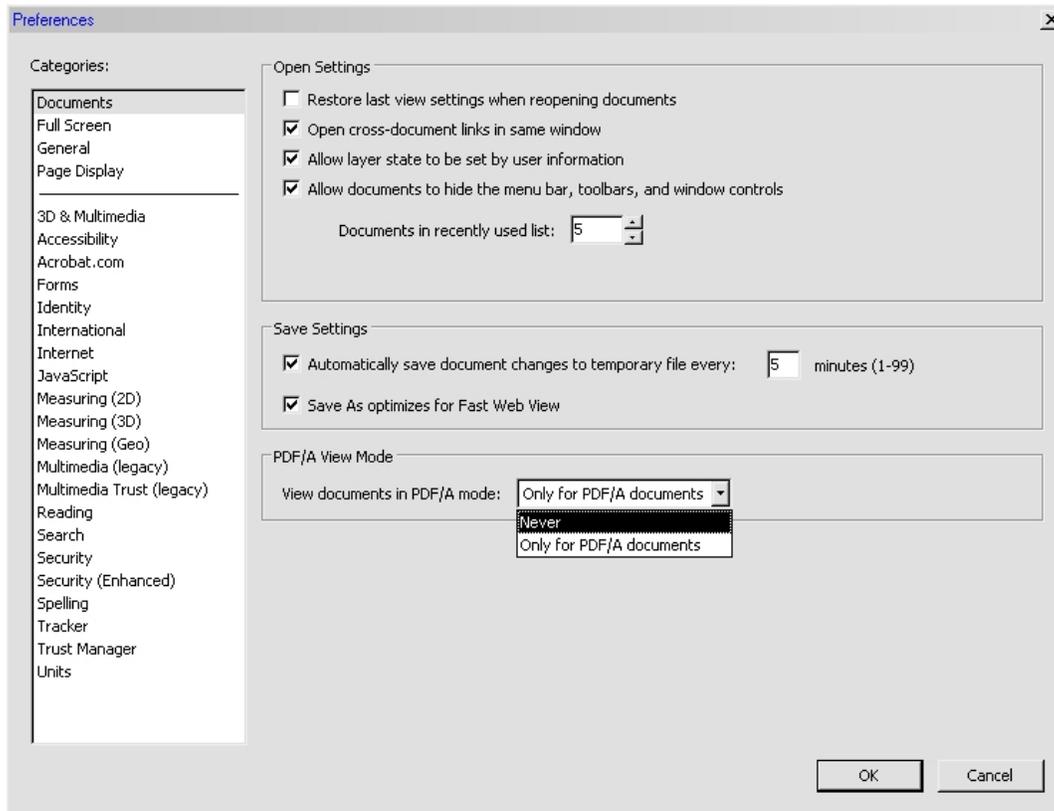
- 2) In the *PDFMaker* window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK**.



3) If the scanner is connected remotely via the user's network, scan the document as usual, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to **Advanced** → **Preflight** → **PDF/A Compliance** to convert the PDF to PDF/A.



To access hyperlinks in a PDF/A document in Adobe Acrobat/Reader, go to **Edit**→**Preferences** →**Documents**, and select **Never** in the *PDF/A View Mode* dropdown list.



Can a scanned document be converted to PDF/A?

Yes, scanned documents can be converted to PDF/A. Most scanners manufactured since 2005 allow users to directly create a PDF/A. Other users can use a conversion tool to convert to PDF/A.

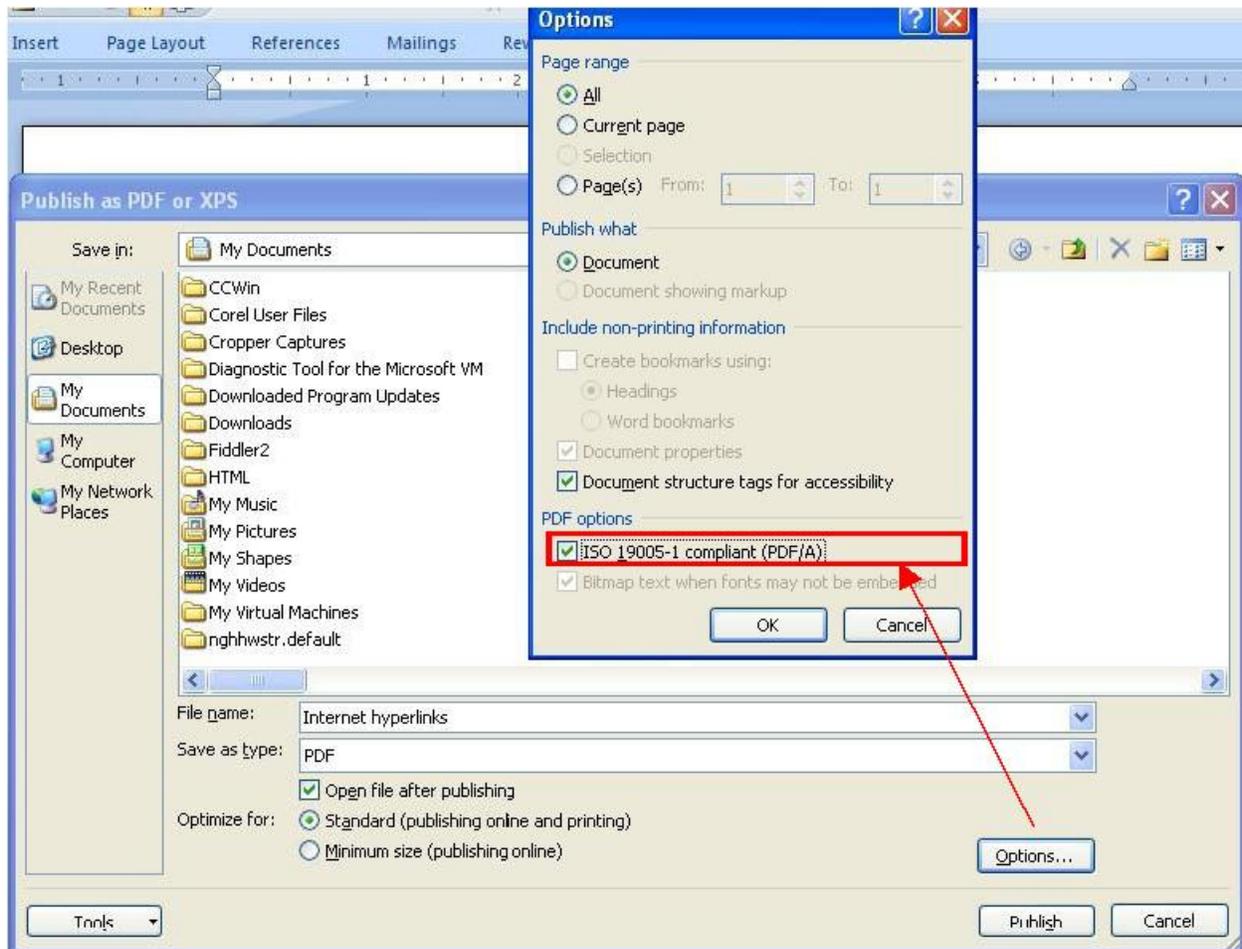
What are some limitations with PDF/A?

There are a few limitations with PDF/A, but none that create any issues for filing with CM/ECF.

- One limitation in some situations is the increase in the file size. Most of the time the increased file size is negligible.
- Another limitation is that audio and video files are not supported in PDF/A documents. Audio and video files are not currently filed with the District of Maine and are required to be hand delivered or mailed to the Clerk's Office.
- The final limitation is the potential inability to access hyperlinks. Depending on the PDF writer, hyperlinks may or may not be accessible, depending on whether or not the link is masked. A masked hyperlink means that the full web address is not written. An example of an unmasked hyperlink would be <http://www.med.uscourts.gov> where a masked hyperlink would be [USDC Maine](#). Both lead to the same place, but one has the full web address.

Are there any shortcuts or settings to make saving a word document to PDF/A quicker?

Microsoft Office users can modify “PDF Options” for saving a document and have it default to PDF/A.



How does the PDF/A requirement affect MAC users?

Microsoft Word 2008 cannot create PDF/A documents, but can create PDF documents that can be converted to PDF/A. Mac users can also install and use OpenOffice.

Resources:

<http://www.pdf-tools.com/public/downloads/whitepapers/whitepaper-pdf-a.pdf>

<http://www.acrobatusers.com/tutorials/long-term-pdf-storage>

<http://blogs.adobe.com/acrolaw>

<http://www.pdfa.org/doku.php?id=pdfa:en:products>