

How to generate a PDF/A file

PDF/A FORMAT

PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. You need to save your dissertation as a PDF/A file and upload it as your official submission.

Some things to keep in mind about PDF/A are:

- you cannot include audio and video content; still images are fine
- you cannot include JavaScript or executable files
- fonts must be imbedded

SAVING AS A PDF/A FILE IN WORD FOR WINDOWS

Saving your MS Word document as a PDF/A file is not difficult, but involves a few steps.

Please note that a regular PDF file is not a PDF/A file.

Below are screen shots explaining how to save your MS Word document as a PDF/A file in a PC environment.

1. With your final thesis version open in MS Word, choose File Save As:
2. In the "Save As" dialog box, choose PDF files as the "type."
3. Then open the "Options" dialog box.
4. Make sure the "ISO 19005-1 compliant (PDF/A)" box is checked.
5. Then click "OK" to save.

