Information on creating a PDF/A file

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The format specification for publishing your electronic qualification thesis in the DBT is PDF/A format. Since 2005 PDF/A is an internationally accepted ISO standard for long-term archiving of electronic documents.

Format specifications

The following formats used for publication in the Digital Library Thuringia (DBT):

- **PDF/A-1a:2005 (RGB**) and **PDF/A-1b:2005 (RGB)** for clear visual reproducibility and accessibility
- **PDF/A-2a:2011 (RGB)** and **PDF/A-2b:2011 (RGB)** for clear visual reproducibility, accessibility and enhancements, such as JPEG 2000 support

Formatting your work (MS Word)

Insert table of contents

- place cursor as desired in your word document
- in the tab **References** -> **Table of Contents** -> select a **Built-In** for **Automatic Table**

Please remember to **update** your table of contents regularly → click into table of contents → update table→ update entire table

Heading formatting

- highlight the desired line of text and choose the desired heading format from **Styles** "Heading 1" for 1st order headings, "Heading 2" for 2nd order headings
- **navigation** is thus automatically generated and can be displayed via **View** -> **Show** -> **Navigation Pane**
- Select a **List Library** (numbering) for your headings -> click cursor in heading - > tab **Home** -> in area **Paragraph** -> select **List Library** (numbering)
- to change the selected style (e.g. indent, spacing) **highlight** the **heading** -> right click -> select **Paragraph** -> a new window appears -> in **Indents and Spacing** further adjustments can be made

<u>Inserting bookmarks in PDF/A file</u>

To display the navigation of your Word document as a bookmark in your PDF/A document, proceed as follows:

- in your Word document go to **File** -> **Save As** -> **Browse** -> select **PDF** in **Save as type**
- select **Options** -> place the check mark at **create bookmarks using**: **Headings**
- if necessary, you can additionally place the check mark at PDF/A compliant to save your Word document as a PDF/A file (see below Creating a PDF/A file)
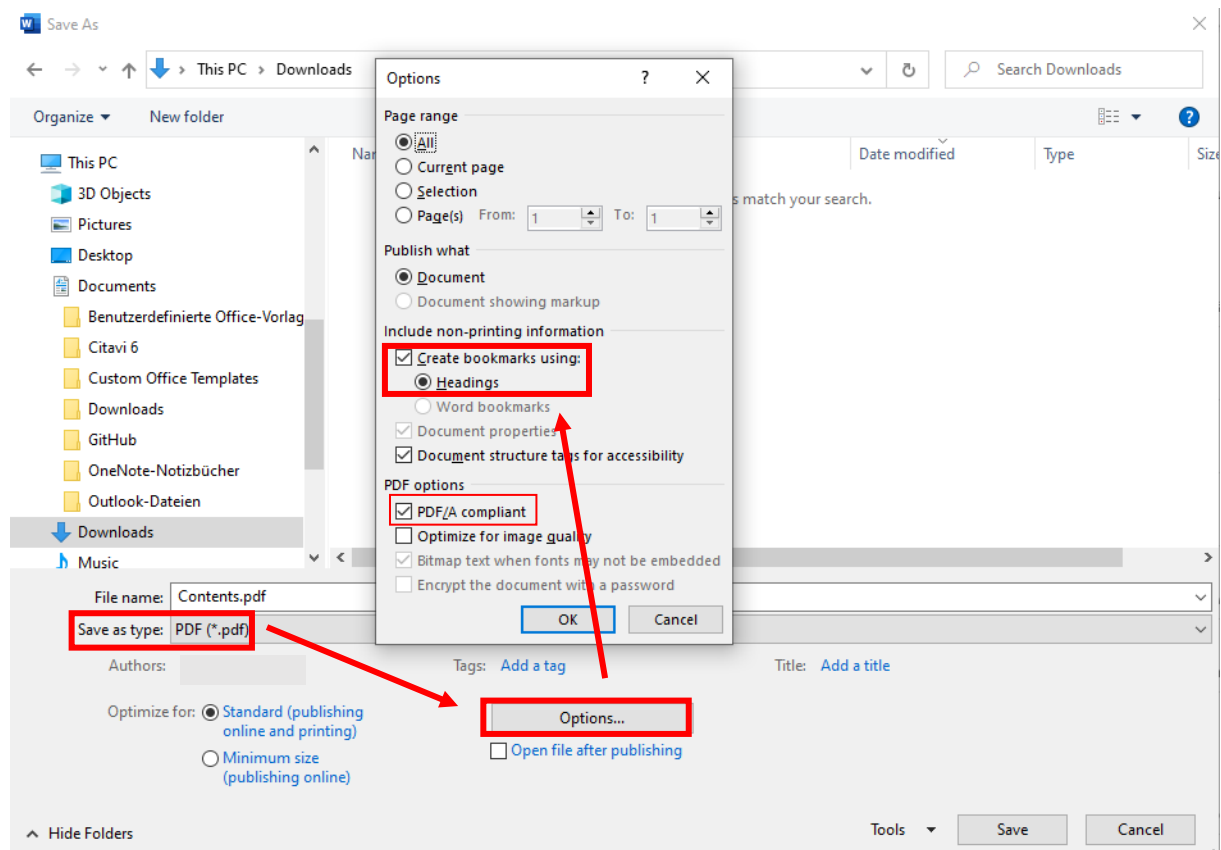
Alternative:

- in your Word document got to **File** -> **Save as Adobe PDF** (Als Adobe PDF speichern)
- select **Options** (Optionen) -> check the box **PDF/A-1a:2005 compatible file** (PDF/A-1a:2005-kompatible Datei erstellen) and **create bookmarks** (Lesezeichen erstellen) and **convert Word headings to bookmarks** (Word-Überschriften in Lesezeichen konvertieren)
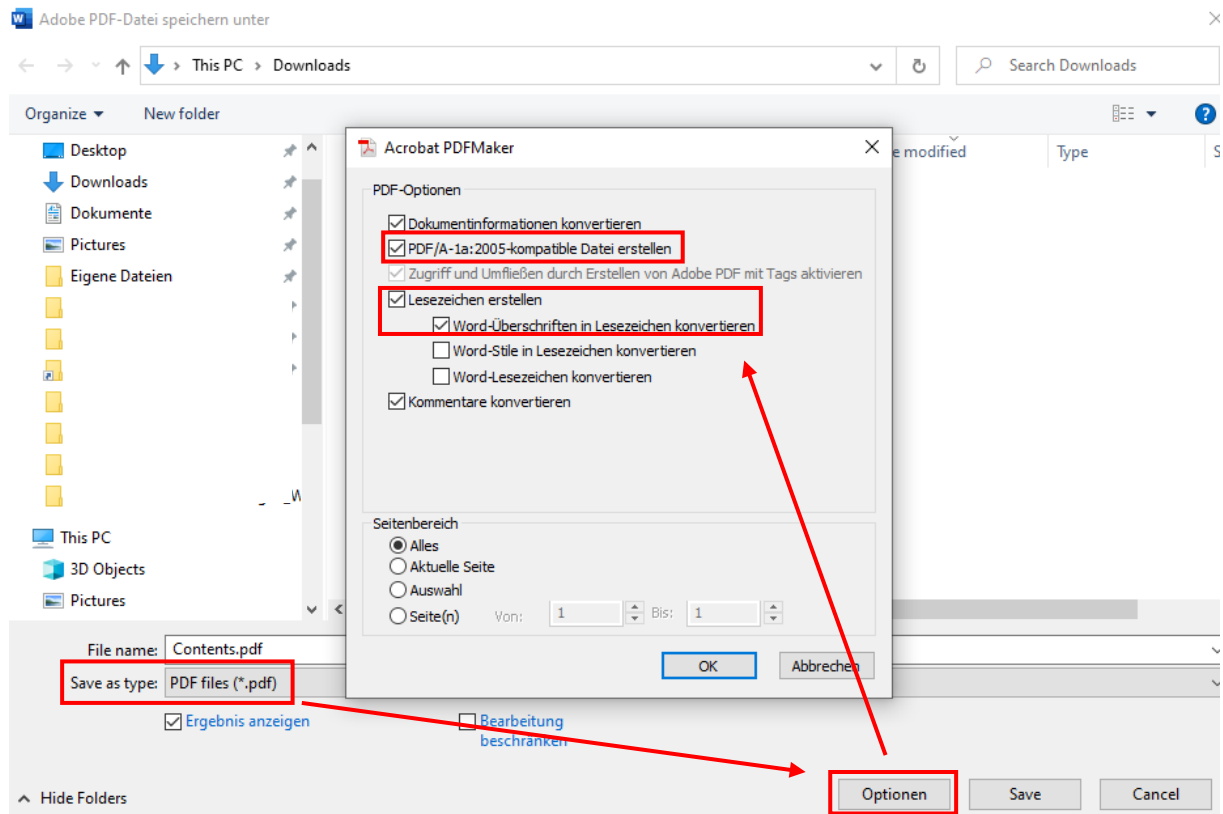
## Creating a PDF/A file

What to consider

- waiver of embedding security settings
- copy & paste must be allowed
- all font variants present in the document must be included
- images/graphics must be embedded in the document (no dynamic linking)
- use of RGB or device-independent output profile
- using bookmarks to show the table of contents
- document properties (metadata, description) please fill in sufficiently and specify the language of the text
- format: A4 (210 × 297 mm) or A5 (148 × 210 mm)
- fixed view when opening: Cover page + bookmark

Please note that any conversion can generate errors. Therefore, we ask you to check carefully your document converted to PDF/A again, especially figures, formulas and fonts as well as the copy & paste function.

Create PDF/A - MS WORD (Office 365)

You can save your Word file as PDF/A in the following ways:

- **File** -> **Save As Adobe PDF** (Als Adobe PDF speichern)
- select **Save as type -> PDF files**
- Select **Options** -> place the check mark at **PDF options** -> **PDF/A compliant**
- if necessary, you can additionally place the check mark at create bookmarks to save your Word document with bookmarks (see Inserting bookmarks in PDF/A file)
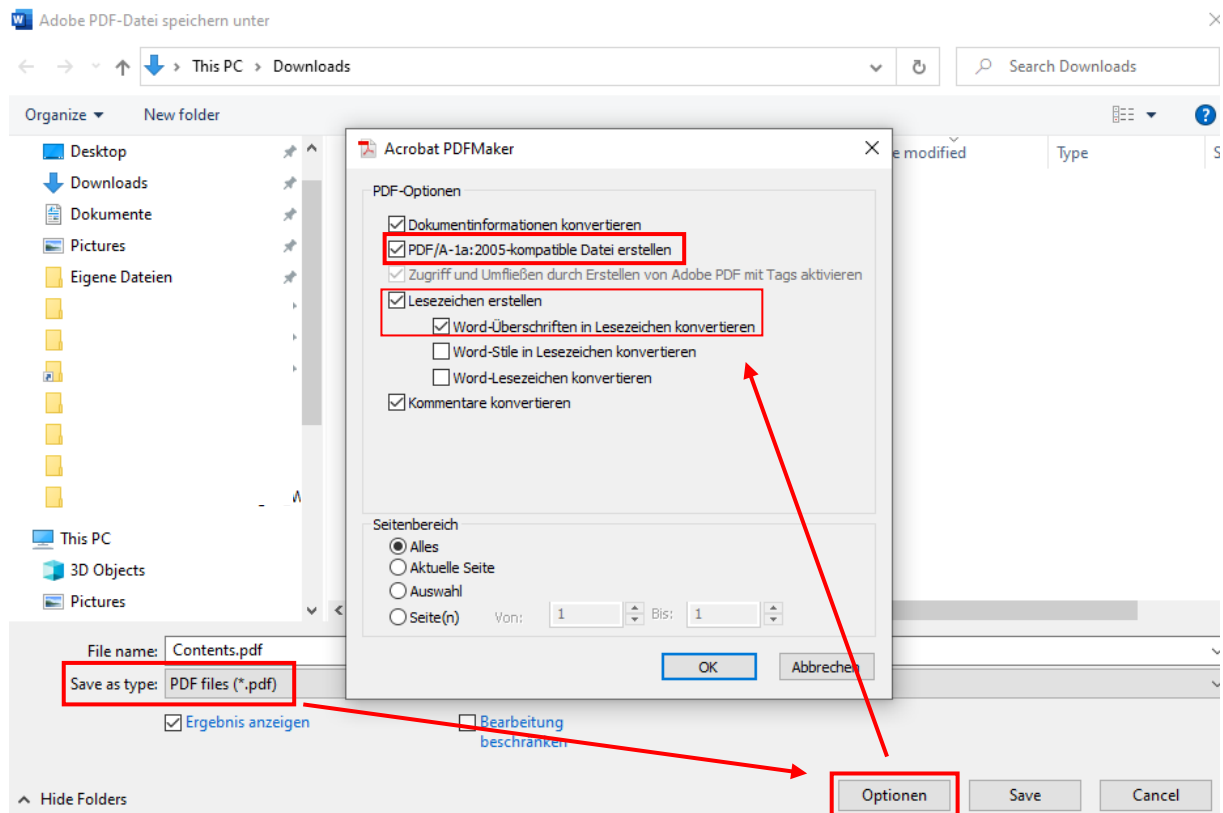
Create PDF/A - other application software

With most office-software-products, e.g. OpenOffice, you can create PDF/A files. Often the function found in the menu under "save as..." or under "export".

Create PDF/A - TeX/LaTex

Instructions for conversion from TeX/LaTex found on the website of Tex Users Group.