

## Note on creating a PDF/A file



[Editing status: 8/2022]

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

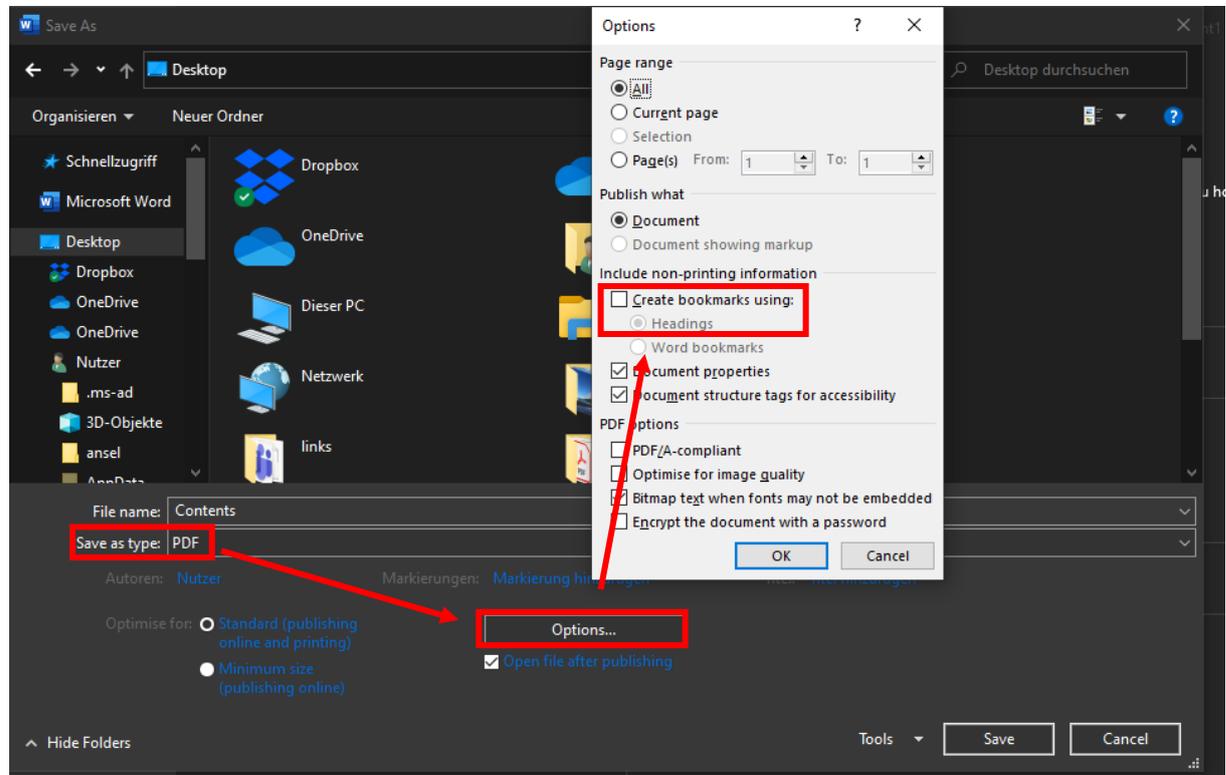
#### Heading formatting

- 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** -> **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** -> in the new window under **Indents and Spacing** further adjustments can be made

## Inserting bookmarks in PDF/A file

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 -> select PDF in Save as type**
- select **Options** -> place the check mark at **create bookmarks using: Headings**



## **Creating a PDF/A file**

### What to consider

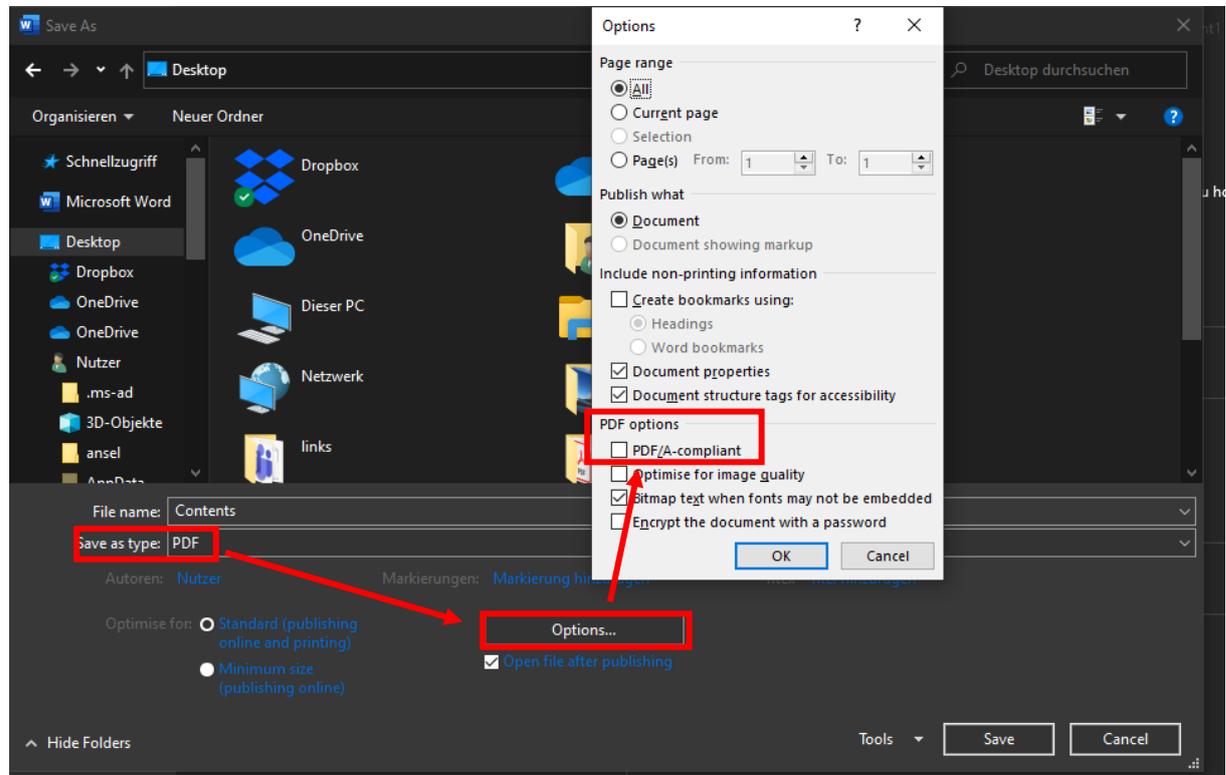
- waiver of embedding security settings
- copy & paste must be allowed
- all font variants present in the document must be included
- images/graphics must be embedded in the document (no dynamic linking)
- use of RGB or device-independent output profile
- using bookmarks to show the table of contents
- 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 (WINDOWS)

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

- **File -> Save As -> select PDF in Save as type**
- **Select Options -> place the check mark at PDF options -> PDF/A compliant**



## 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](http://www.texusers.org/).