

# Saving to PDF/A

PDF/A is specialized for digital preservation and archiving of electronic documents, such as theses, dissertations, and graduate projects. Using PDF/A applies the necessary transformations to existing PDFs, such as embedding fonts, setting color spaces, and a user interface for reading embedded annotations.

There are several different PDF/A formats, including PDF/A-1a and PDF/A-1b. Both are acceptable. PDF/A-1a has stricter compliance conditions, and is harder to convert to from a PDF. As a rule of thumb, if given the option, save to PDF/A-1a from a non-PDF document (such as a Word document). If you are converting from PDF to PDF/A, use the PDF/A-1b format.

## Saving to PDF/A in Acrobat X

1. Open a PDF file with Acrobat X that you wish to convert to PDF/A.
2. Click File / Save As / More Options / PDF/A.
3. The Save As Window appears. Name your file and click Settings (not Save).
4. The Preflight: Convert to PDF/A window will appear.
  - a. Because you are saving from PDF to PDF/A, select PDF/A-1b.
  - b. Click the Create According to PDF/A Conversion Profile check box.
  - c. Check the Apply Corrections check box.
  - d. Click OK.
5. Click OK again to save the file to PDF/A-1b.

## Saving to PDF/A in Acrobat 9 Pro

1. Open a PDF file that you wish to convert to PDF/A.
2. Click File / Save As.
3. The Save As Window appears.
4. In the Save as Type dropdown menu at the bottom of the window, select PDF/A.
5. Click the Settings button.
6. The Preflight: Convert to PDF/A Window appears.
  - a. Choose PDF/A-1b.
  - b. Check the Create PDF/A-1b profile check box.
  - c. Check "Apply Corrections" towards the bottom of the window.
  - d. Click OK.
7. Click OK again to save to PDF/A-1b.

## Saving to PDF/A in Word

By default, Word saves documents in regular PDF format. You can, however, force Word to save in PDF/A format:

1. Press F12 to display the Save As dialog box.
2. Click on the down arrow next to the Save As Type dropdown menu and choose PDF as your file type.
3. Click on the Options button.
4. In the Options dialog box, make sure the ISO 19005-1 compliant (PDF/A) check box is selected.
5. Click OK to close the Options dialog box.
6. Enter a name for the PDF/A file in the File Name field.
7. Click Save.

## Saving to PDF/A in Word for Mac

Unfortunately, Word for Mac does not include a feature to save as a PDF/A. However, there is a workaround using Adobe Acrobat (if you have it):

1. Click File / Print.
2. Click and hold the PDF button on the bottom left of the window until a menu appears.
3. Select Save as Adobe PDF. A Save as Adobe PDF dialog box will appear.
4. From the Adobe PDF Settings dropdown menu, choose PDF/A.
5. Click Continue.
6. Save the document.

Note: simply clicking PDF in the Print Menu or choosing Save as PDF will create a PDF file, not PDF/A.

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