

Creating an Adobe Acrobat PDF/A document

This document provides instructions for:

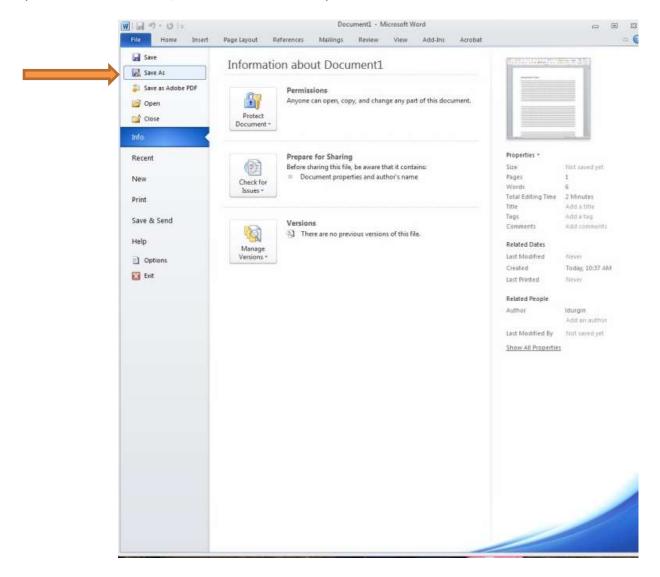
- Creating PDF/A from Microsoft Word (Windows 7 or 8) (page 1-6)
- Creating PDF/A using MAC or Google Docs (page 7-8)*

Please note: PDF/A documents can NOT contain:

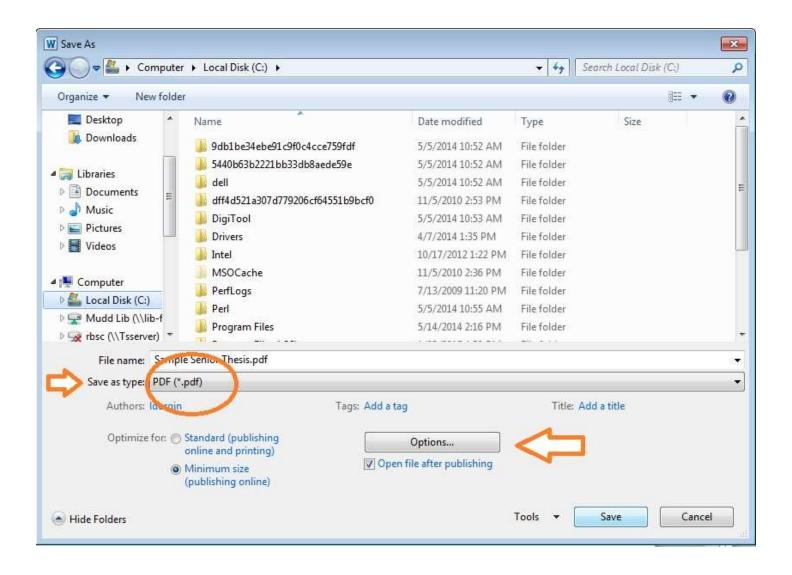
- Audio**
- Video**
- Transparent Images
- JavaScript or Executable files
- Encryption
- Copyrighted specialty fonts
- Please use standard font packages such as Times New Roman, Arial or Helvetica.
- * You will need to use **Adobe Acrobat Pro** only if you are in a non-Windows environment. If you do NOT have Adobe Acrobat PRO, please visit the **New Media Center** on the 100 Level of Lewis Science Library. All 26 computers in the center have Adobe Acrobat PRO installed and the lab is free to use by all university members.
- **Audio and Video files can be submitted to DataSpace as individual files. See File Submission Guidelines at: http://rbscbeta.princeton.edu/policies/senior-theses-submission-information

Creating PDF/A from Microsoft Word (Windows 7 or 8):

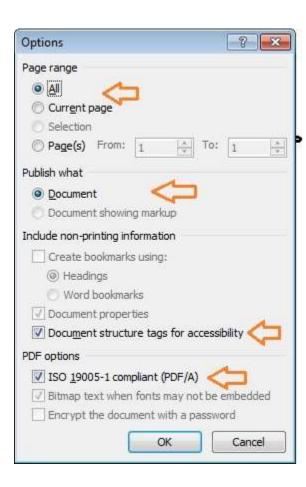
1) From the FILE menu, select SAVE AS and then select a folder on your computer to save the document to. (Pictured: Windows 7, Microsoft Word 2010)



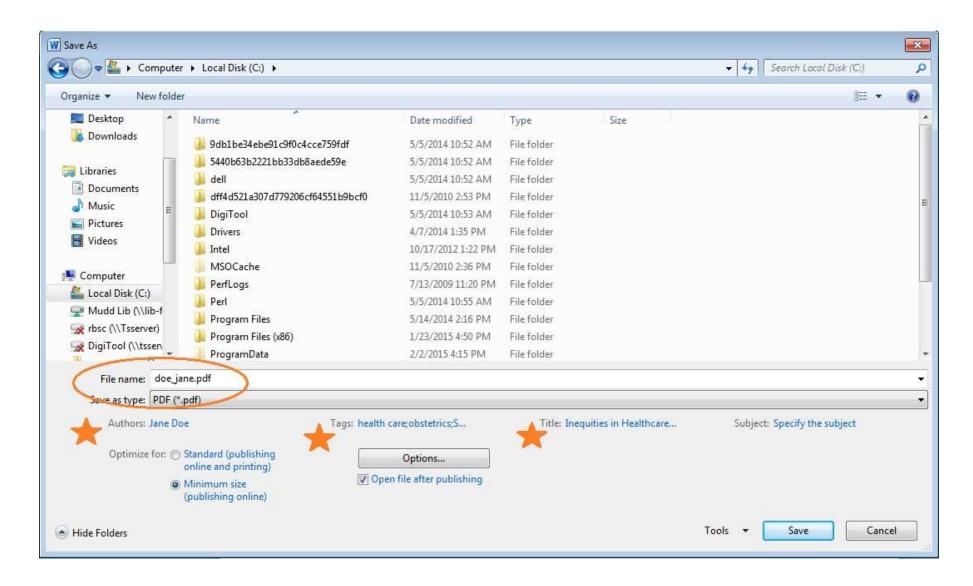
2) Change the SAVE AS TYPE option to PDF then click the OPTIONS button.



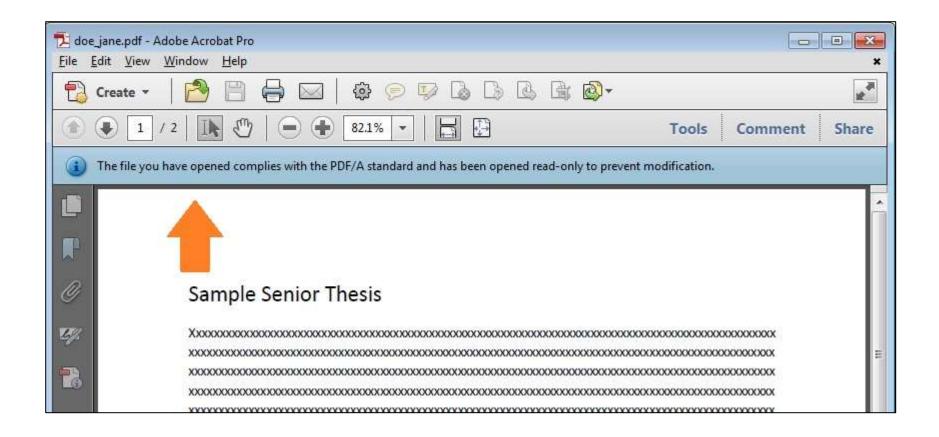
3) Confirm the following settings to ensure PDF/A compliance, click **OK**.



4) Add **METADATA** about your file in the fields provided including **Author**, **Title**, **and Tags** (tags are keywords that describe the topic of your thesis—two to three tags is sufficient). You do not need to fill out the "Subject" field. Name your file according to the following convention: **lastname firstname.pdf**. Click **Save**.



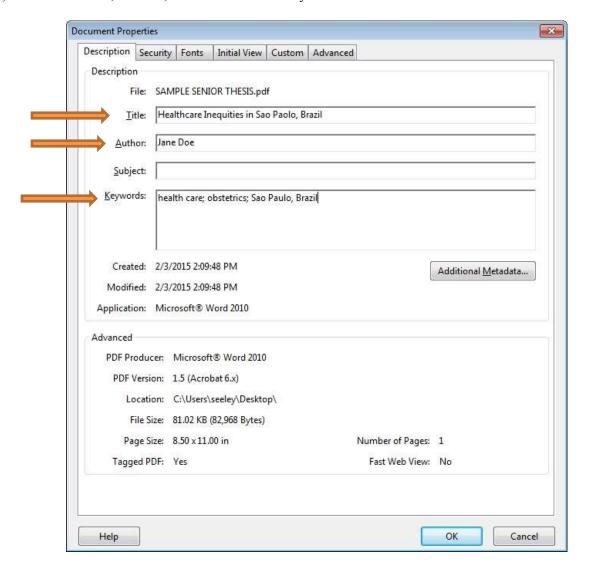
When you open your PDF/A document, you should see a banner at the top of the first page indicating that you have successfully created a PDF/A document.



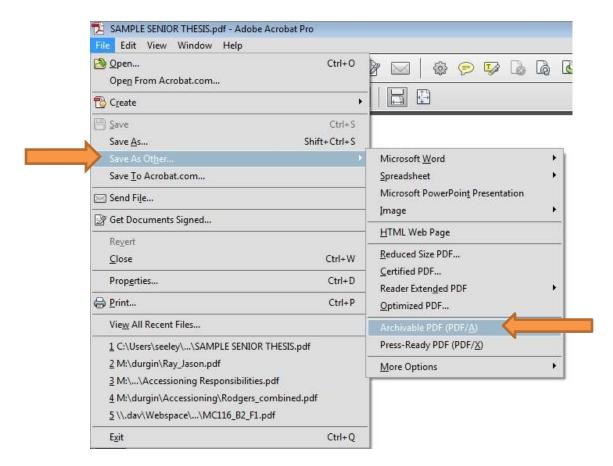
Creating PDF/A using MAC or Google Docs

Please note: you will need to use **Adobe Acrobat Pro** to complete this process. If you do NOT have Adobe Acrobat PRO, please visit the **New Media Center** on the 100 Level of Lewis Science Library.

- 1) Create your text document in Microsoft Word for Mac or Google Docs. Save your document as a PDF.
- 2) Open your PDF in Acrobat PRO. From the FILE menu, select PROPERTIES.
- 3) Enter the Title, Author, and two or three Keywords. Click OK.



4) From the FILE menu, select SAVE AS OTHER and then ARCHIVABLE PDF (PDF/A).



5) Click SAVE. You have created a PDF/A document. When you open your PDF/A, you should see the confirmation banner displayed on page 6.

If you have difficulties creating PDF/A, please contact the **New Media Center**.