

Guidelines for creating a PDF/A format

PDF/A is a format standardized according to ISO 19005 that was developed specifically for the long-term archiving of documents. It guarantees that fonts, colors, and content are embedded, ensuring that the display remains consistent regardless of the software and operating system used.

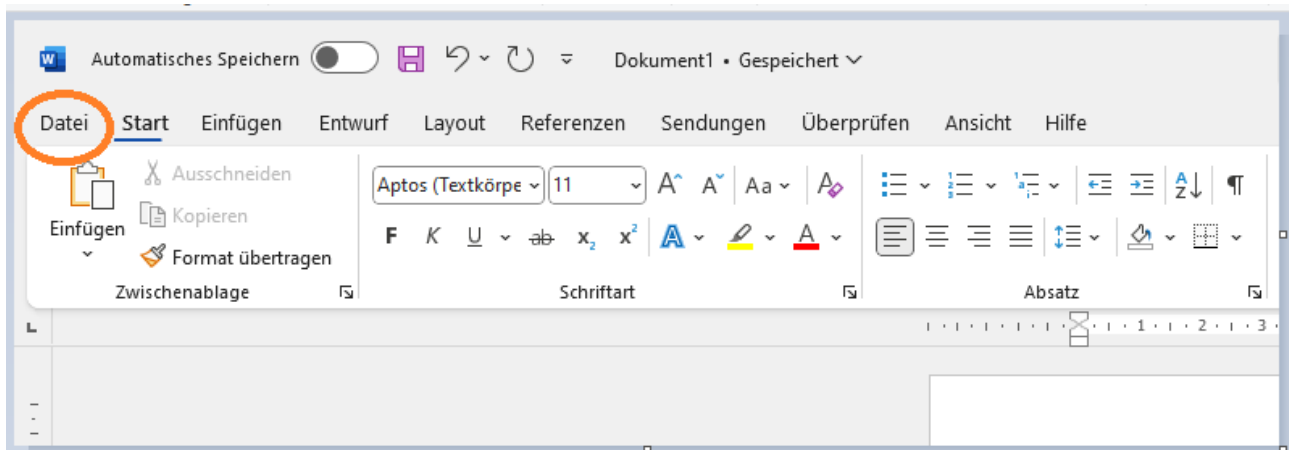
To ensure the long-term availability of documents published by the University Library, at least the PDF/A 1b standard is recommended.

When converting to PDF/A format, deviations in the visual display may occur. We therefore recommend that you check the document carefully after conversion.

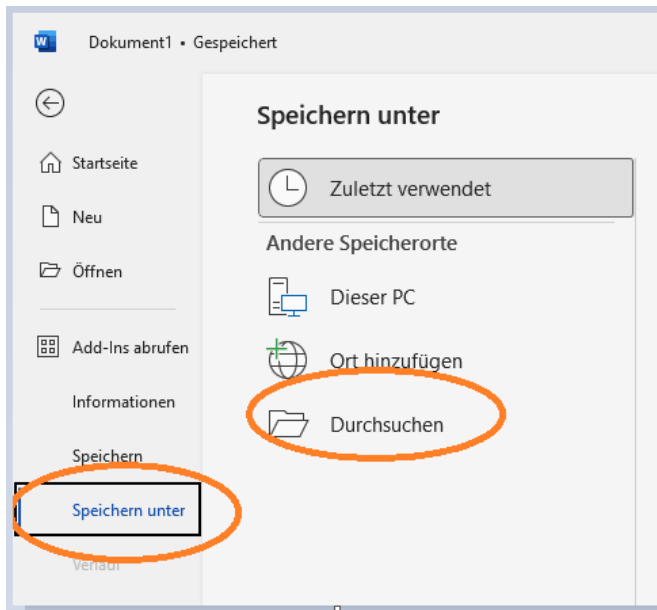
1. Creating the PDF/A format with Microsoft Word

For Windows users:

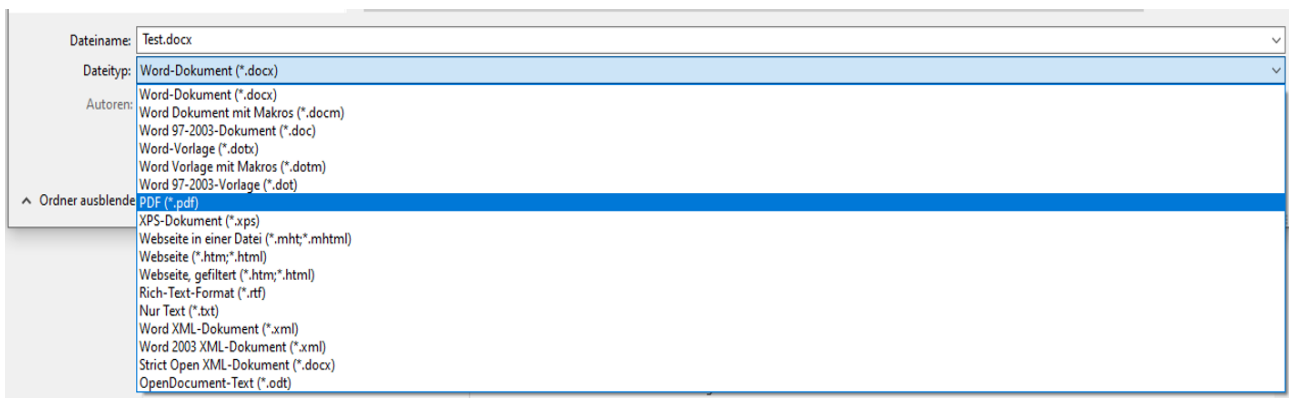
1. Open the document in Microsoft Word. Click on **File** in the menu bar on the left:



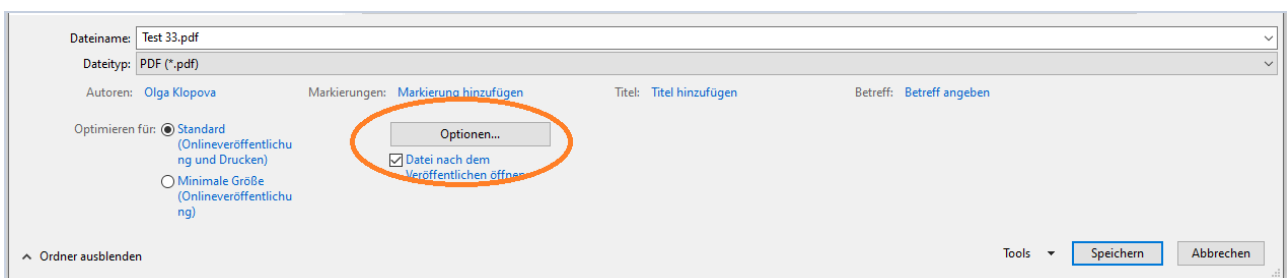
2. Select the desired storage location using the **Save As** and **Browse** menu commands:



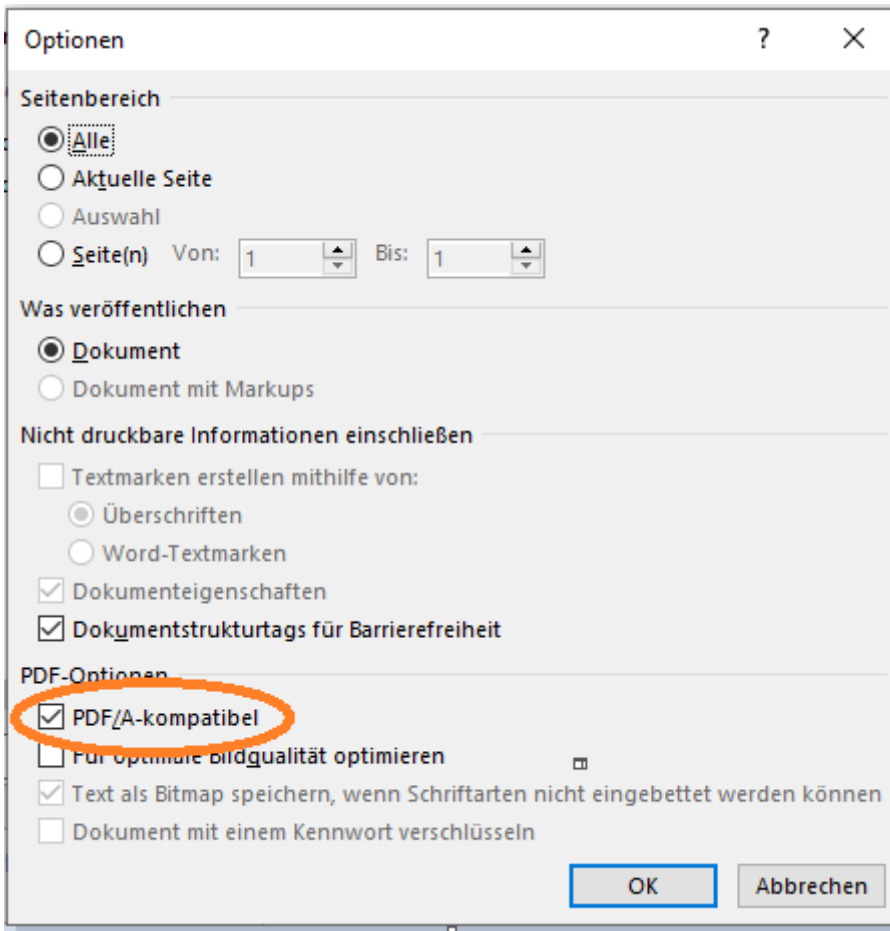
3. In the **Save As** window, select PDF in the **File Type** field:



4. Click on the **Options...** button:



5. In the Options window, check the box PDF/A-compatible (or "Comply with PDF/A standard") and confirm with the **OK** button:



6. In the **Save As** window, click the **Save** button to create the document in PDF/A format.

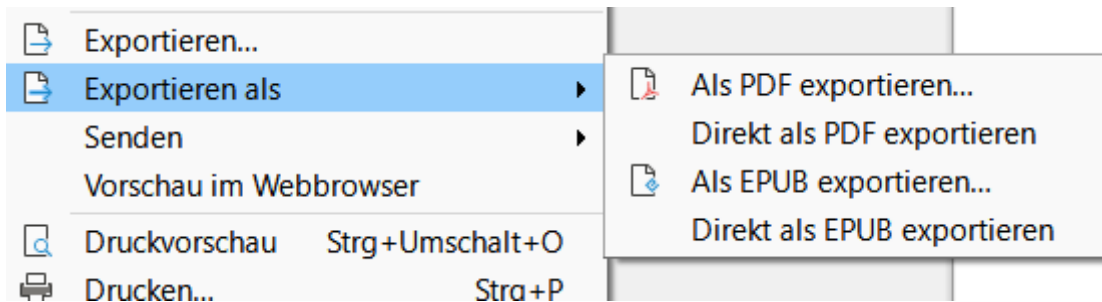
For macOS users:

See 2.Creating the PDF/A format with LibreOffice .

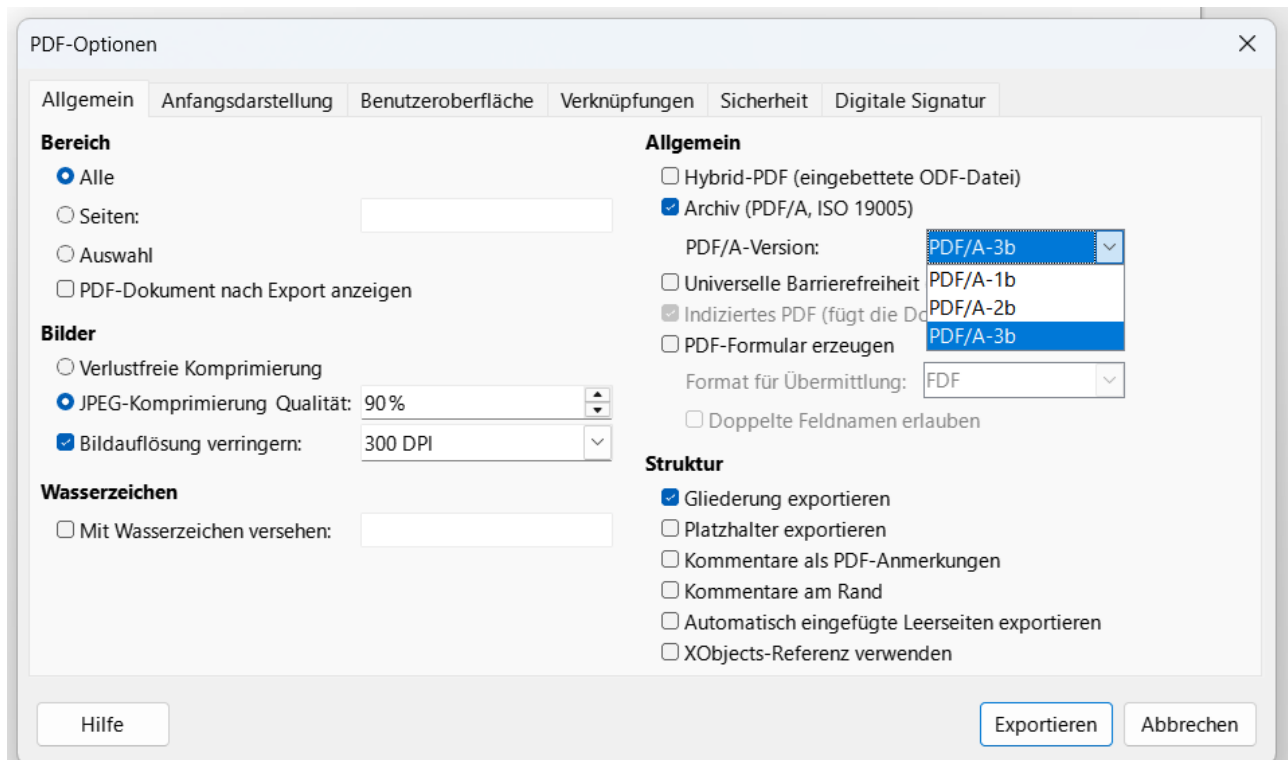
2. Creating the PDF/A format with LibreOffice

Word files opened with Microsoft Word cannot be saved in PDF/A format on macOS. Open Word files with LibreOffice if you are using macOS.

1. Click on **File** in the menu bar on the left, click **Export As**, select **Export as PDF**:



2. In the **PDF Options** window find the **General** tab, check the box next to **Archive (PDF/A, ISO 19005)**. The university library expects at least the PDF/A 1b standard. Confirm the settings with the **Export** button.



3. Choose a location, name your file, and click **Save**.

3. Creating the PDF/A format with LaTeX

To create a PDF/A-compliant document with LaTeX, please use the package

pdfx: `\usepackage[a-1b]{pdfx}`

Please note the information in the package documentation "[Generation of PDF/X- and PDF/A-compliant PDFs with pdfTeX — pdfx.sty](#)" (C. Radhakrishnan, H. Thé Thành, R. Moore and P. Selinger) under "3.1. Limitations and dependencies" starting on page 16, especially regarding /hy-perref.

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