PDF/A

PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. While not currently required by CM/ECF, the software was modified to accept PDF/A documents. This allows courts to begin to voluntarily move to accepting only PDF/A documents.

During docketing, if the PDF/A requirement is active, only documents that are PDF/A compliant will be accepted by the application. If the user attempts to file a document that is not PDF/A compliant, then a court-configurable message will appear on the screen.

5.1 Transitioning from PDF to PDF/A

When the court decides to begin requiring documents to be PDF /A compliant, users will need to modify certain settings in the program(s) used to create and view PDFs, as outlined below.

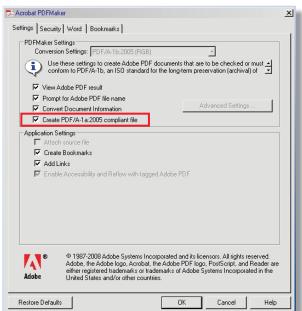
5.1.1 Creating a PDF/A with Microsoft Word

1) To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word 2007, click on **Preferences** in the *Acrobat* menu in the ribbon:



In older versions of Word, go to Adobe PDF \rightarrow Change Conversion Settings to access the *PDFMaker* window.

2) In the *PDFMaker* window, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.



5.1.2 Creating a PDF/A with Corel WordPerfect X4

Note: Older versions of WordPerfect do not include PDF/A in the *Compatibility* options.

 To create a PDF/A directly from WordPerfect X4, click on File → Publish to PDF, then click Settings.

Publish to PDF		? 🔀
Save in:	🕒 My Documents 🛛 🕑 🏂 🗁 🖽 -	
My Recent	Corel User Files 🔁 4th - (ng Files 02-492: 08-436
Documents	Downloaded Program Updates	07-178 - 05-15 - 06-10- leca
Desktop	HTML 107400 My Music 12009 My Pictures 15205	desa1 NGS Qu 5desa
My Documents	My Videos 20175 My Virtual Machines 20151	5design 56-11-(136 136-PDf
My Computer		11ECFa
My Network	File name: Document1 Save PDF Style: Custom (Current settings not saved) Can	
Places	Open PDF After Saving	gs

2) In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.

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O Selection		OPages: 1		
				a !
Compa <u>t</u> ibility:	PDF/A-1a		7	
∆uthor:	Acrobat 3 (P Acrobat 4 (P			
eywords:	Acrobat 5 (P	'DF 1.4)		-
	PDF/A-1a			
PDF style:	Custom (Cur	rent settings not sa	wed)	

5.1.3 Creating a PDF/A from Scanned Documents using Adobe

Note: Check your scanner manual to determine whether your scanner permits saving as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

 If the scanner is connected directly to the user's computer, go to File → Create PDF → From Scanner → Configure Presets. (If the scanner is not directly connected, go to Step 3, below).

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Open Ctrl+O Organizer	• 11 12 Tr nT 12	and a second sec	
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Create PDE	From File Ctrl+N		
🔁 Combine 🔹 🕨	👬 From Scanner	Black & White Document	
Collaborate	Image: Shift+Ctrl+O Image: Shift+Ctrl+O Image: Strom Clipboard	<u>G</u> rayscale Document Color Document	
Save Ctrl+5	From Blank Page	Color Image	
Save As Shift+Ctrl+S Save as Certified Document	Assemble PDF Portfolio	Cu <u>s</u> tom Scan	
	Derge Files into a Single PDF	Configure Presets	

2) In the *PDFMaker* window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK**.

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<u>S</u> canner:	Please select a device	Options
Pr <u>e</u> sets:	Black & White Document	Save Defaults
Input		
Sįdes:	Both Sides	*
Color <u>M</u> ode:	Black and White	~
<u>R</u> esolution:	300 DPI	~
Paper Size:	Automatic	*
Optimization —	Width: Height:	
Smaļļ Size	Q Higi	h Quality Options
1	on and Metadata chable (Run OCR) Options	
	/A compliant Add Metadata	
Make PDF		

3) If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to Advanced → Preflight → PDF/A Compliance to convert the PDF to PDF/A.

5		Preflight				
Profiles	Results	Kesults Standards		Options		
Show all	-	10		Find	0	
> Acrobat/F	PDF version com	patibility				
▶ Create PD	F layers					
Digital print	inting and online	publishing				
▶ PDF analy	sis					
PDF fixup	Concernance and the second					
▶ PDF/A con	A CONTRACTOR OF A CONTRACTOR OFTA CONT					
▶ PDF/E cor						
▶ PDF/X con	npliance					
▶ Prepress						
• Further Opt	ions		P Analyze	Analyz	e and fix	
• Further Opt	ions light checks for vi	sible layers only	P Analyze	Analyz	e and fix	

5.1.4 Using Hyperlinks in PDF/A Documents

To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to Edit \rightarrow Preferences \rightarrow Documents, and select Never in the *PDF/A View Mode* dropdown list.

eferences	<u>×</u>
Categories:	Open Settings
Documents	Restore last view settings when reopening documents
Full Screen	Open cross-document links in same window
General	Allow layer state to be set by user information
Page Display	✓ Allow documents to hide the menu bar, toolbars, and window controls
3D & Multimedia	Allow documents to hide the mend bar, toolbars, and window controls
Accessibility	Documents in recently used list: 5
Acrobat.com	
Forms	
Identity	
International	Save Settings
Internet	✓ Automatically save document changes to temporary file every: 5 minutes (1-99)
JavaScript	Adomatically save abcament changes to temporary me every. [3] Immutes (1-99)
Measuring (2D)	Save As optimizes for Fast Web View
Measuring (3D)	
Measuring (Geo) Multimedia (legacy)	PDF/A View Mode
Multimedia (regacy) Multimedia Trust (legacy)	
Reading	View documents in PDF/A mode: Only for PDF/A documents
Search	Never
Security	Only for PDF/A documents
Security (Enhanced)	
Spelling	
Tracker	
Trust Manager	
Units	
	OK Cancel