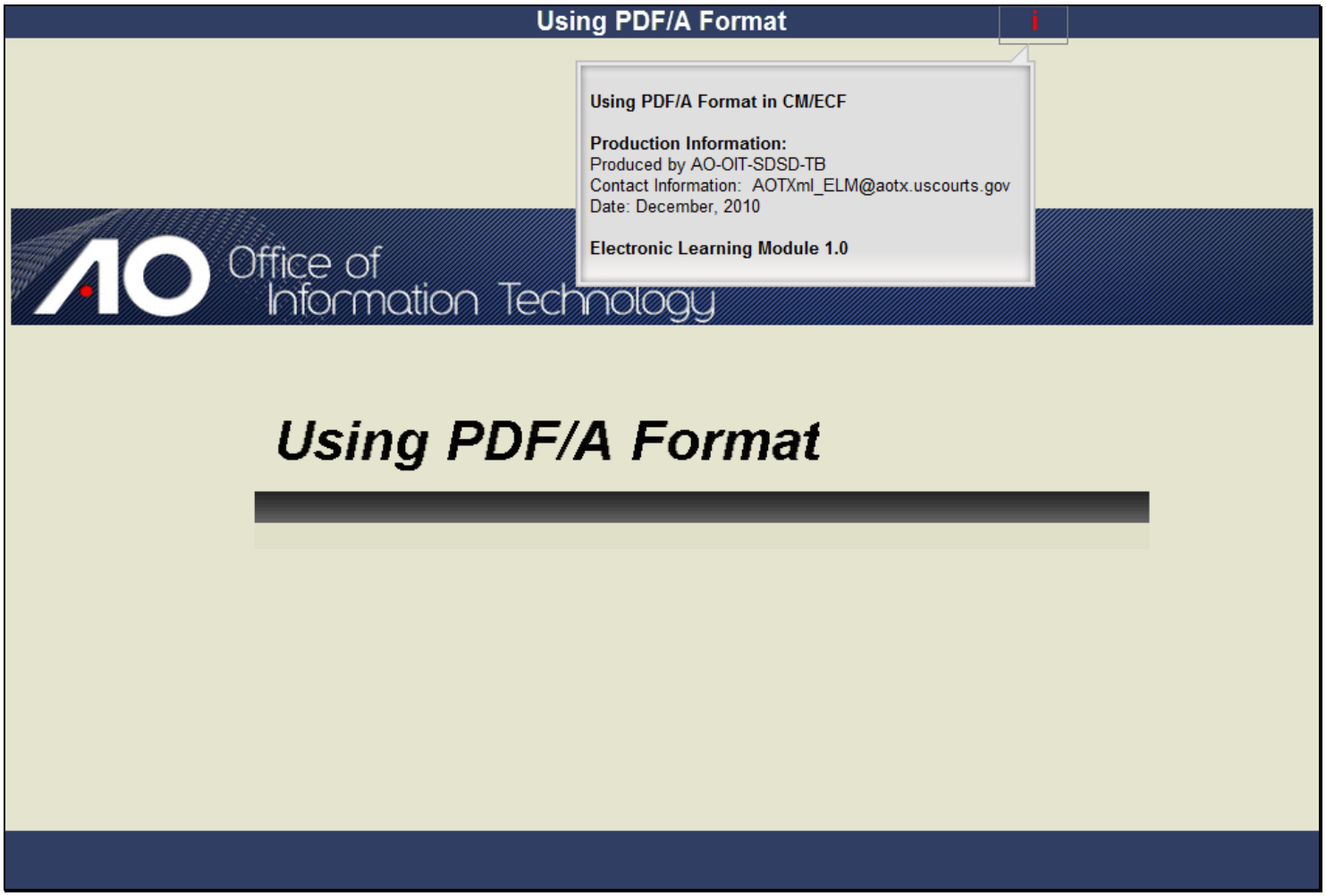
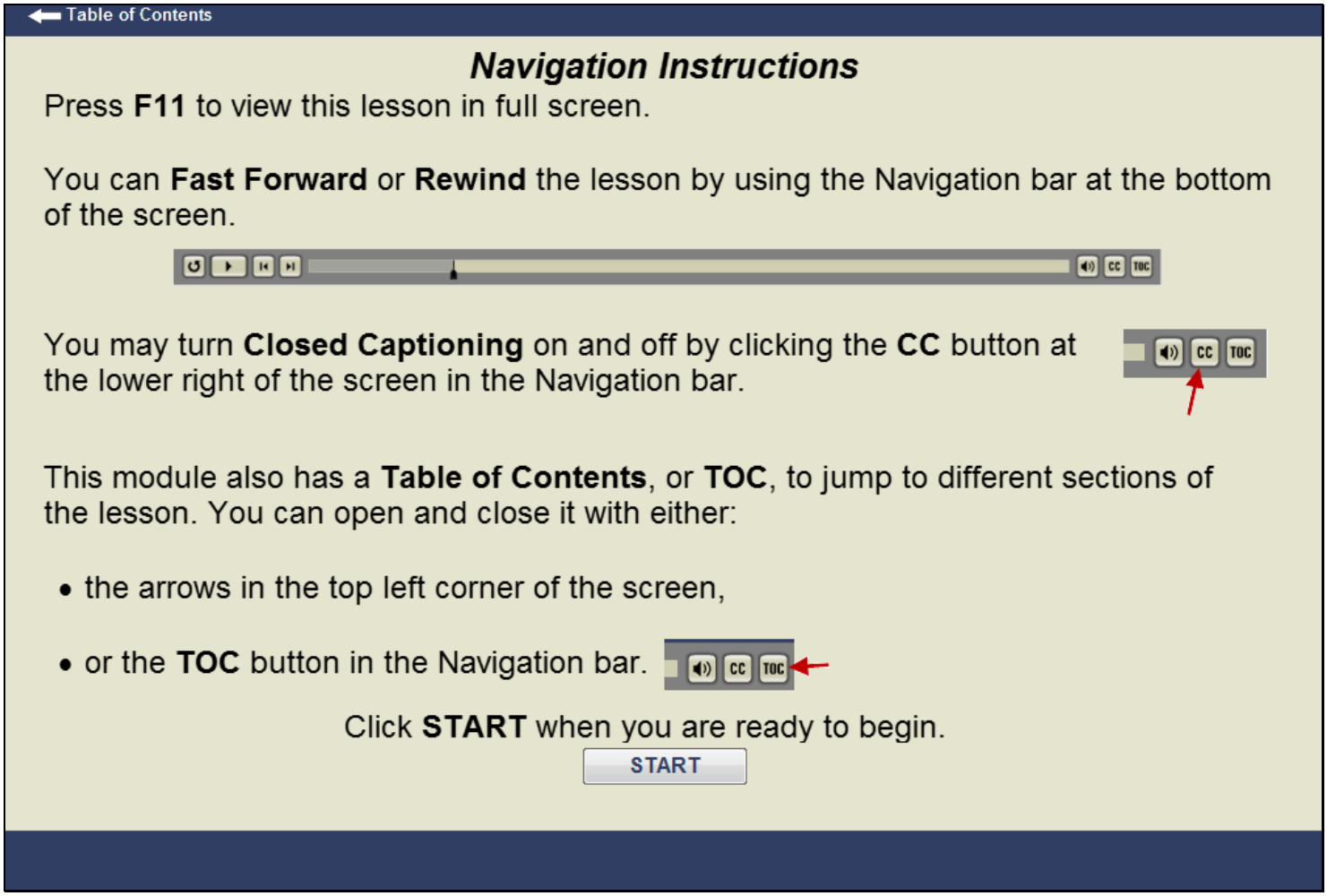
Slide 1 - Welcome



Slide notes

Click to add notes for the selected slide

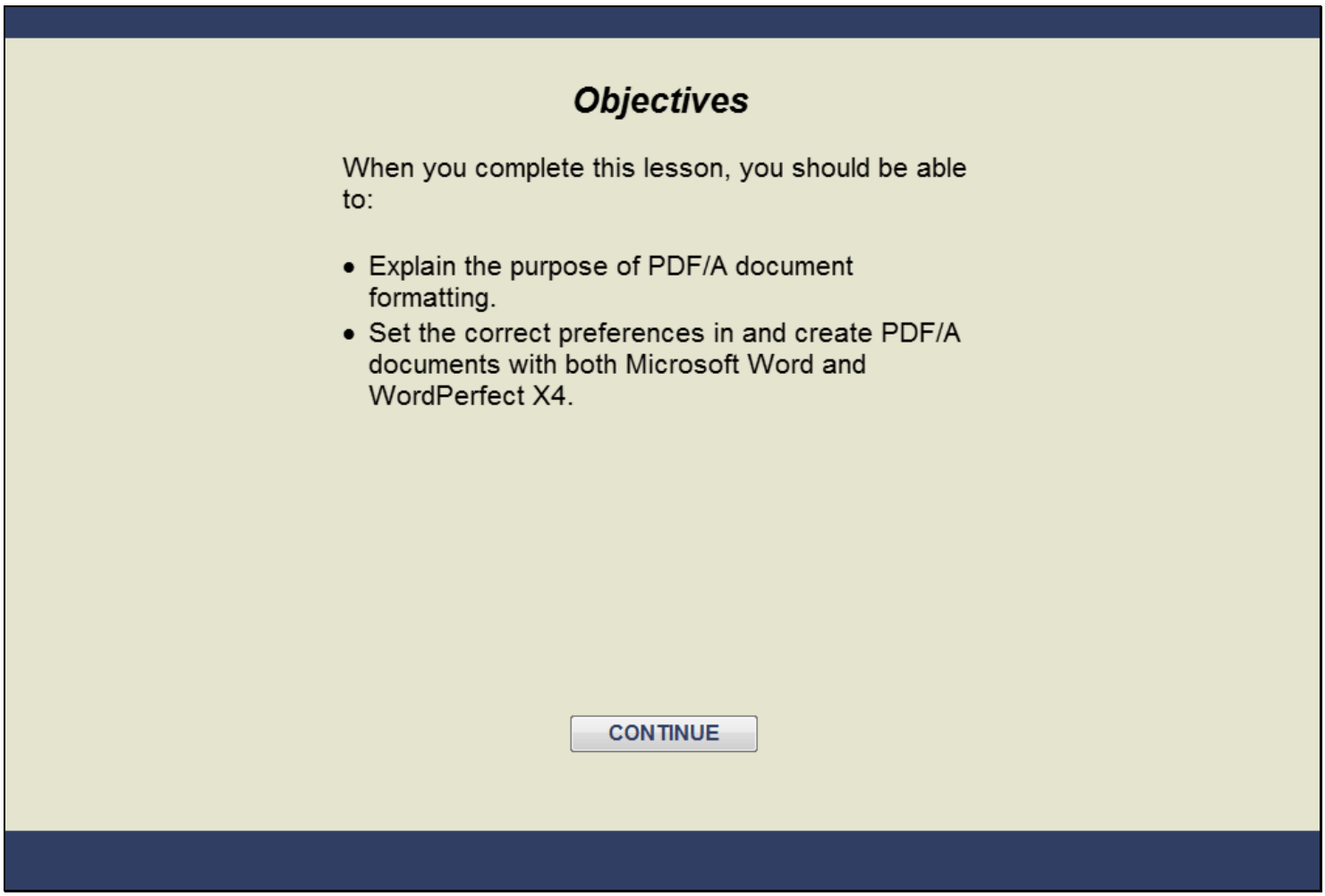
Slide 2 - Navigation



Slide notes

Here are the instructions for navigating through this lesson. Click the START button when you are ready to begin.

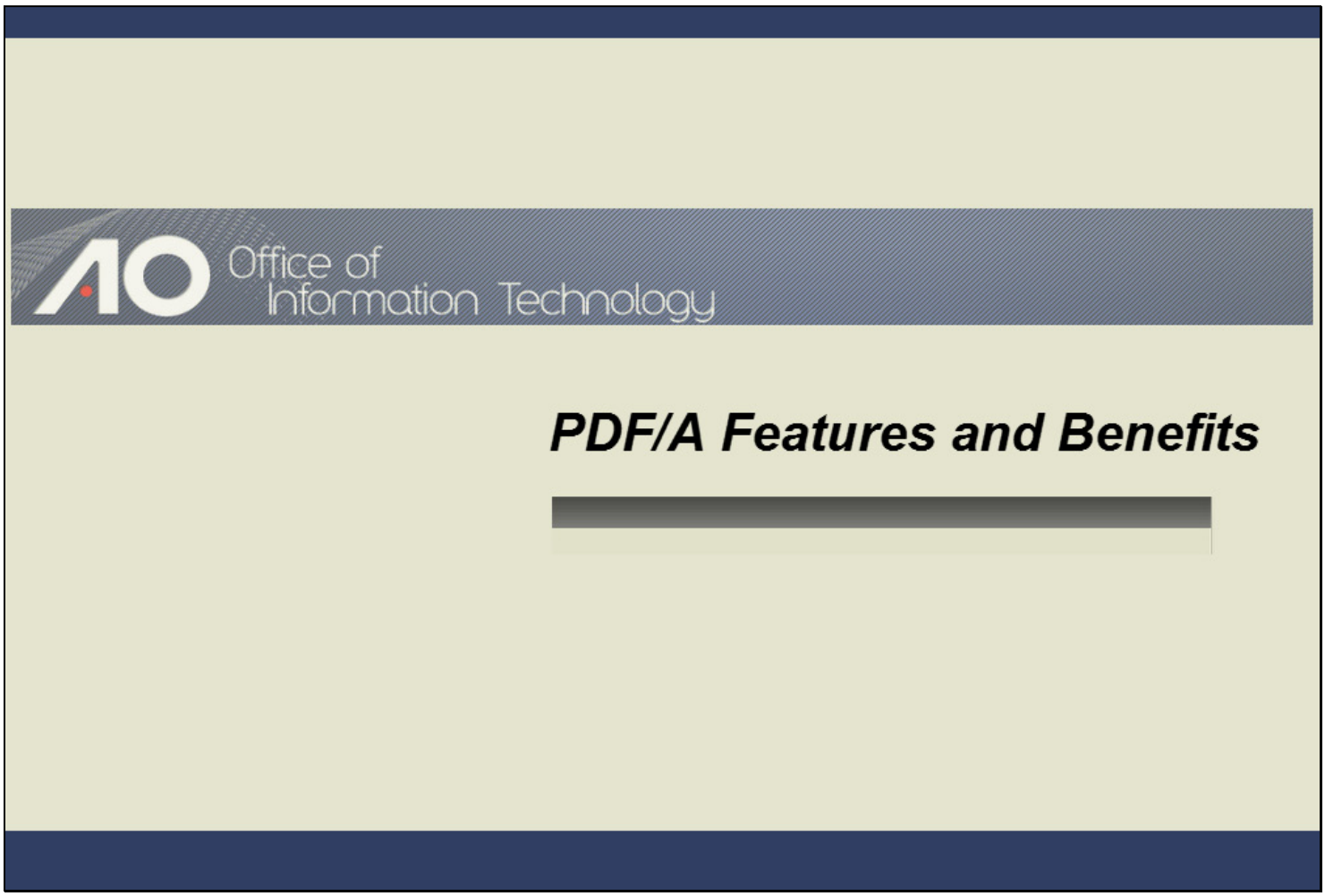
Slide 3 - Objectives



Slide notes

When you complete this lesson, you should be able to explain the purpose of PDF/A document formatting and set the correct preferences in and create PDF/A documents with both Microsoft Word and WordPerfect X4. Click CONTINUE.

Slide 4 - PDF/A Features and Benefits



Slide notes

Click to add notes for the selected slide

Slide 5 - What is PDF/A?

What is PDF/A?

- PDF/A is Adobe's **P**ortable **D**ocument **F**ormat for long-term **A**rchiving.
- It is an ISO standard adopted at the end of 2005.
- PDF/A was developed to ensure that documents viewed today will be able to be opened and seen exactly the same way in the future regardless of the technology used to view them.

Slide notes

PDF/A is Adobe Corporation's Portable Document Format for long-term archiving. It is an International Standards Organization (or ISO) standard adopted at the end of 2005.

PDF/A was developed to ensure that documents viewed today will be able to be opened and seen exactly the same way in the future regardless of the technology used to view them.

Slide 6 - Why Use PDF/A?

Why Use PDF/A?

- PDF/A format is better suited to long-term storage of documents.
- Everything that is required to present the document the same way every time it is viewed - such as fonts, color profiles and images - is all contained in the PDF/A file.
- The PDF/A format eliminates the risks inherent to the use of some content in classic PDF format. The use of dynamic content (content that changes based on software), as well as video, audio and Java scripting is prohibited in PDF/A formatting.
- Hyperlinks contained within PDF/A documents will not be active. To access the referenced hyperlink, users must copy and paste the URL into a browser window.

Slide notes

PDF/A formatting is better suited to long-term storage of documents, as everything that is required to present the document the same way every time it is viewed -- such as fonts, color profiles, and images -- is all contained in the PDF/A file.

The format eliminates the risks inherent to the use of some content in classic PDF format. The use of dynamic content (that is, content that changes based on software), as well as video, audio and Java scripting is prohibited in PDF/A formatting.

With very few exceptions, hyperlinks contained within PDF/A documents will generally not be active. To access a referenced hyperlink, users must copy and paste the URL into a browser window.

Slide 7 - Keep in Mind...

Keep in Mind...

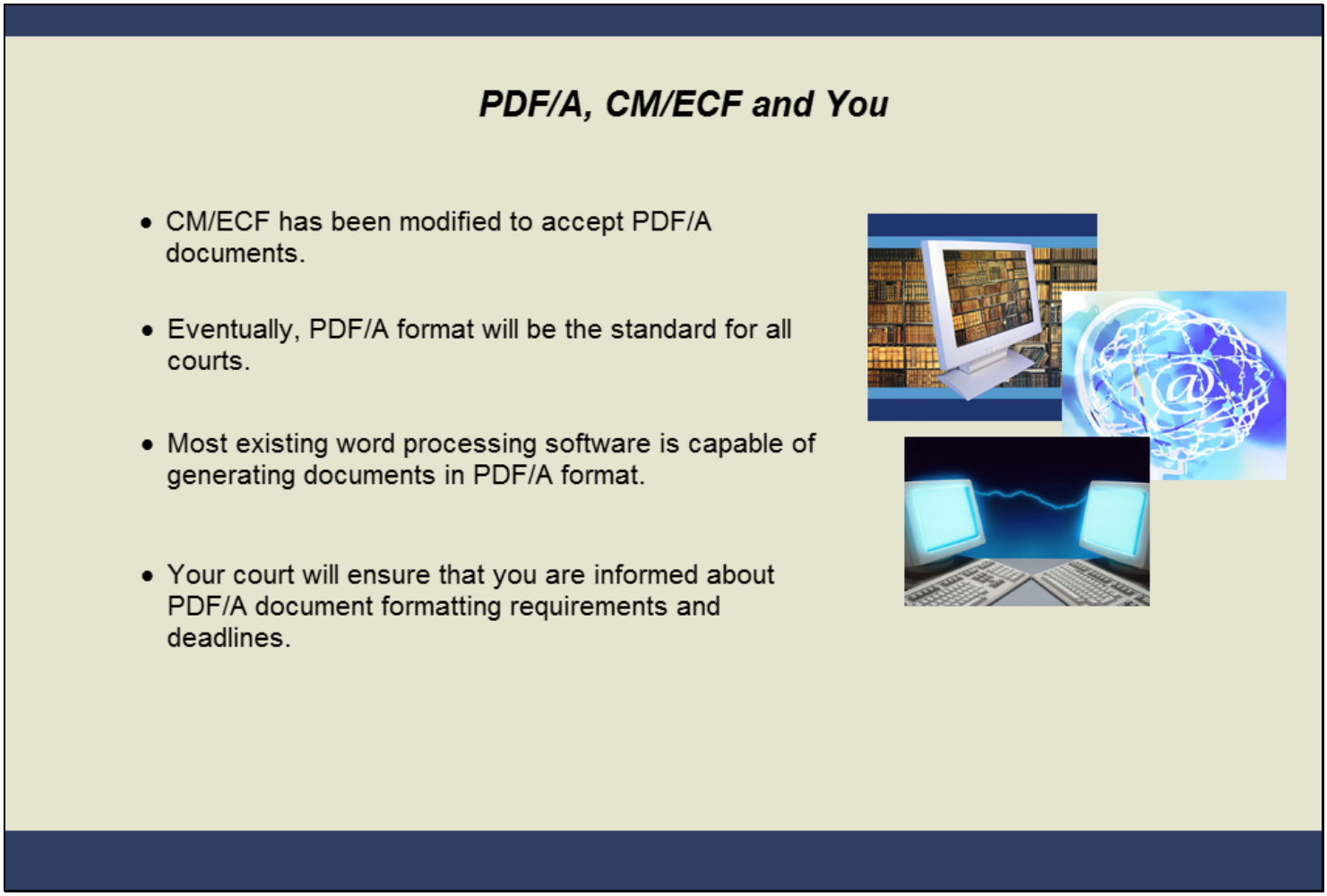
- Since PDF/A documents store font, color profile and image information, they have a larger file size than classic PDF documents.
- Older versions of Adobe Reader are capable of viewing PDF/A documents.
- PDF/A documents scanned using Optical Character Recognition (OCR) are included in the CM/ECF Full Text Search function.

Slide notes

There are some things to keep in mind when dealing with PDF/A documents. Since PDF/A documents store font, color profile and image information, they have a larger file size than classic PDF documents.

In addition, older versions of Adobe Reader are capable of viewing PDF/A documents. Finally, PDF/A documents scanned using Optical Character Recognition (or OCR) are included in the CM/ECF Full Text Search function.

Slide 8 - PDF/A and CM/ECF



Slide notes

As an electronic filer, it's important for you to know that while PDF/A format is not strictly required by CM/ECF, the system has been already been modified to accept PDF/A documents. This allowed courts to begin to voluntarily move to accepting only PDF/A documents.

Your court has chosen to begin this requirement. Eventually, all courts will require PDF/A document formatting. Most existing word processing software is capable of generating documents in PDF/A format. This module details procedures for doing so using Microsoft Word and

WordPerfect X4. Stay in touch with your court and visit its website regularly to stay informed about additional PDF/A document formatting requirements and any deadlines or start dates for their inclusion in your filings.

Most existing word processing software is capable of generating documents in PDF/A format. This module details procedures for doing so using Microsoft Word and WordPerfect X4.

As an electronic filer, it's important for you to know that while PDF/A format is not strictly required by CM/ECF, the system has been already been modified to accept PDF/A documents. This allowed courts to begin to voluntarily move to accepting only PDF/A documents. Your court has chosen to begin this requirement. Eventually, all courts will require PDF/A document formatting.

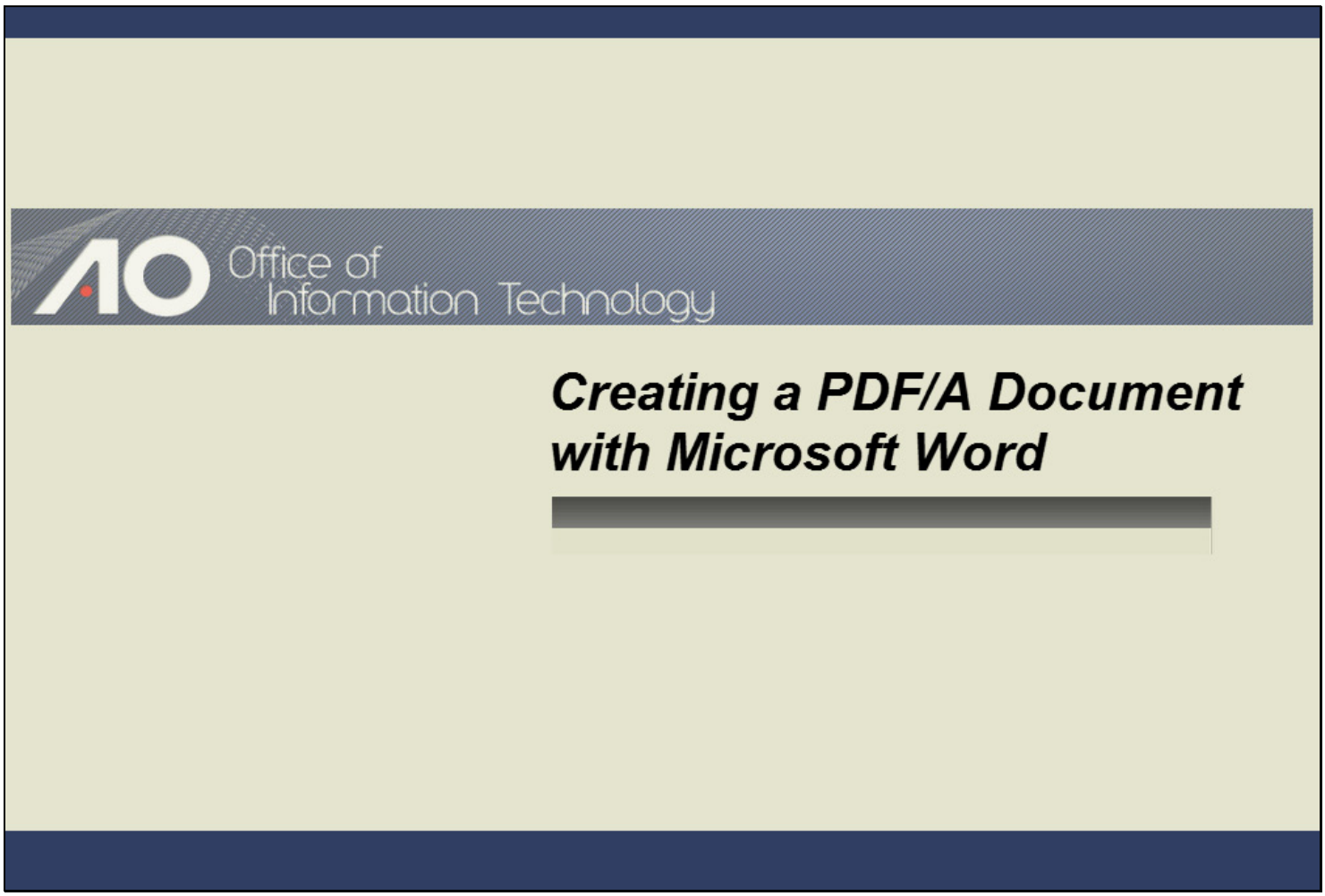
Your court has chosen to begin this requirement. Eventually, all courts will require PDF/A document formatting. Most existing word processing software is capable of generating documents in PDF/A format. This module details procedures for doing so using Microsoft Word and WordPerfect X4.

Stay in touch with your court and visit it's website regularly to stay informed about additional PDF/A document formatting requirements and any deadlines or start dates for their inclusion in your filings.

Your court has chosen to begin this requirement. Eventually, all courts will require PDF/A document formatting. Most existing word processing software is capable of generating documents in PDF/A format. This module details procedures for doing so

using Microsoft Word and WordPerfect X4. Stay in touch with your court and visit it's website regularly to stay informed about additional PDF/A document formatting requirements and any deadlines or start dates for their inclusion in your filings.

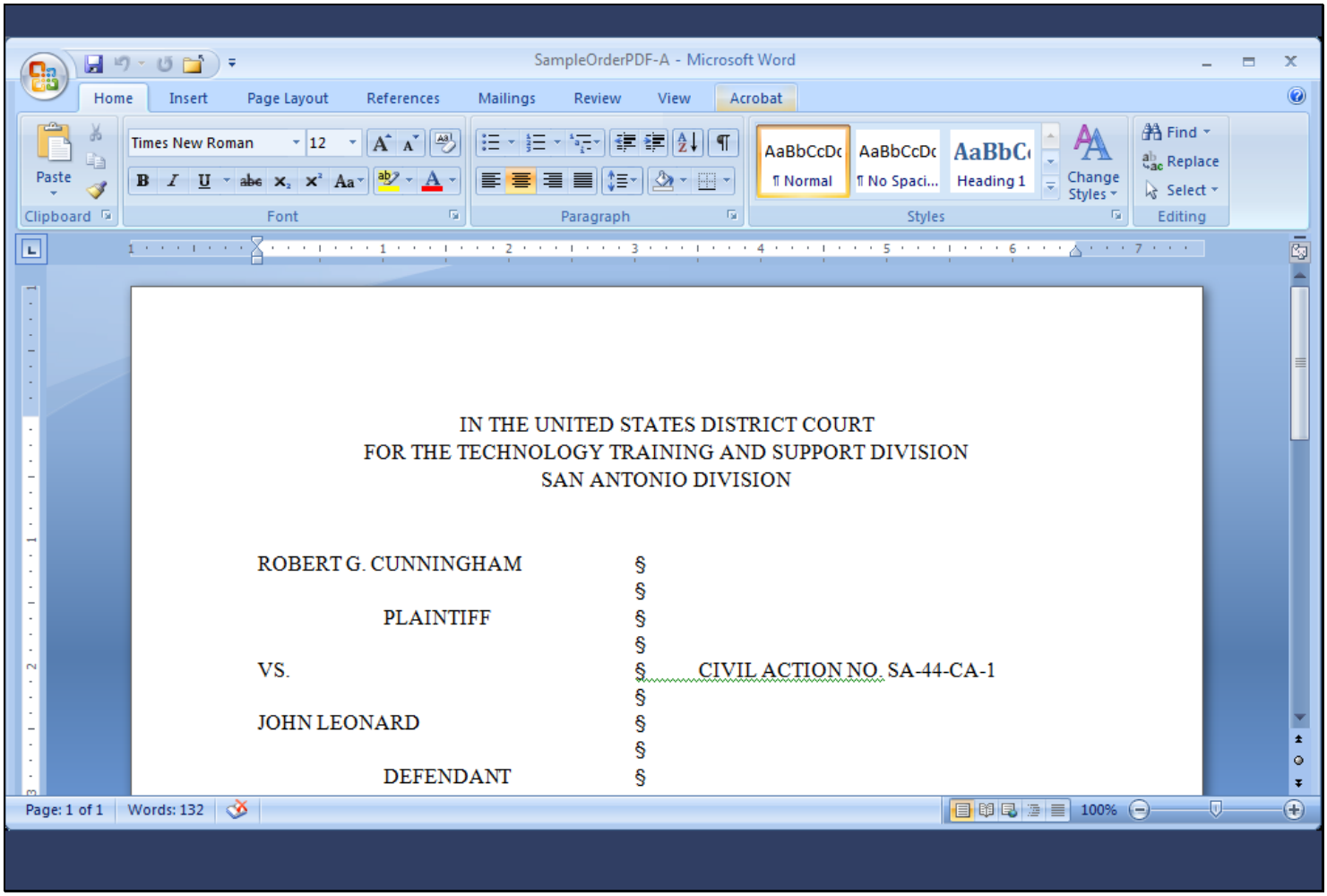
Slide 9 - Creating a PDF/A with Microsoft Word



Slide notes

Click to add notes for the selected slide

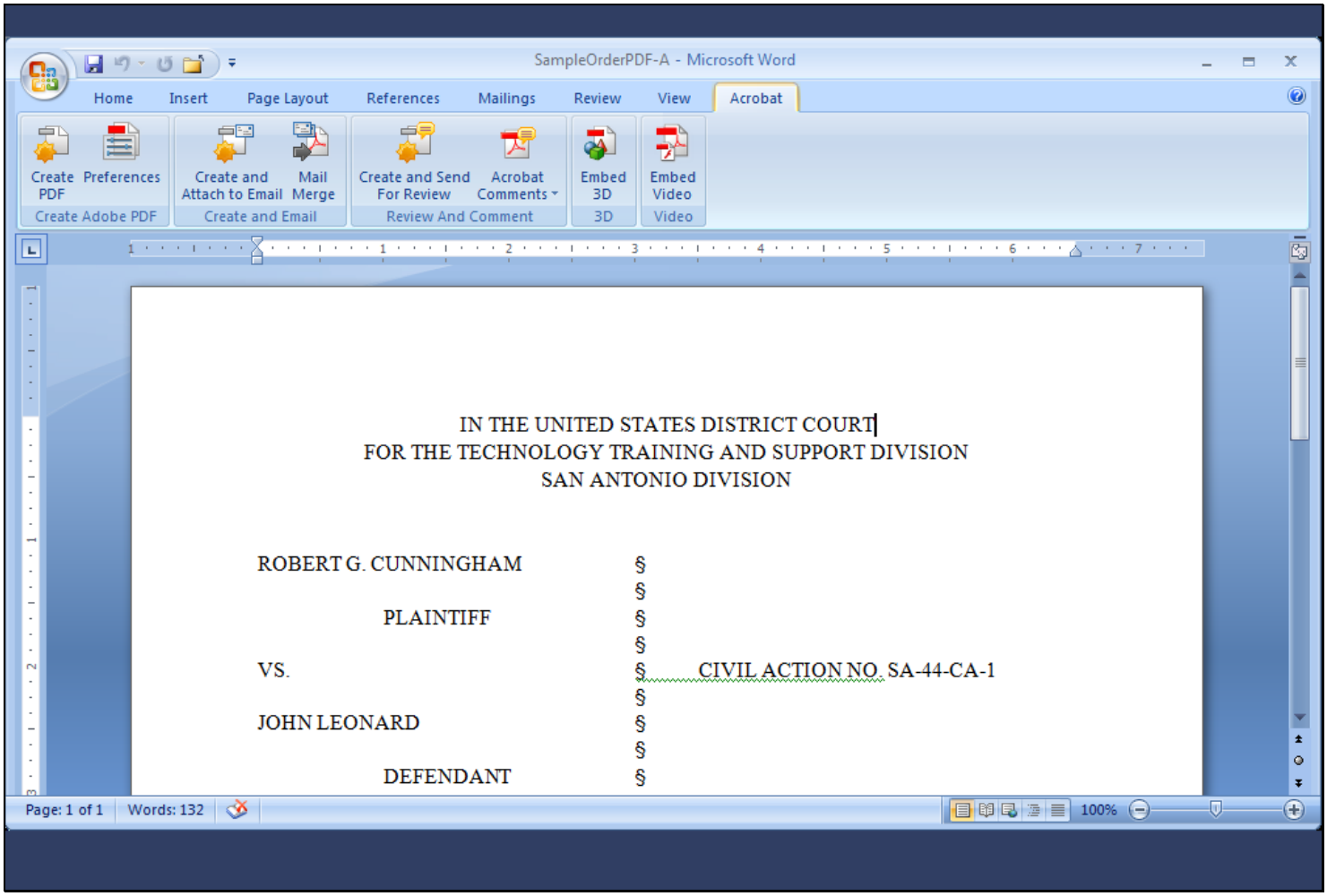
Slide 10 - Slide 10



Slide notes

Creating PDF/A documents with Microsoft Word begins with setting the appropriate preference within Word itself. To publish the Word document onscreen to PDF/A format, I'll click the Acrobat menu tab...

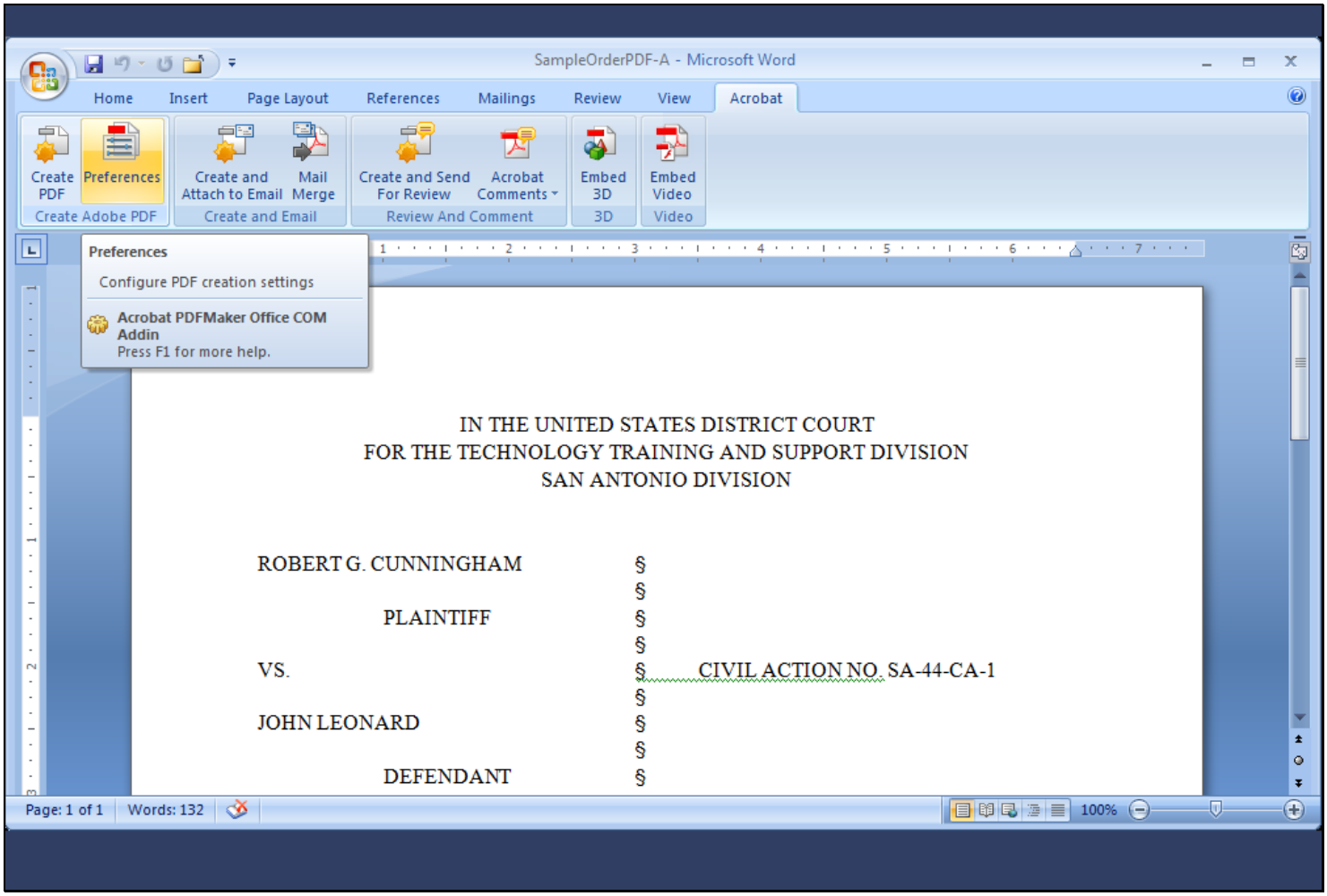
Slide 11 - Slide 11



Slide notes

...to display the available Acrobat commands.

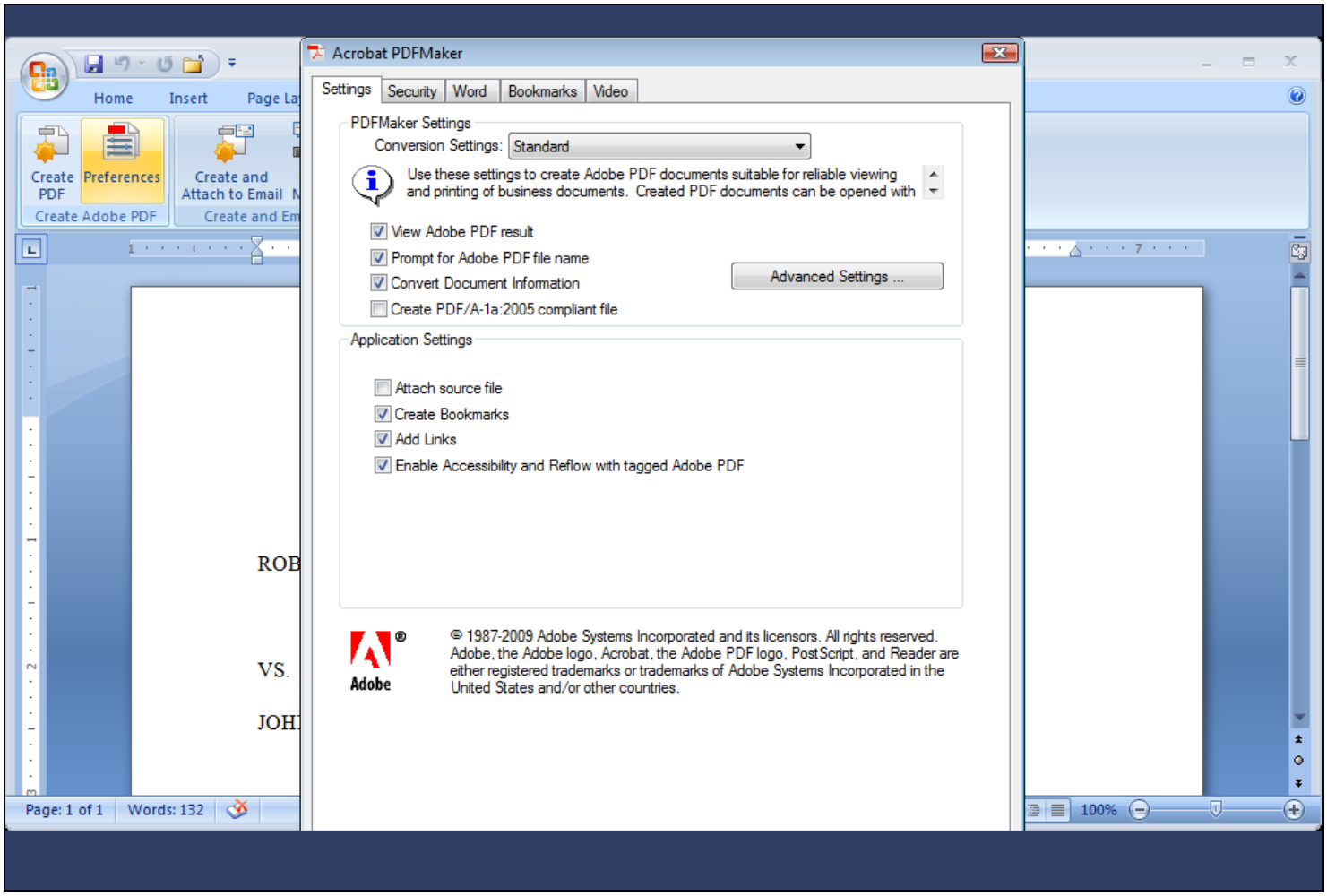
Slide 12 - Slide 12



Slide notes

Now, I"ll click Preferences.

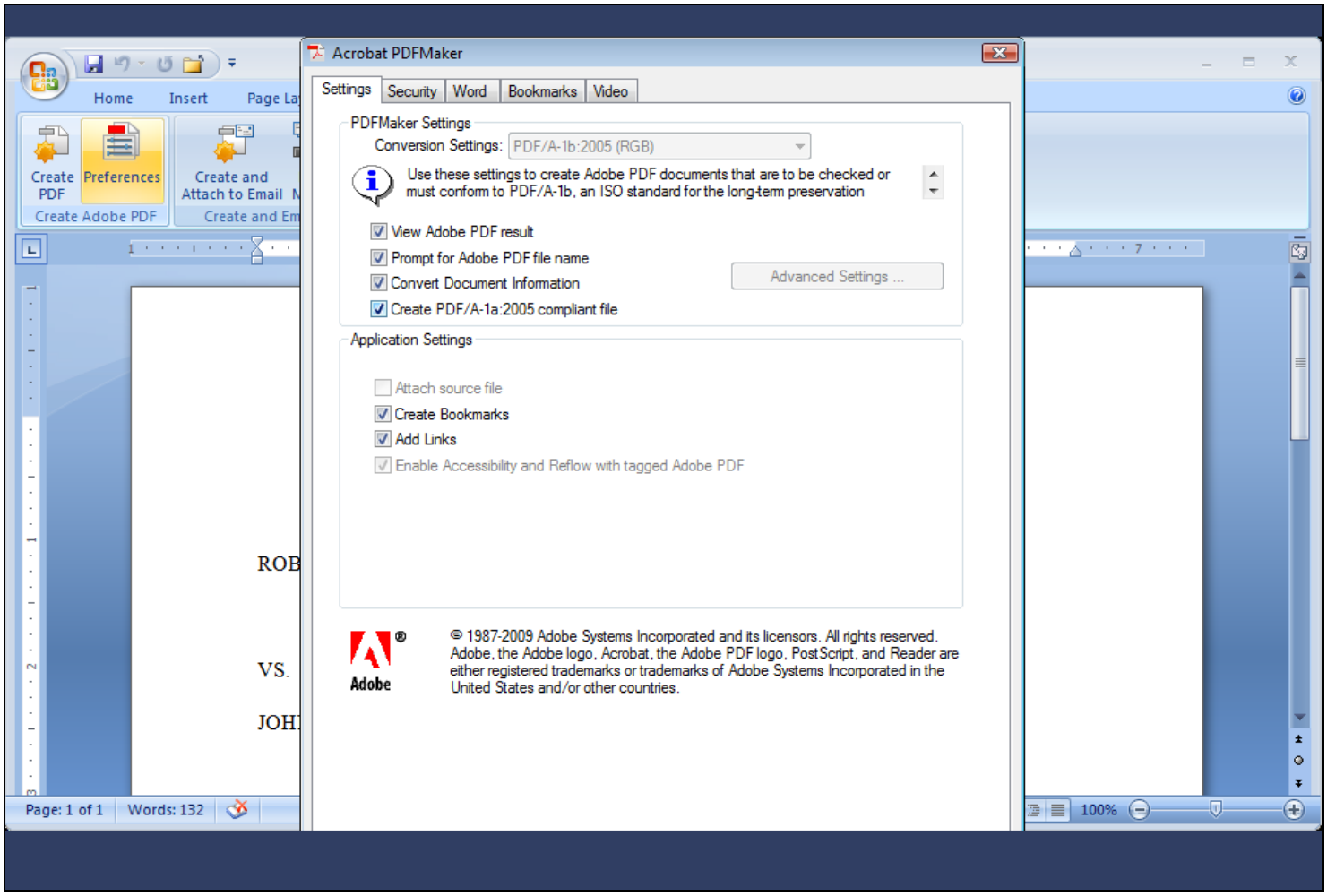
Slide 13 - Slide 13



Slide notes

The Acrobat PDFMaker dialog box appears. I'll select the "Create PDF/A-1a:2005 compliant file" check box...

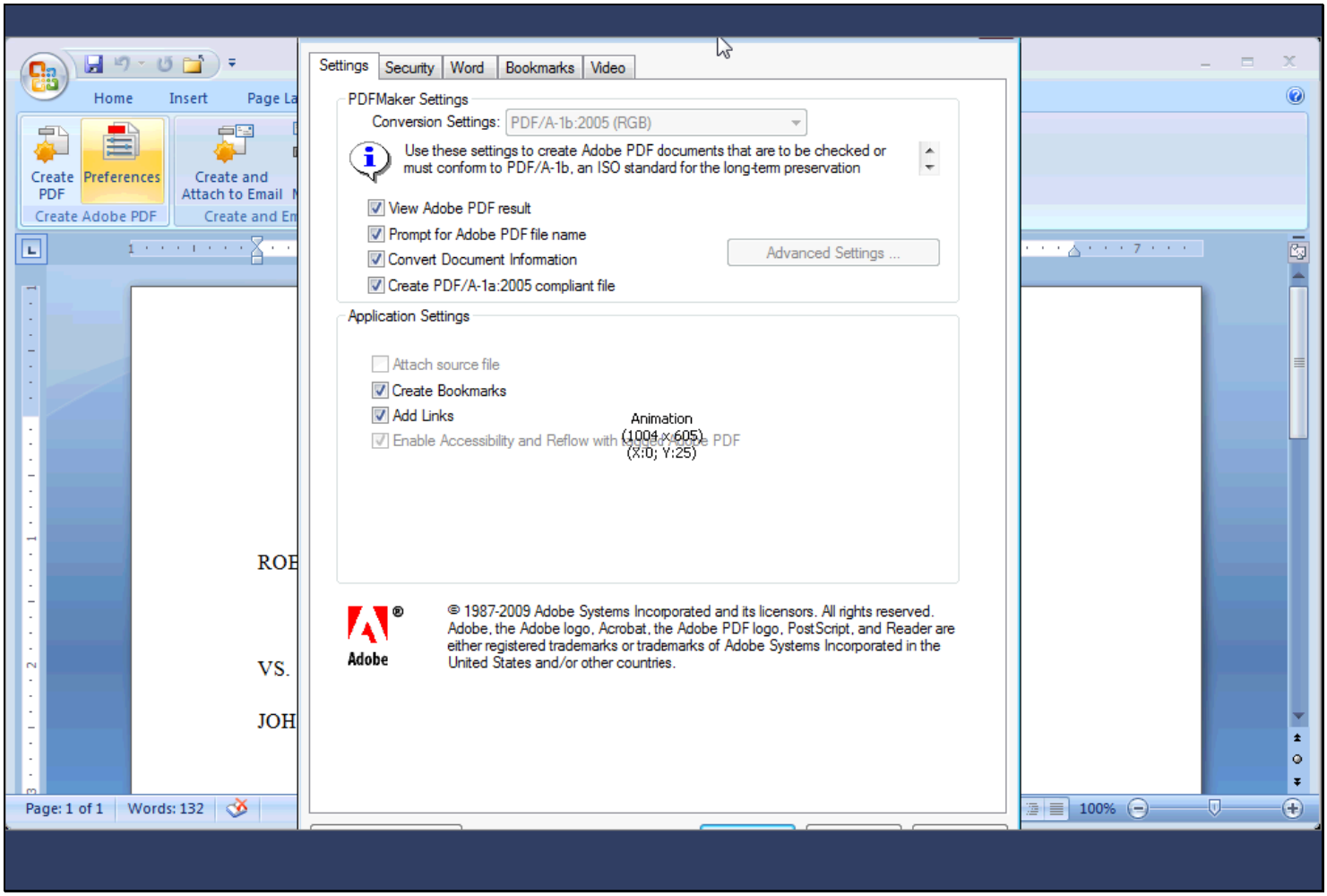
Slide 14 - Slide 14



Slide notes

Click to add notes for the selected slide

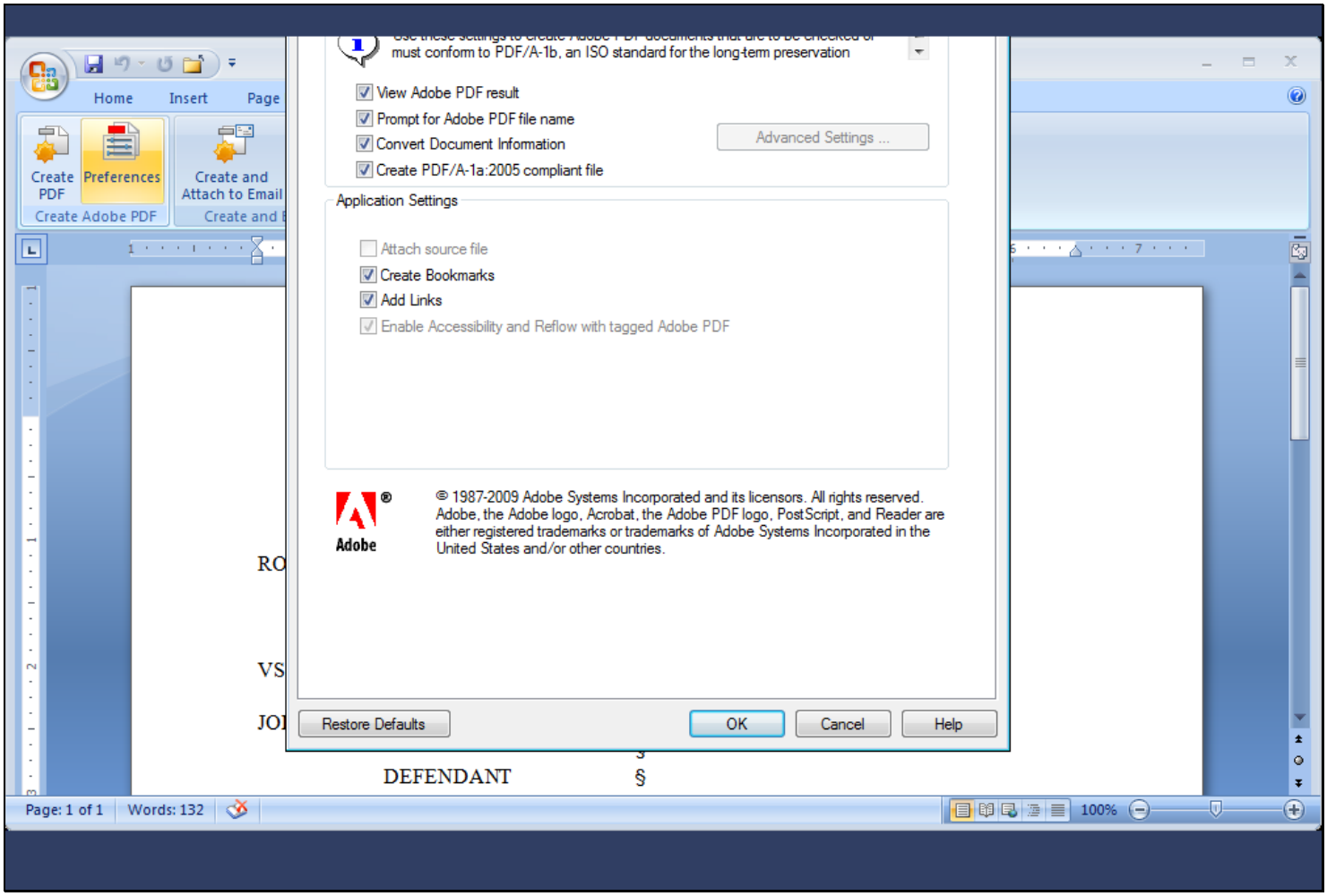
Slide 15 - Slide 15



Slide notes

Click to add notes for the selected slide

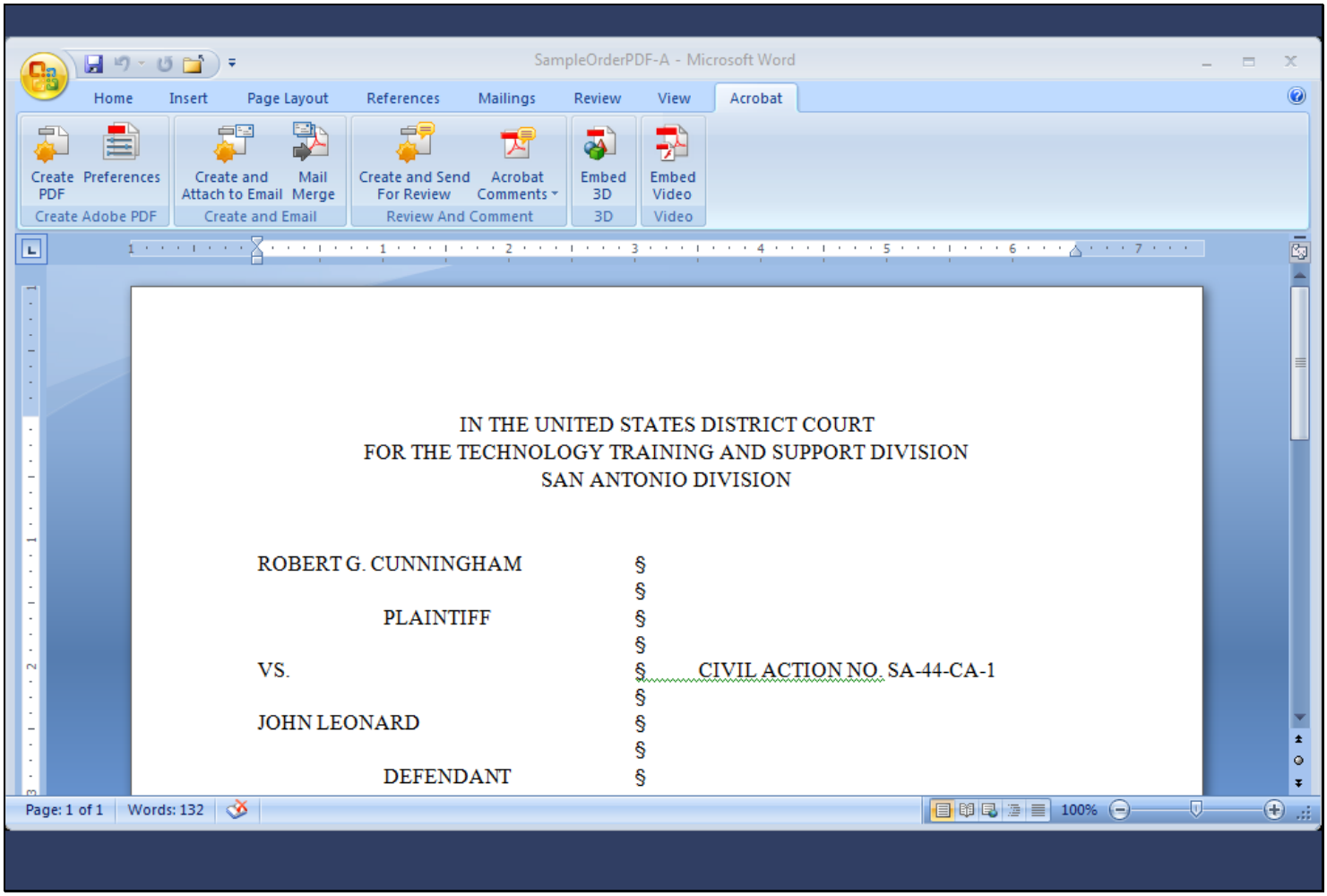
Slide 16 - Slide 16



Slide notes

...then, I'll click OK.

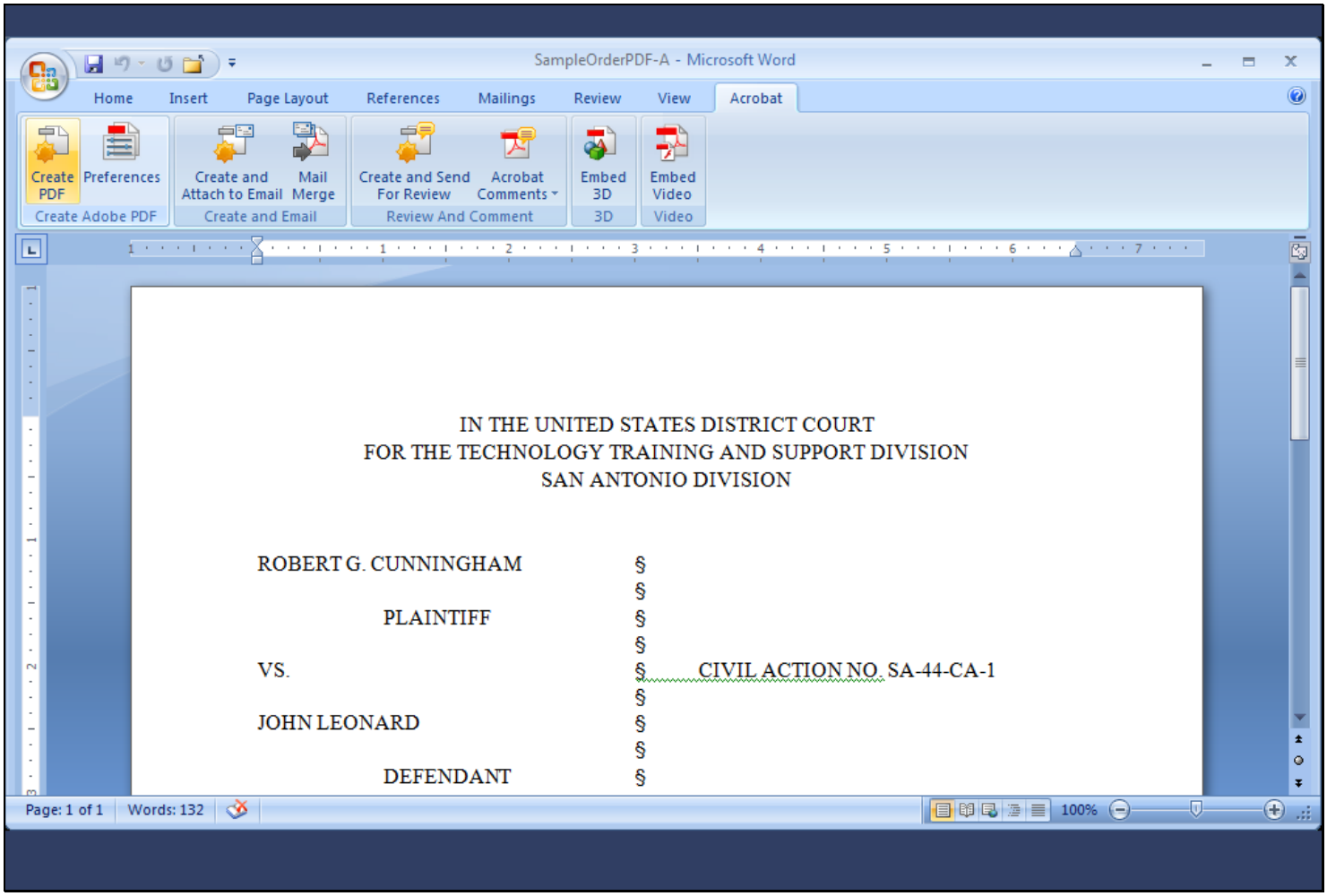
Slide 17 - Slide 17



Slide notes

Once the preference is set, Microsoft Word will publish all PDF files in PDF/A format. Now, to publish my document in PDF/A format, I'll first click Create PDF.

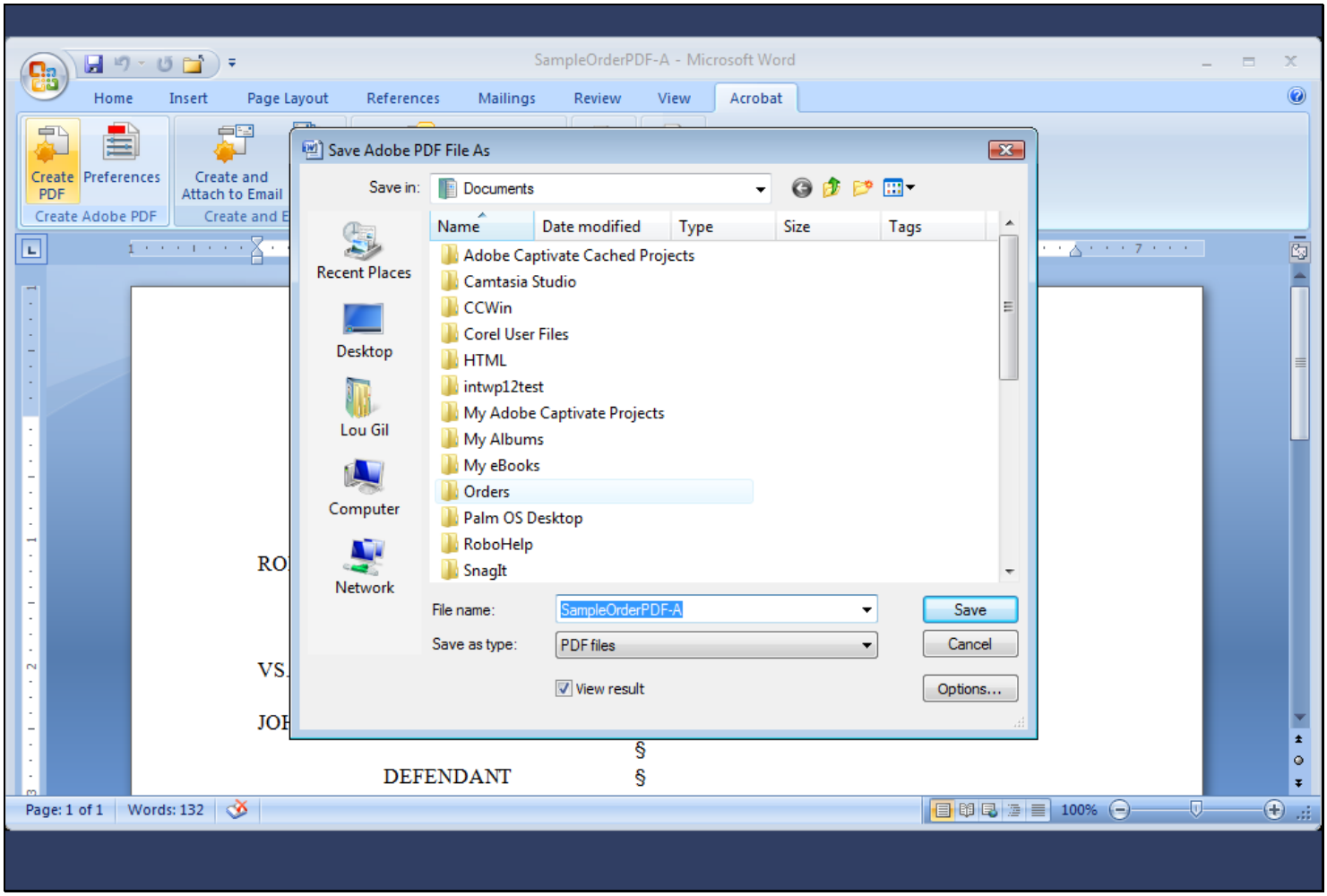
Slide 19 - Slide 19



Slide notes

Click to add notes for the selected slide

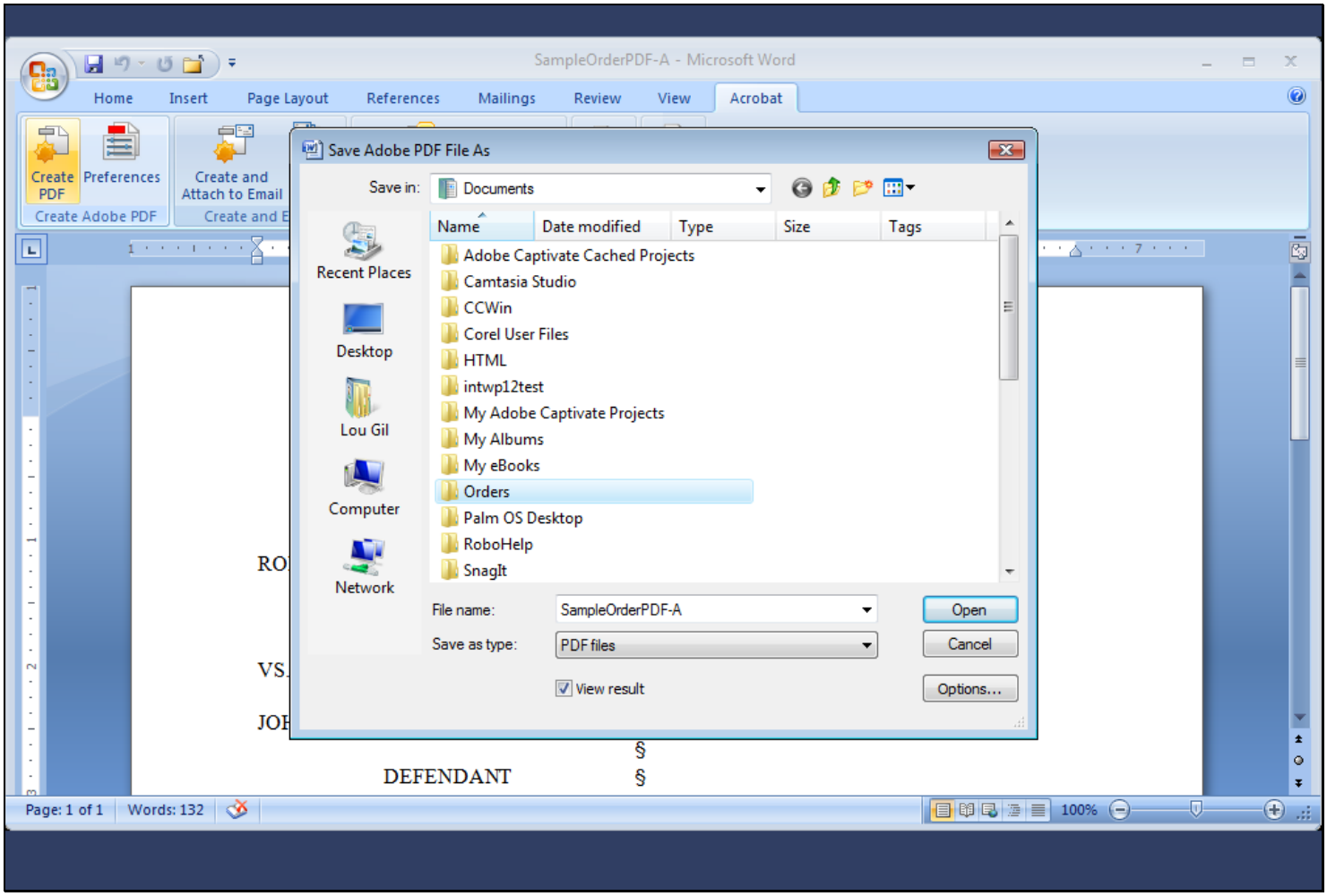
Slide 20 - Slide 20



Slide notes

In the "Save Adobe PDF File As" dialog box, I'll navigate to the folder in which I want the PDF file to be saved. In our example, I'll click the Orders folder...

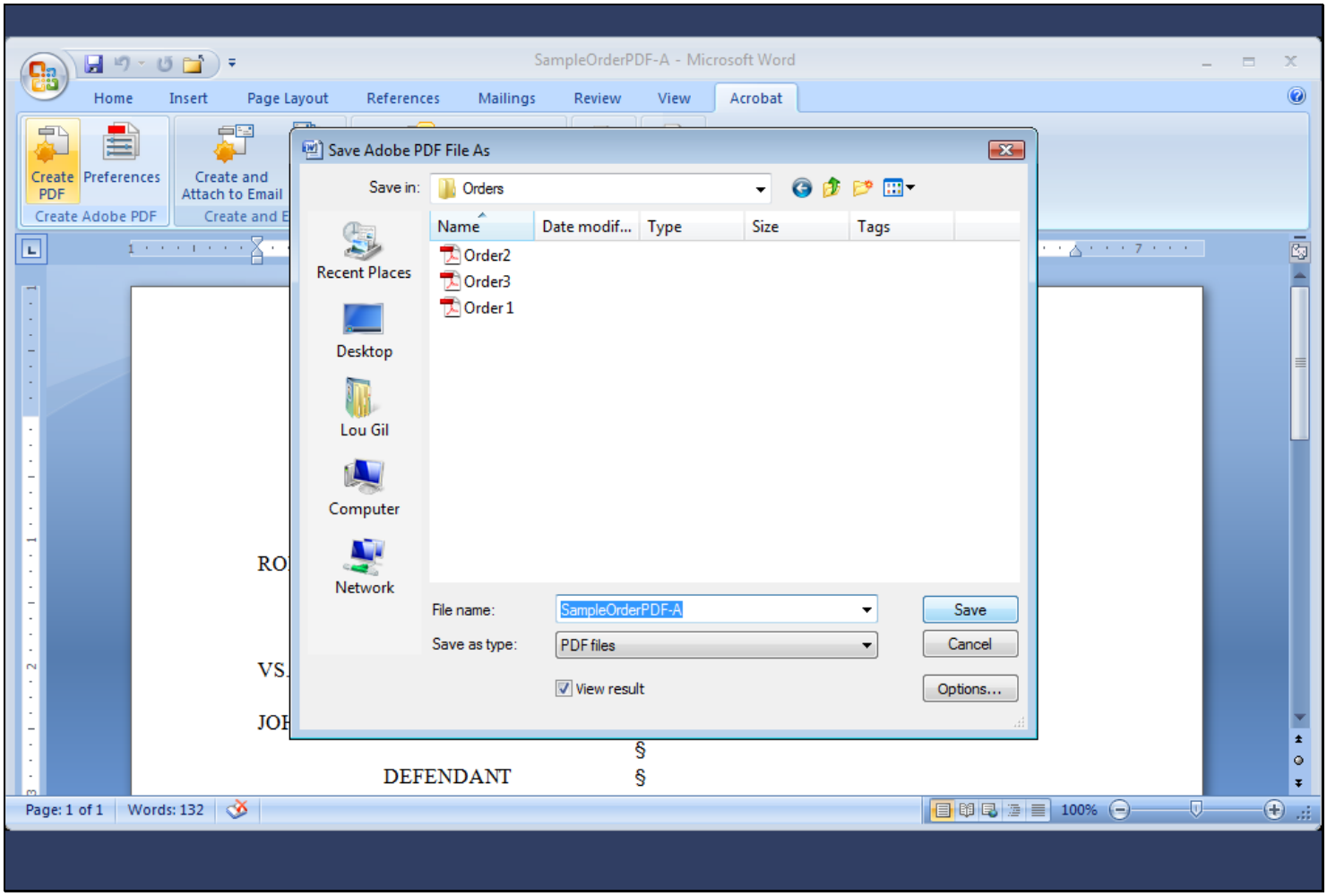
Slide 21 - Slide 21



Slide notes

...and then, I'll click Open.

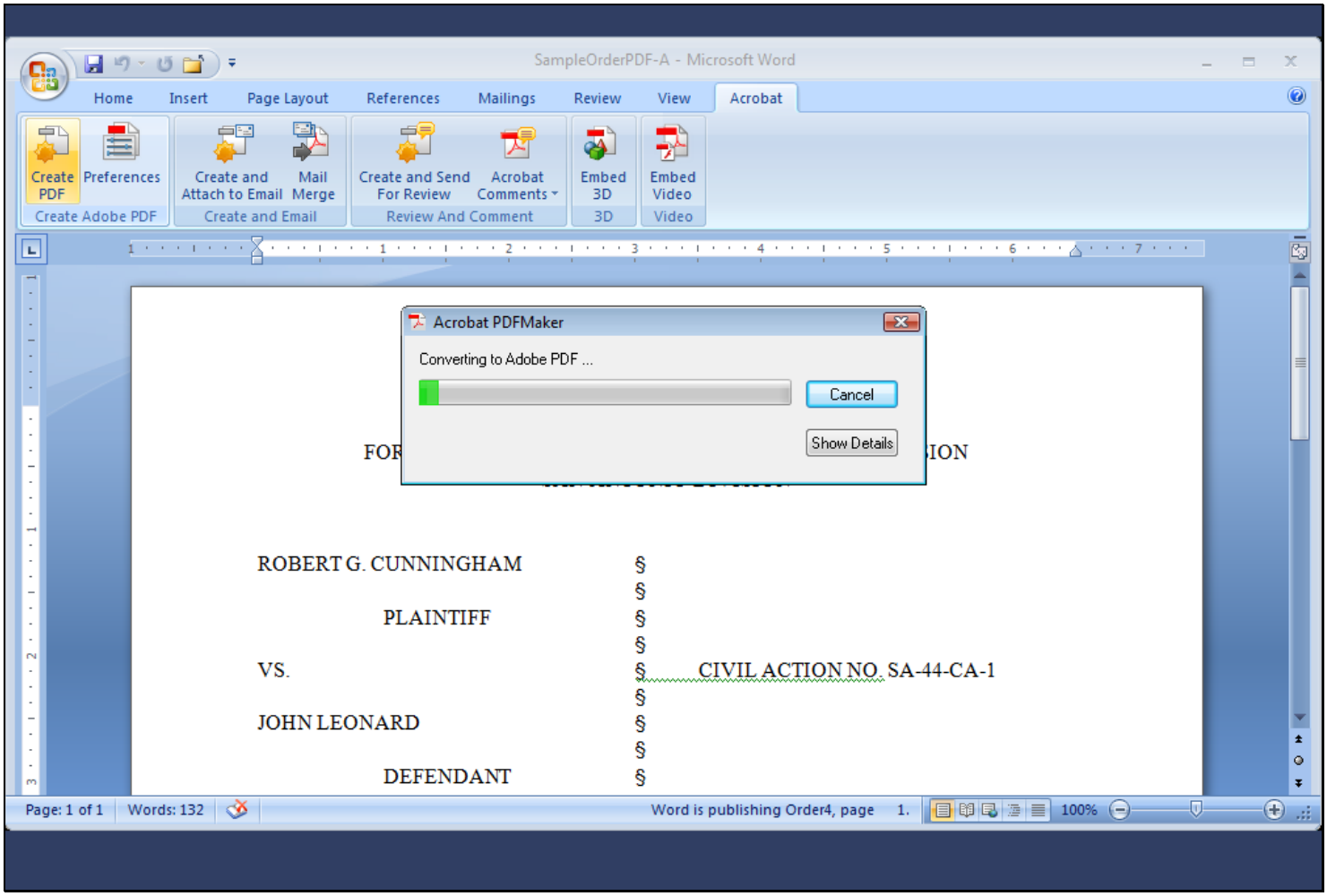
Slide 22 - Slide 22



Slide notes

Now, I'll give the document a name (Order4, in this case), and click Save.

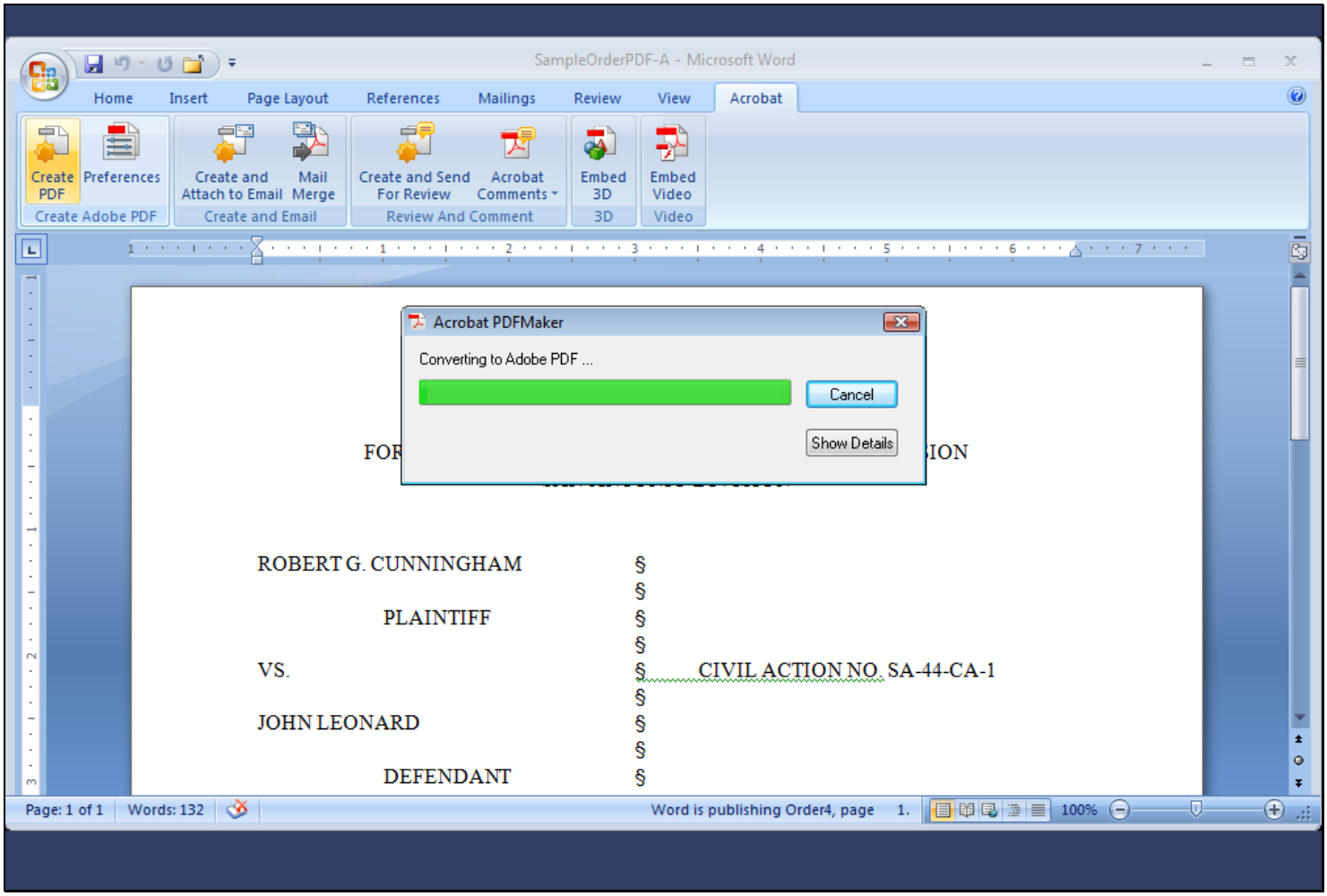
Slide 23 - Slide 23



Slide notes

The Acrobat PDFMaker converts the file to PDF format and saves it appropriately.

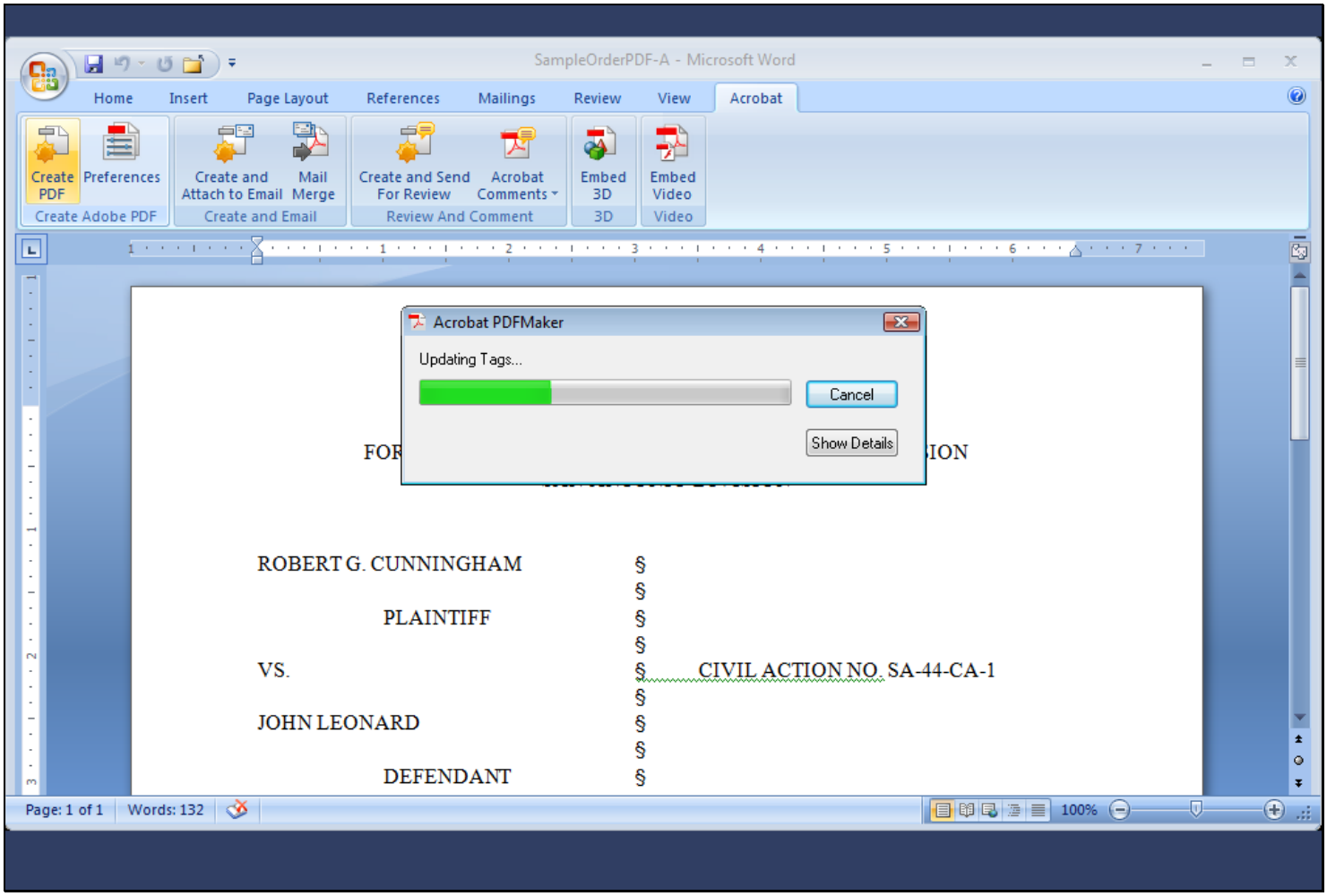
Slide 24 - Slide 24



Slide notes

Click to add notes for the selected slide

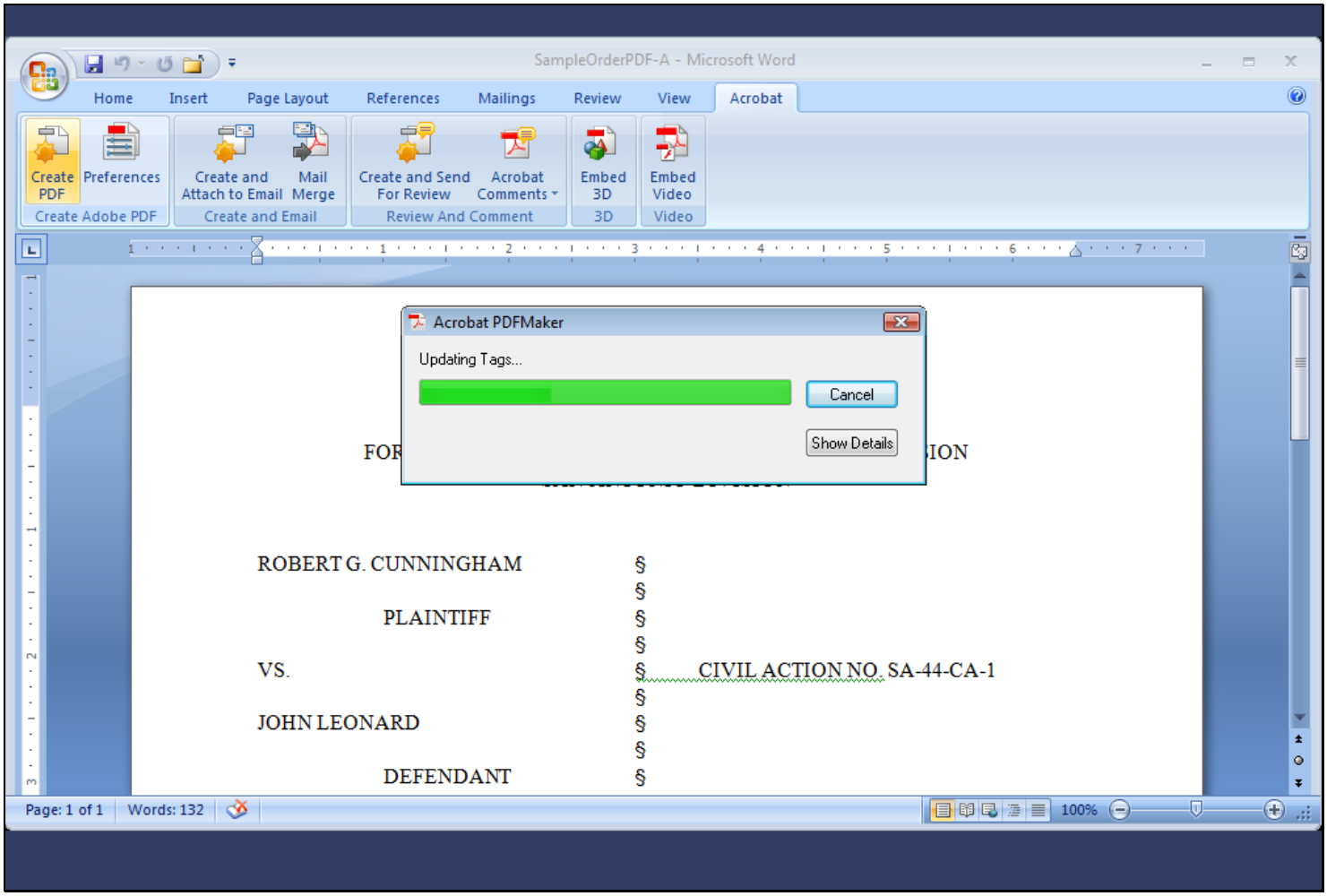
Slide 25 - Slide 25



Slide notes

Click to add notes for the selected slide

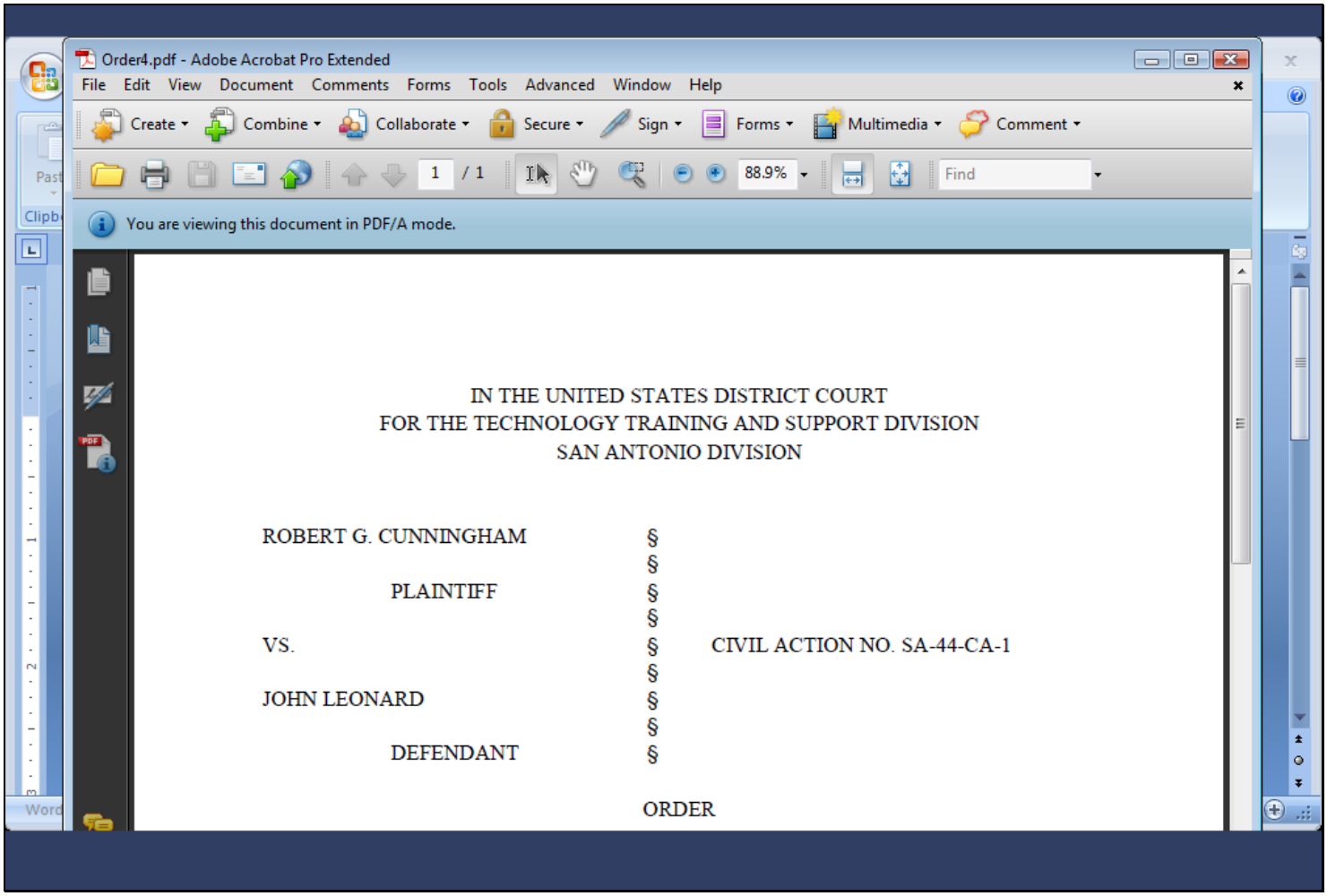
Slide 26 - Slide 26



Slide notes

Click to add notes for the selected slide

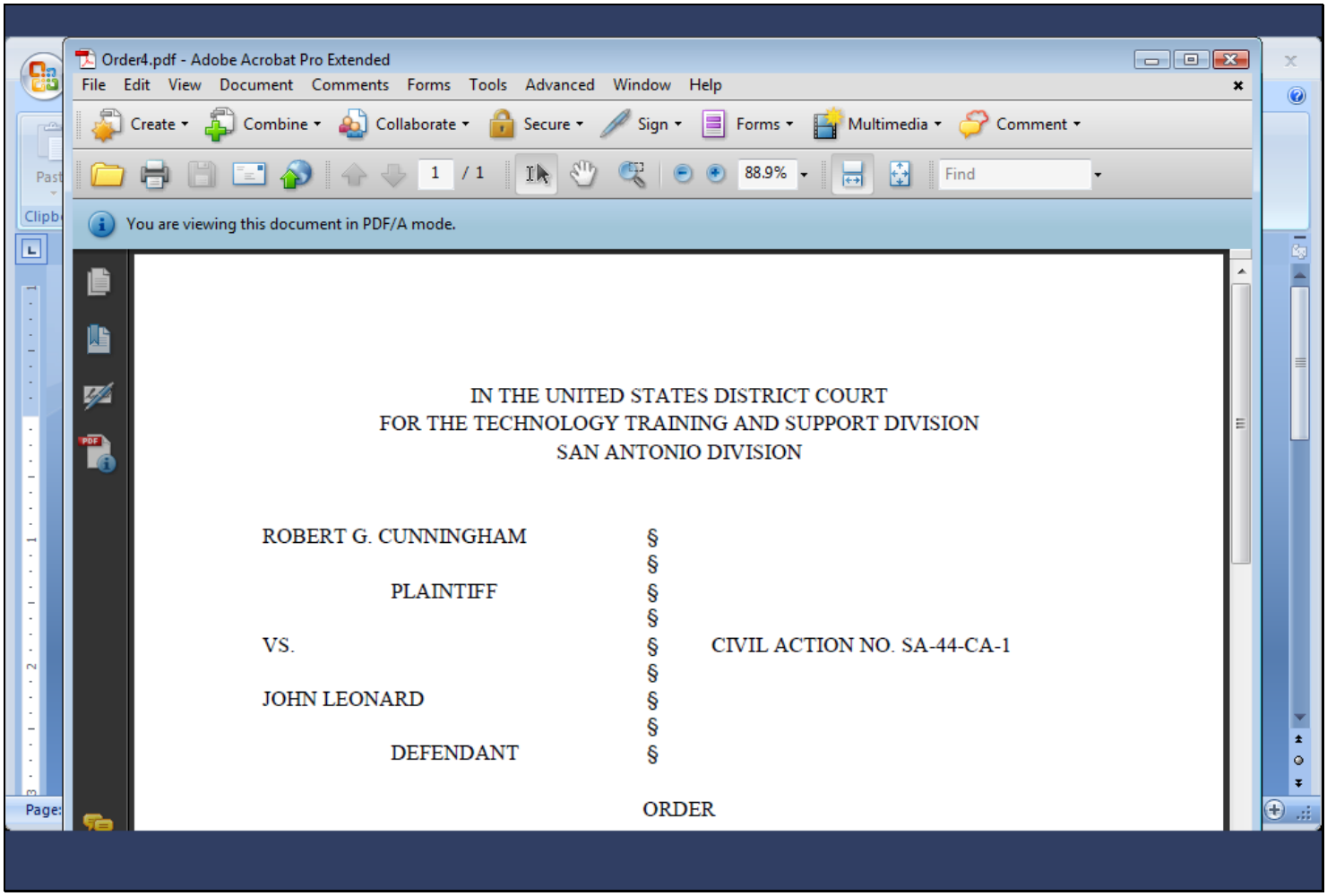
Slide 27 - Slide 27



Slide notes

An Adobe Acrobat window opens, and the newly created PDF document is displayed. Note the informational message at the left just above the document telling you that the document is being viewed in PDF/A mode.

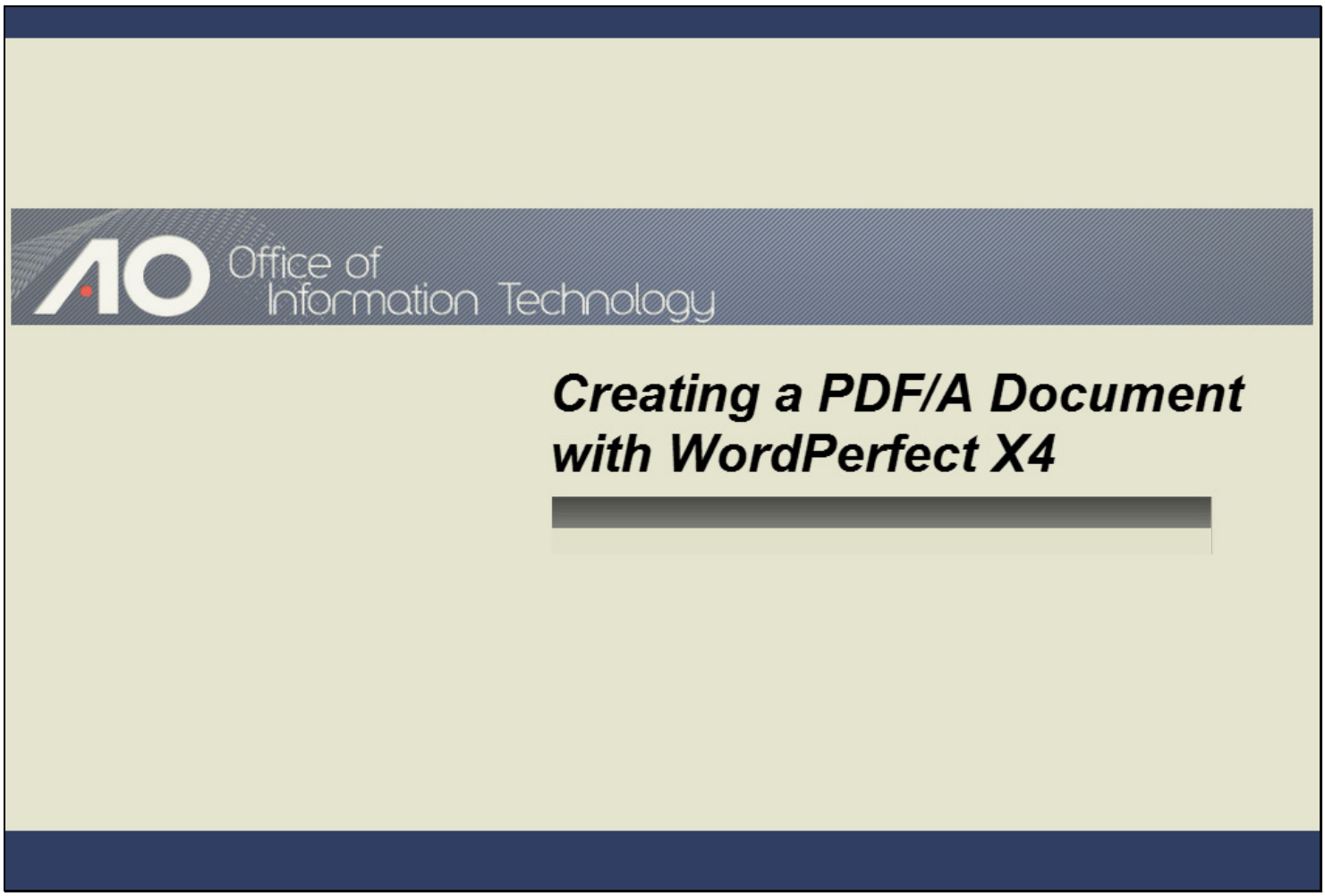
Slide 28 - Slide 28



Slide notes

Click to add notes for the selected slide

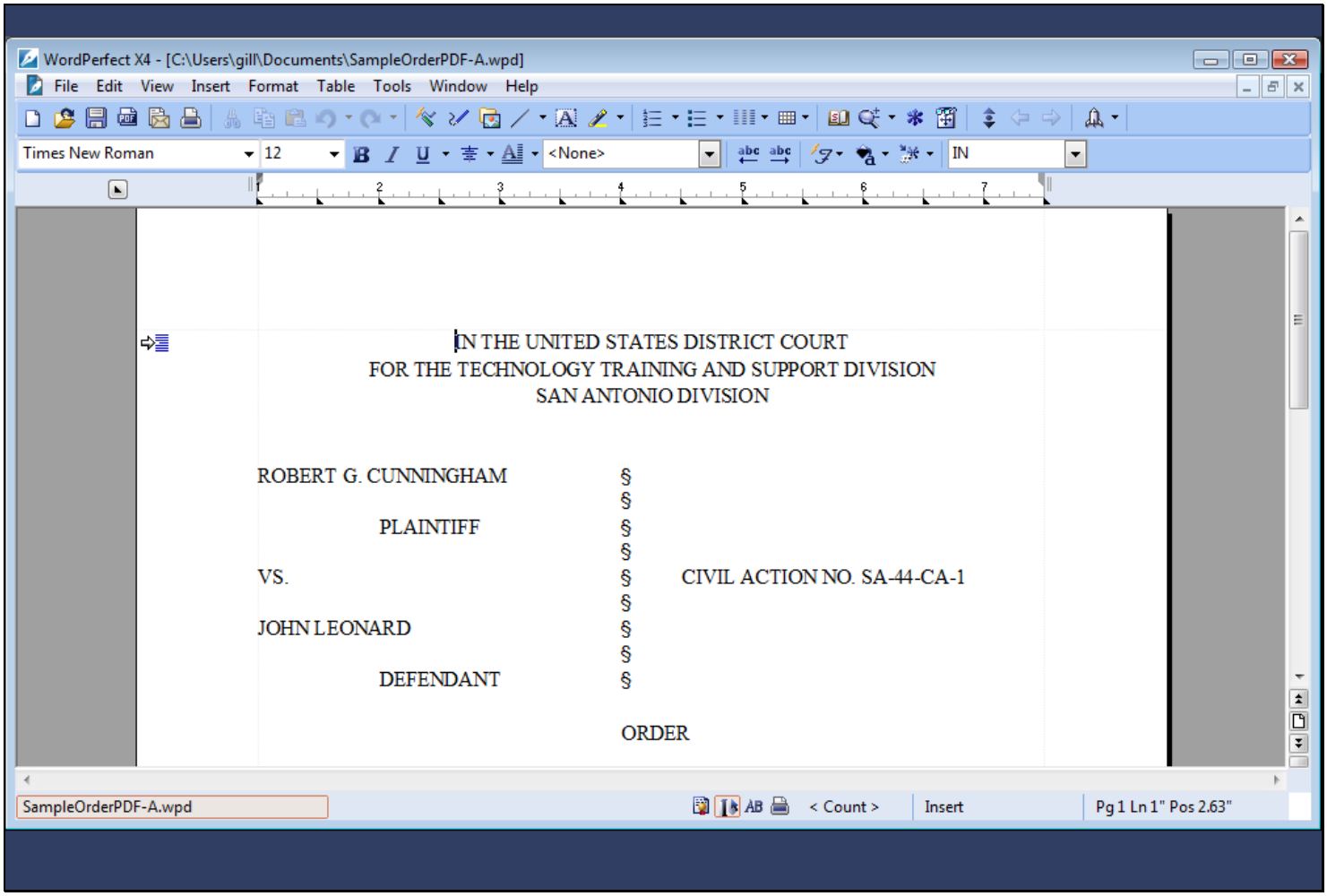
Slide 29 - Creating a PDF/A with WordPerfect X4



Slide notes

Click to add notes for the selected slide

Slide 30 - Slide 30

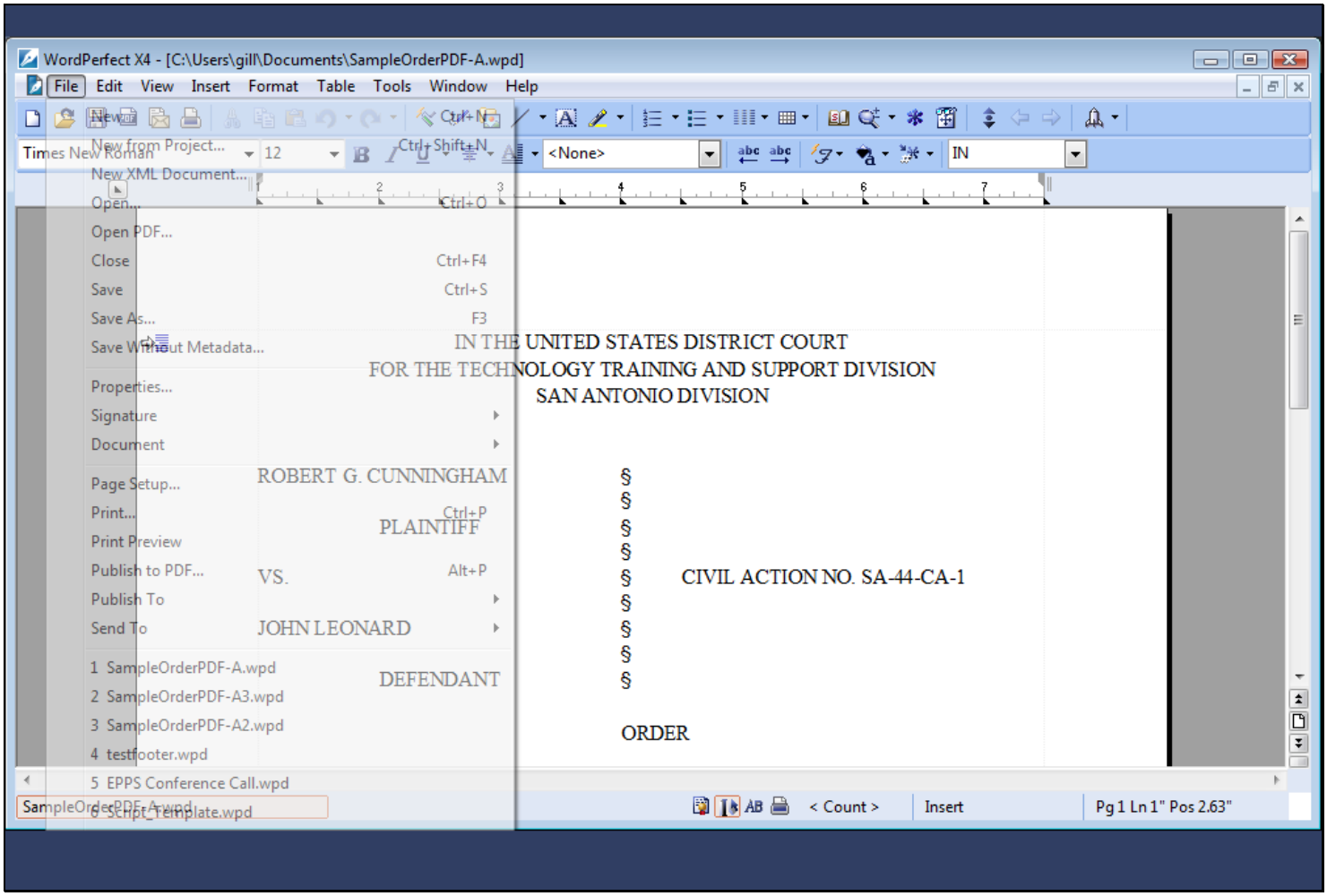


Slide notes

Creating PDF/A formatted documents with WordPerfect X4 also requires you to first change a setting within the program (At this point, it's important to note that older versions of WordPerfect do not include PDF/A in their compatibility options).

To begin, on the File menu...

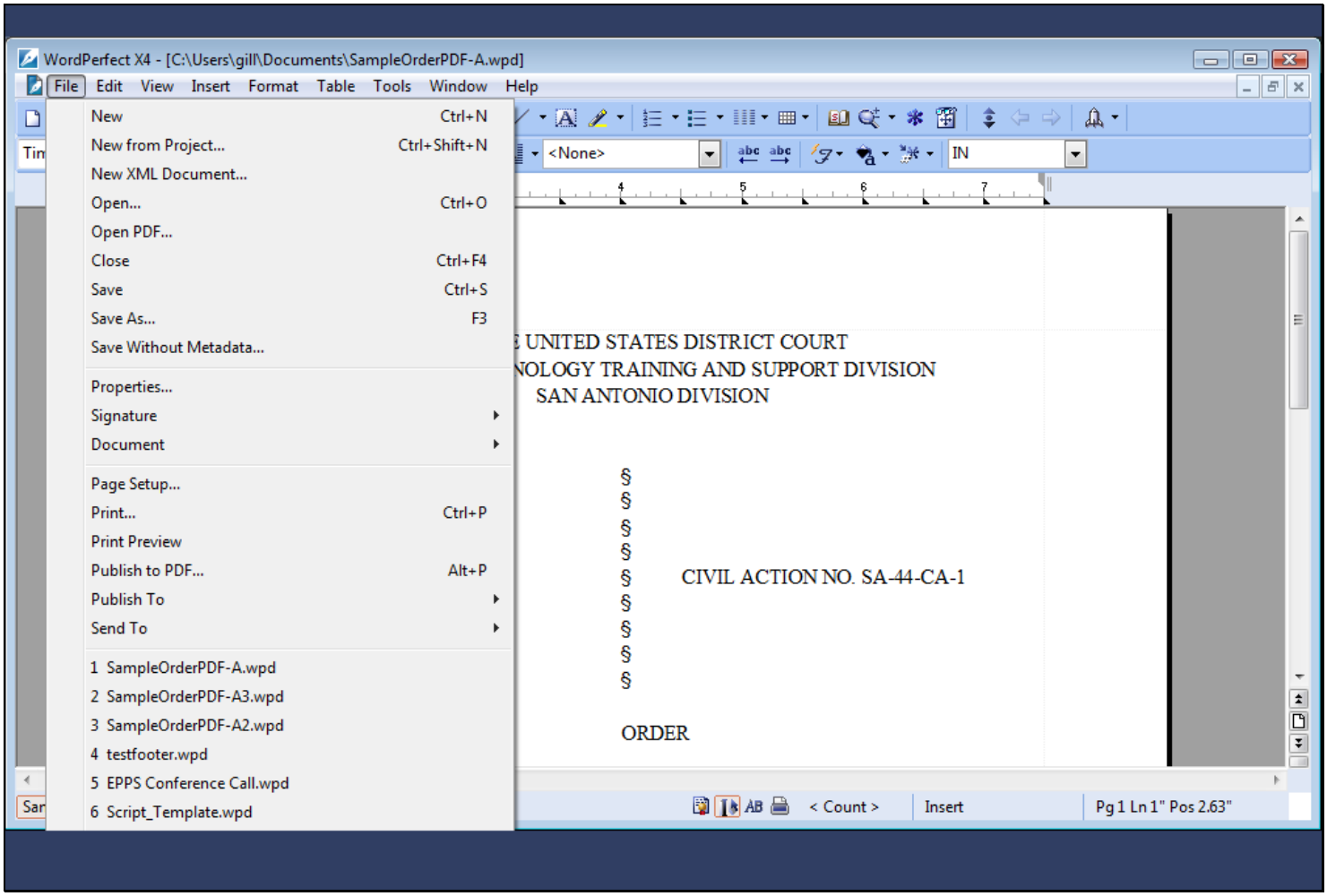
Slide 31 - Slide 31



Slide notes

Click to add notes for the selected slide

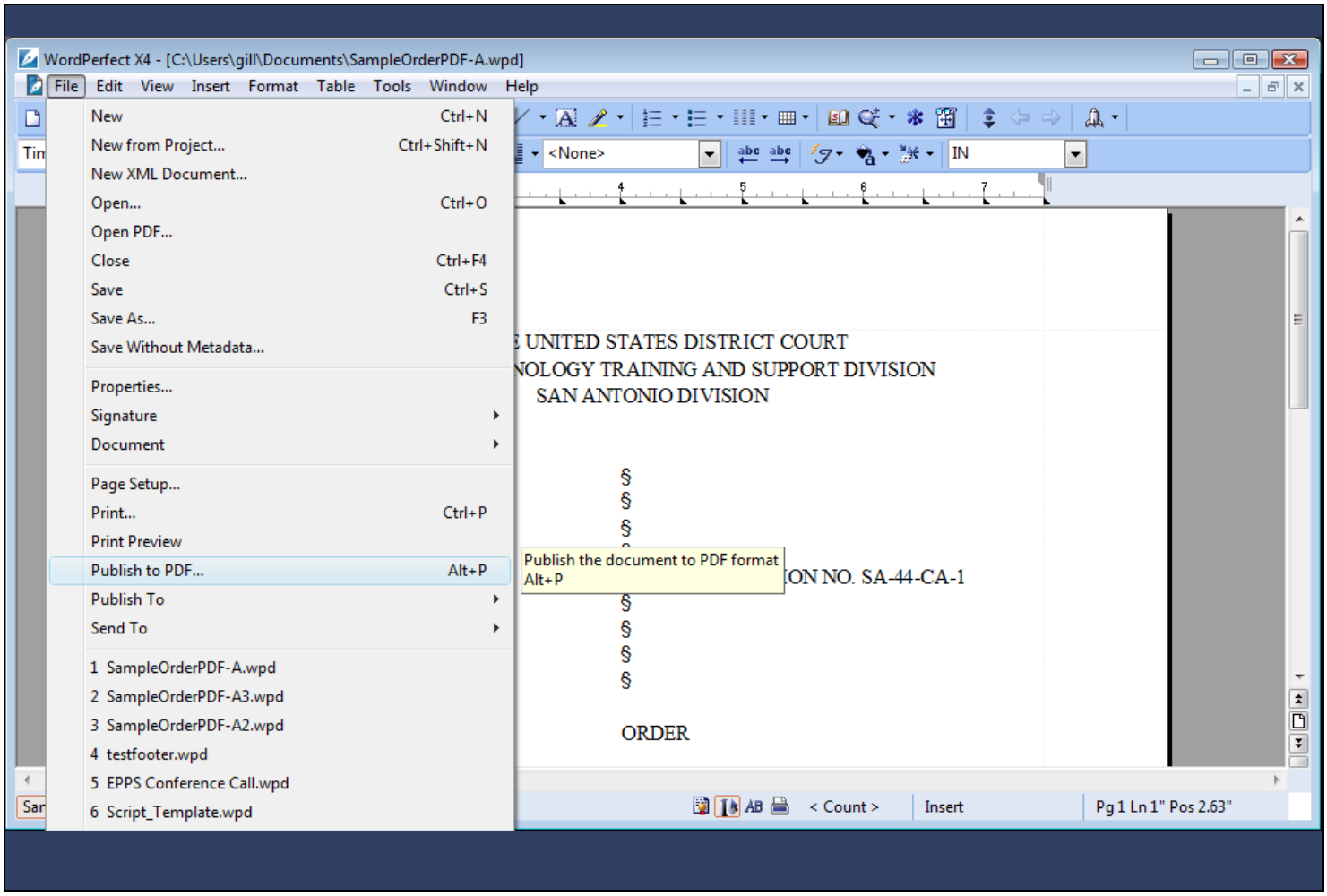
Slide 32 - Slide 32



Slide notes

Click to add notes for the selected slide

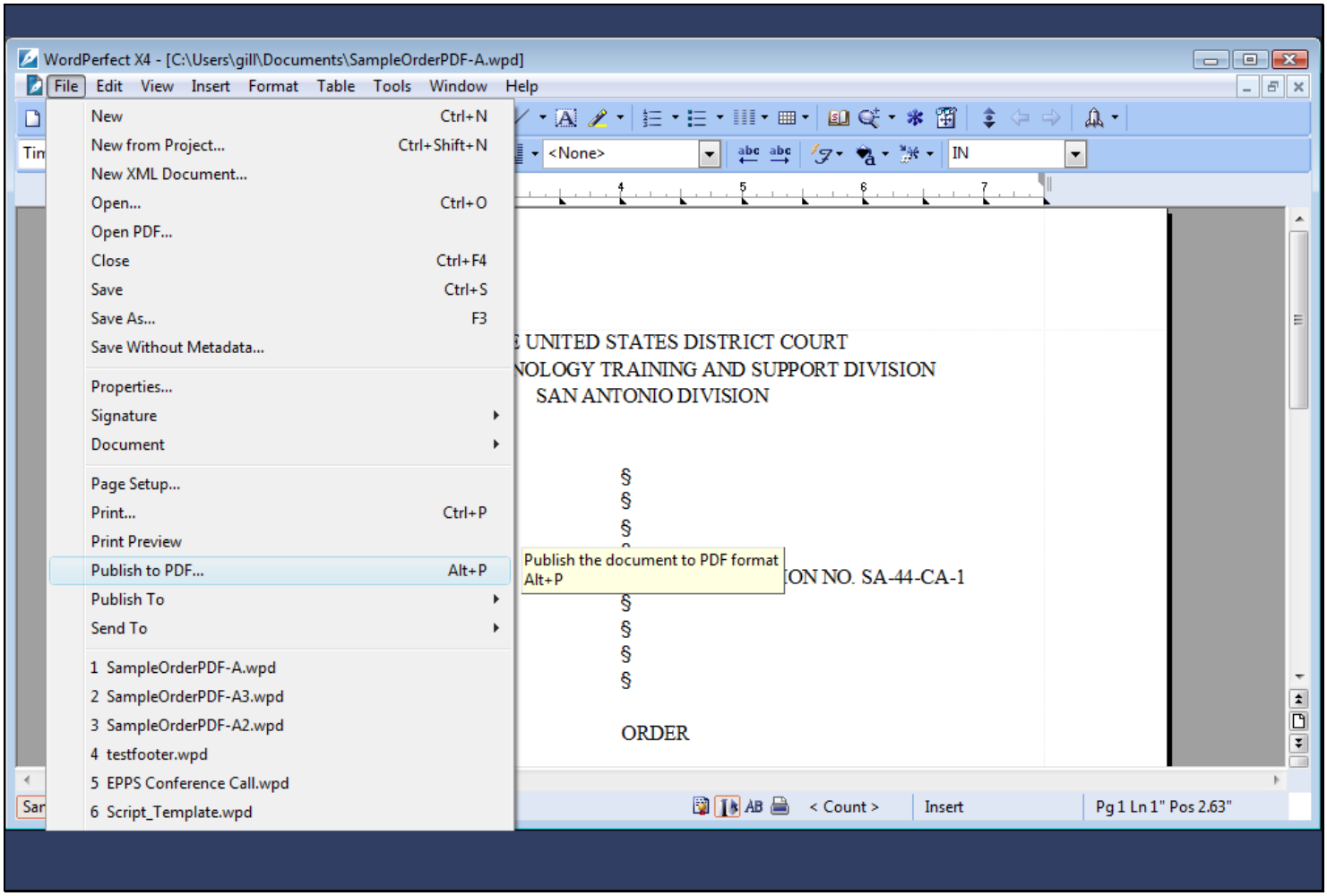
Slide 33 - Slide 33



Slide notes

...I'll click Publish to PDF.

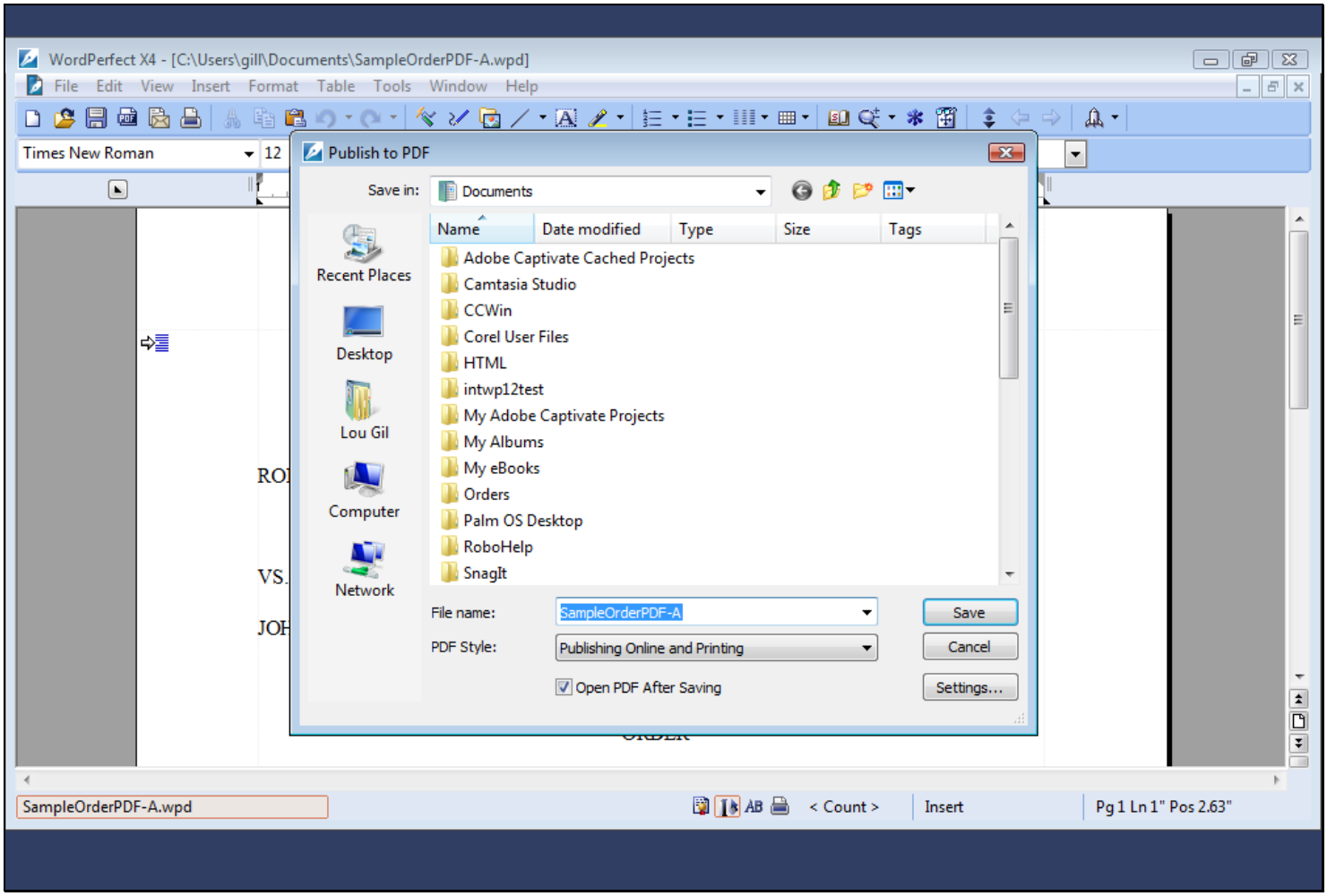
Slide 34 - Slide 34



Slide notes

Click to add notes for the selected slide

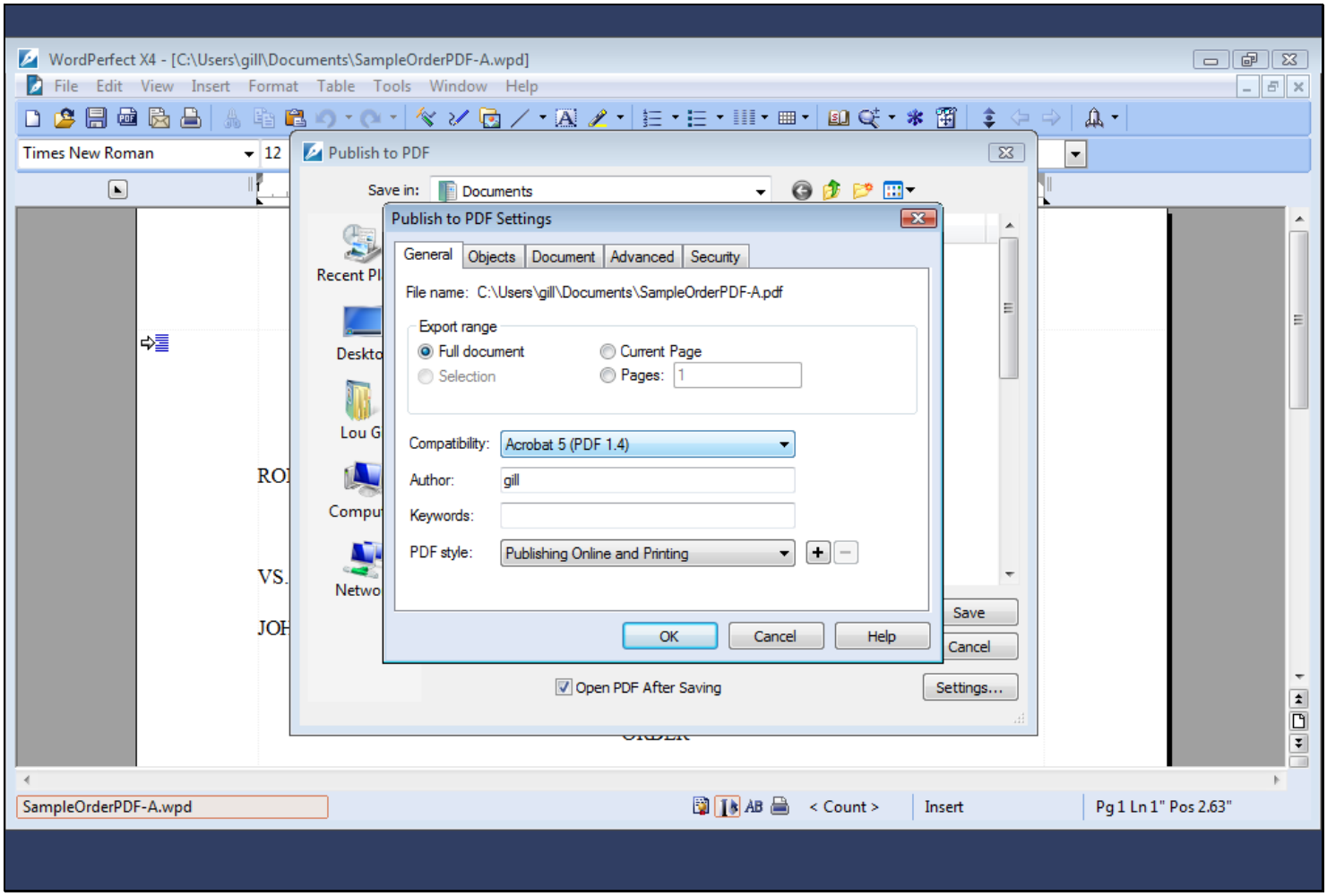
Slide 35 - Slide 35



Slide notes

The Publish to PDF dialog box appears. Now, I'll click Settings...

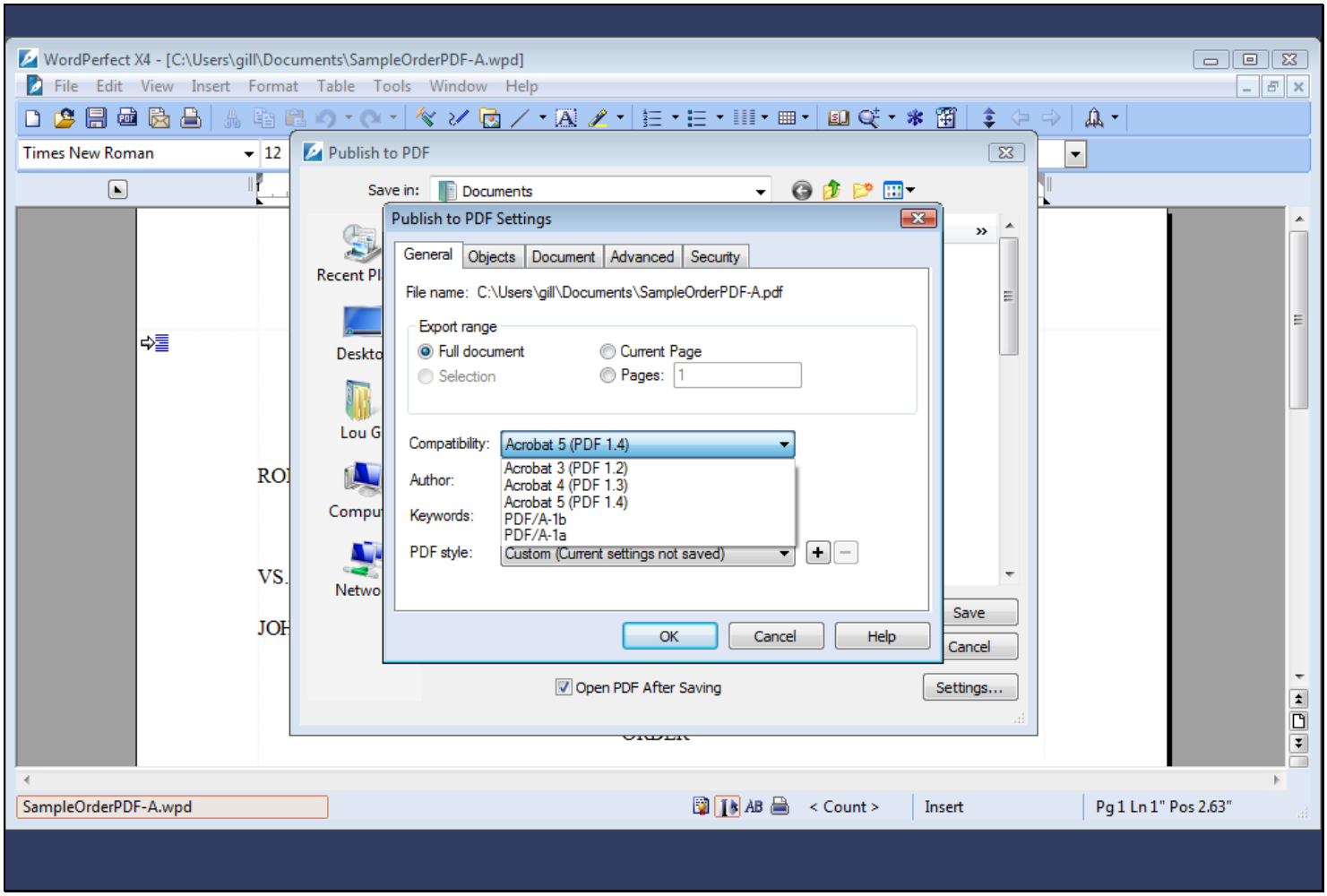
Slide 36 - Slide 36



Slide notes

...and the Publish to PDF Settings dialog box appears. I'll click the Compatibility drop-down list...

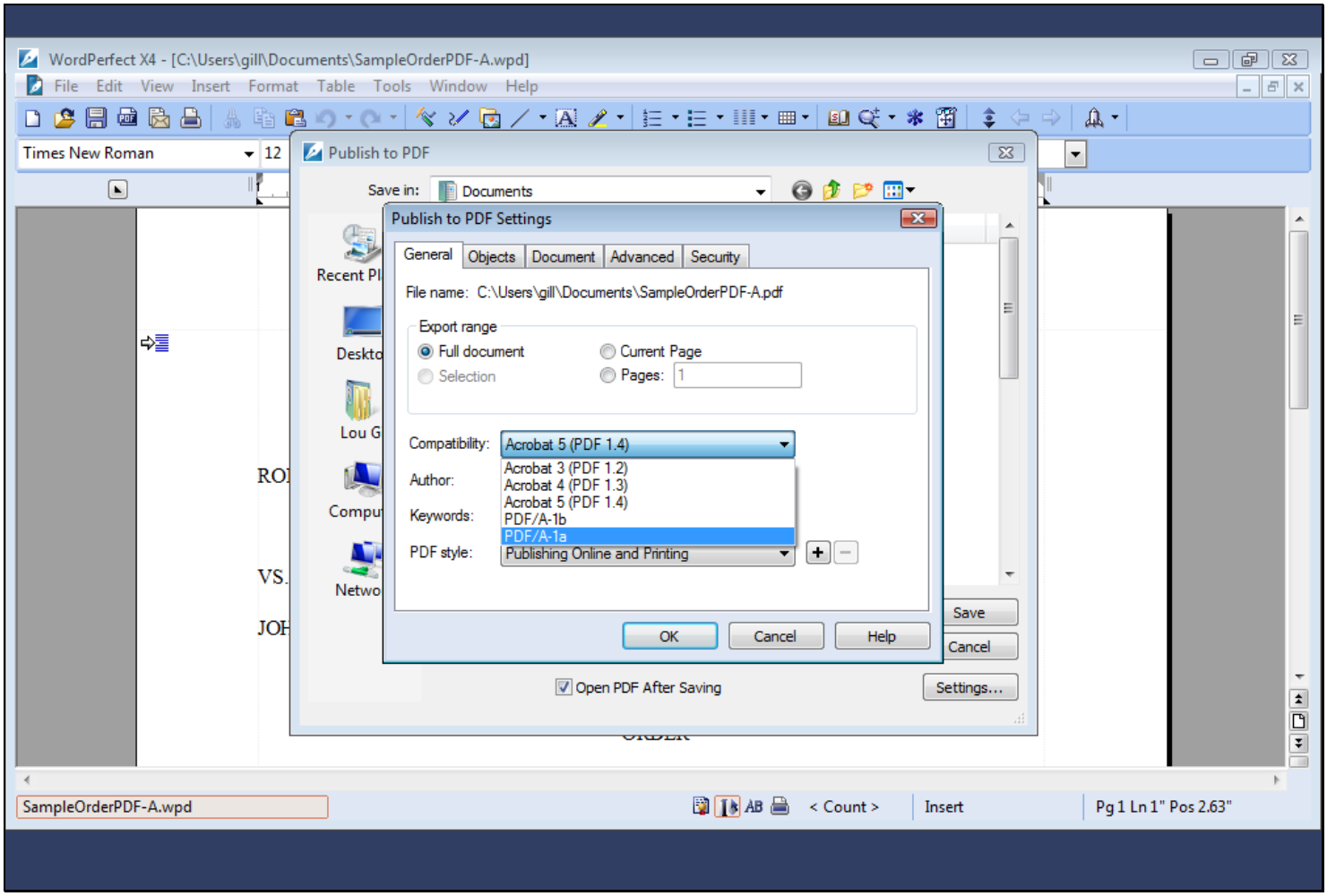
Slide 37 - Slide 37



Slide notes

Click to add notes for the selected slide

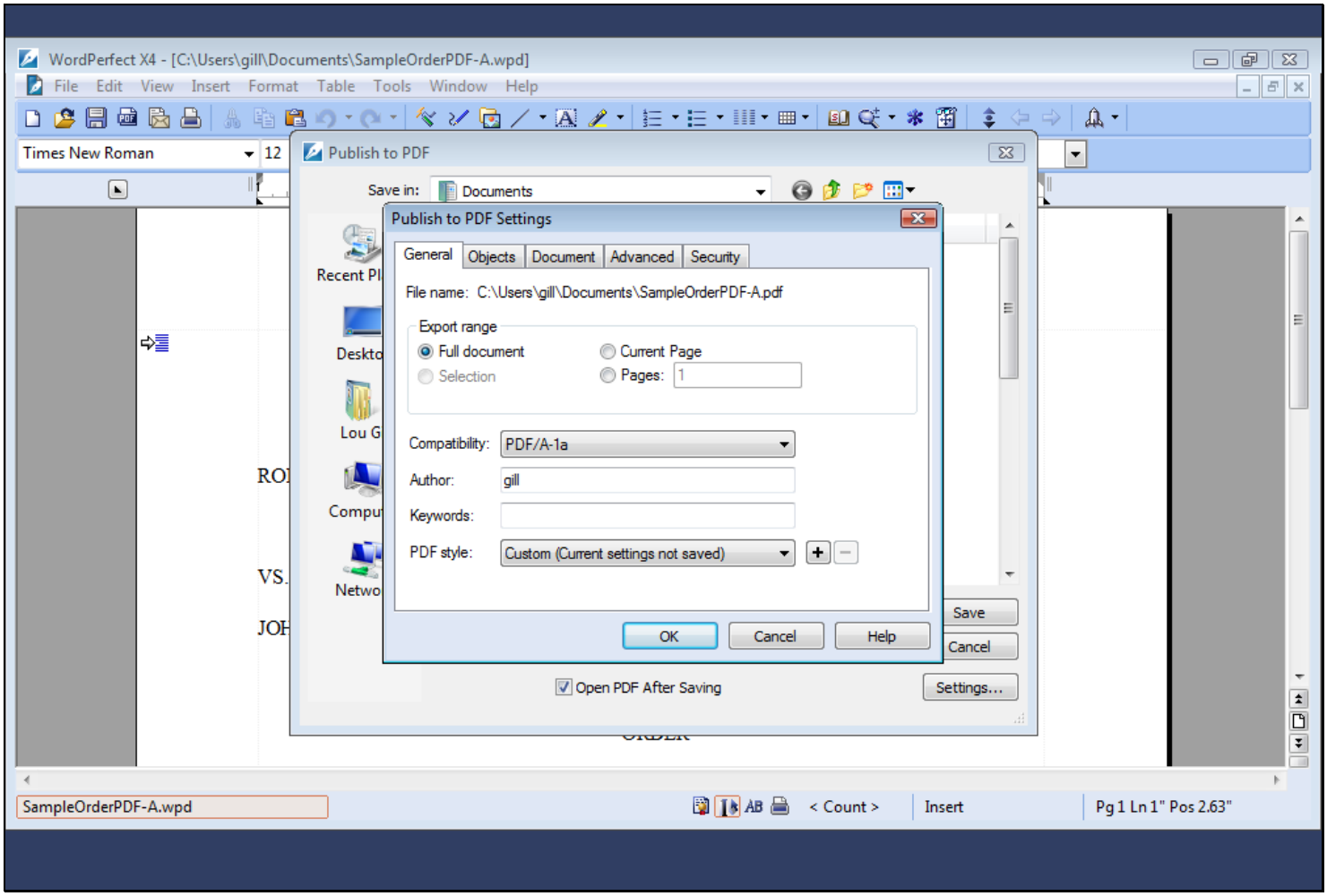
Slide 38 - Slide 38



Slide notes

...select PDF/A-1a...

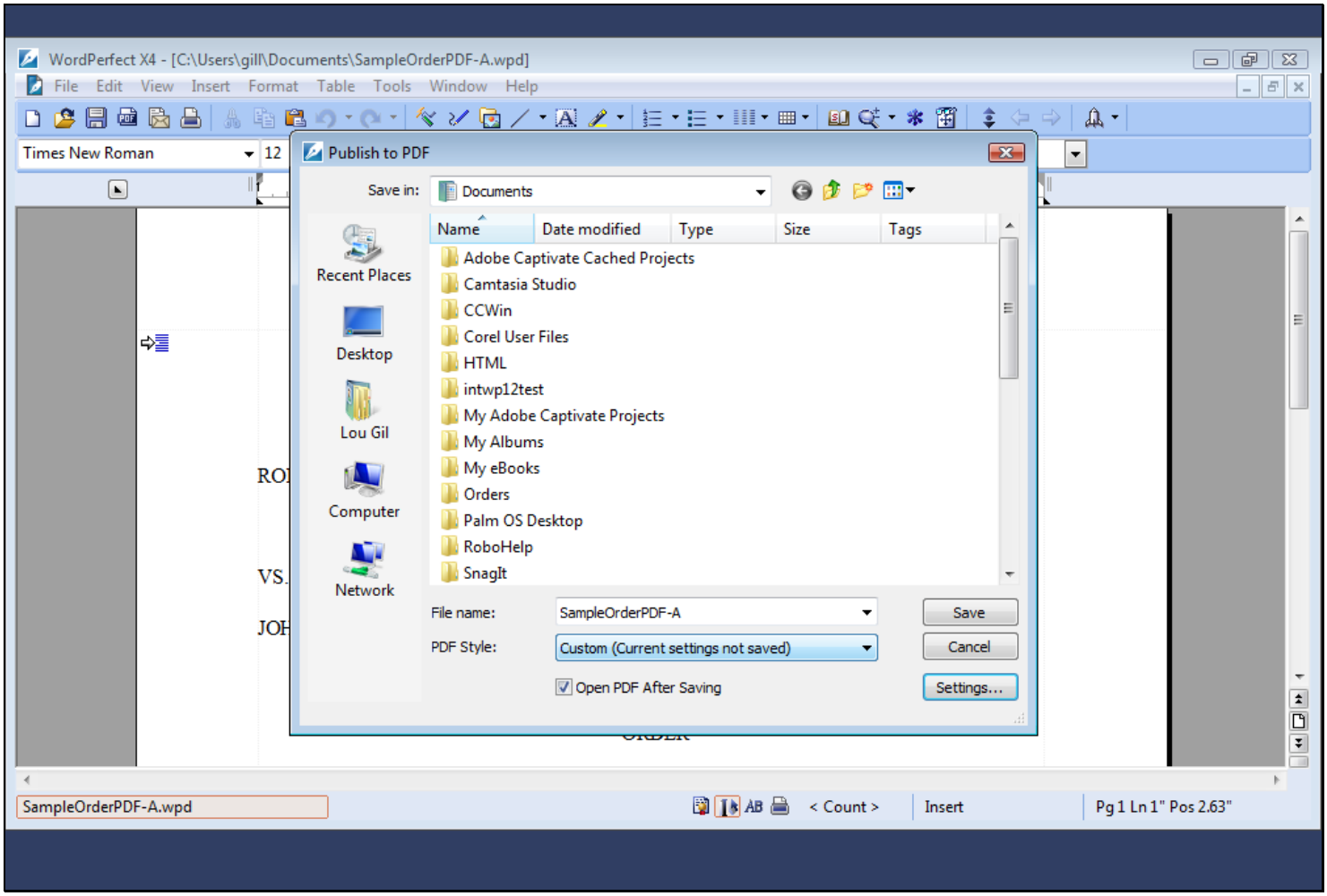
Slide 39 - Slide 39



Slide notes

...and then click OK.

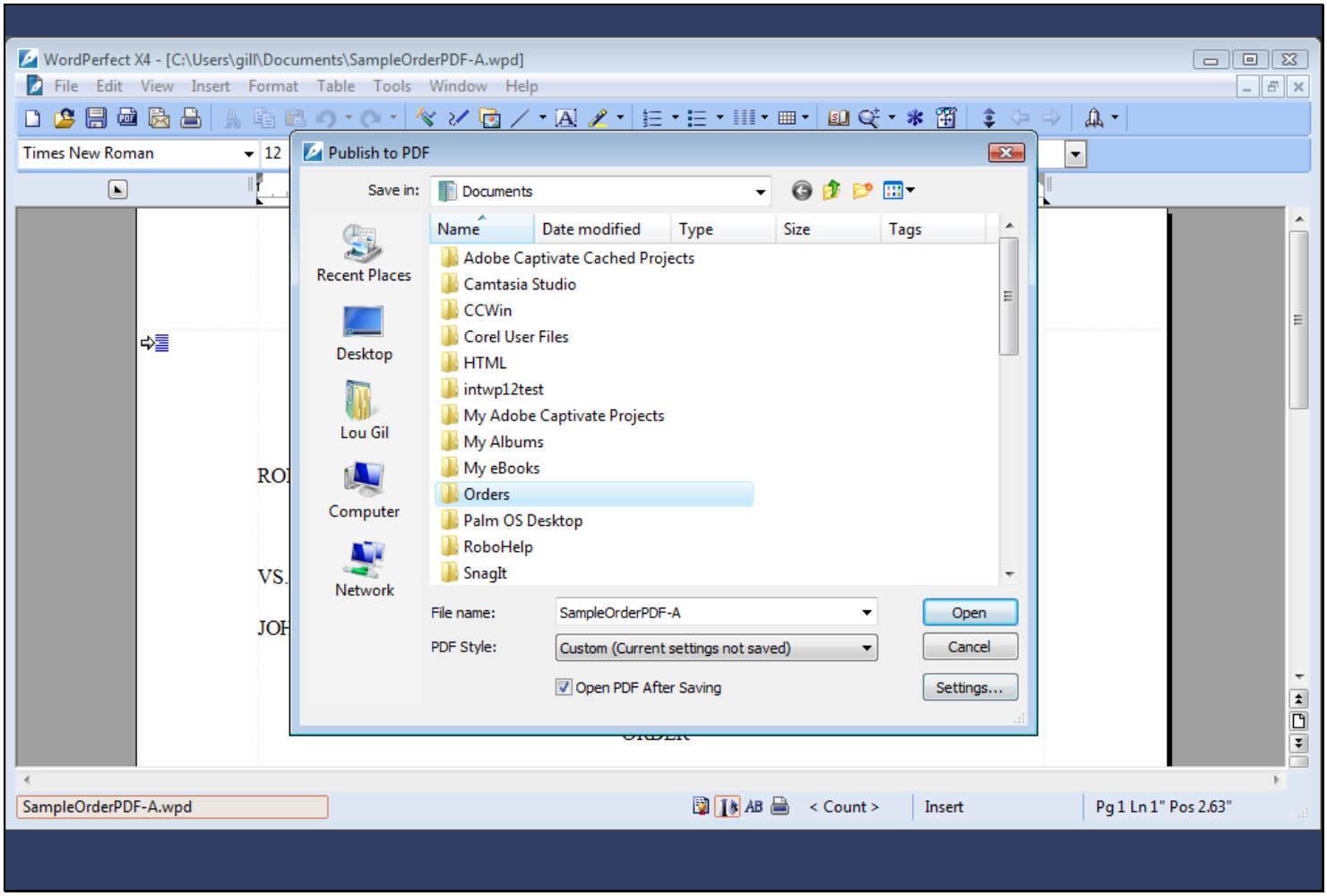
Slide 40 - Slide 40



Slide notes

Click to add notes for the selected slide

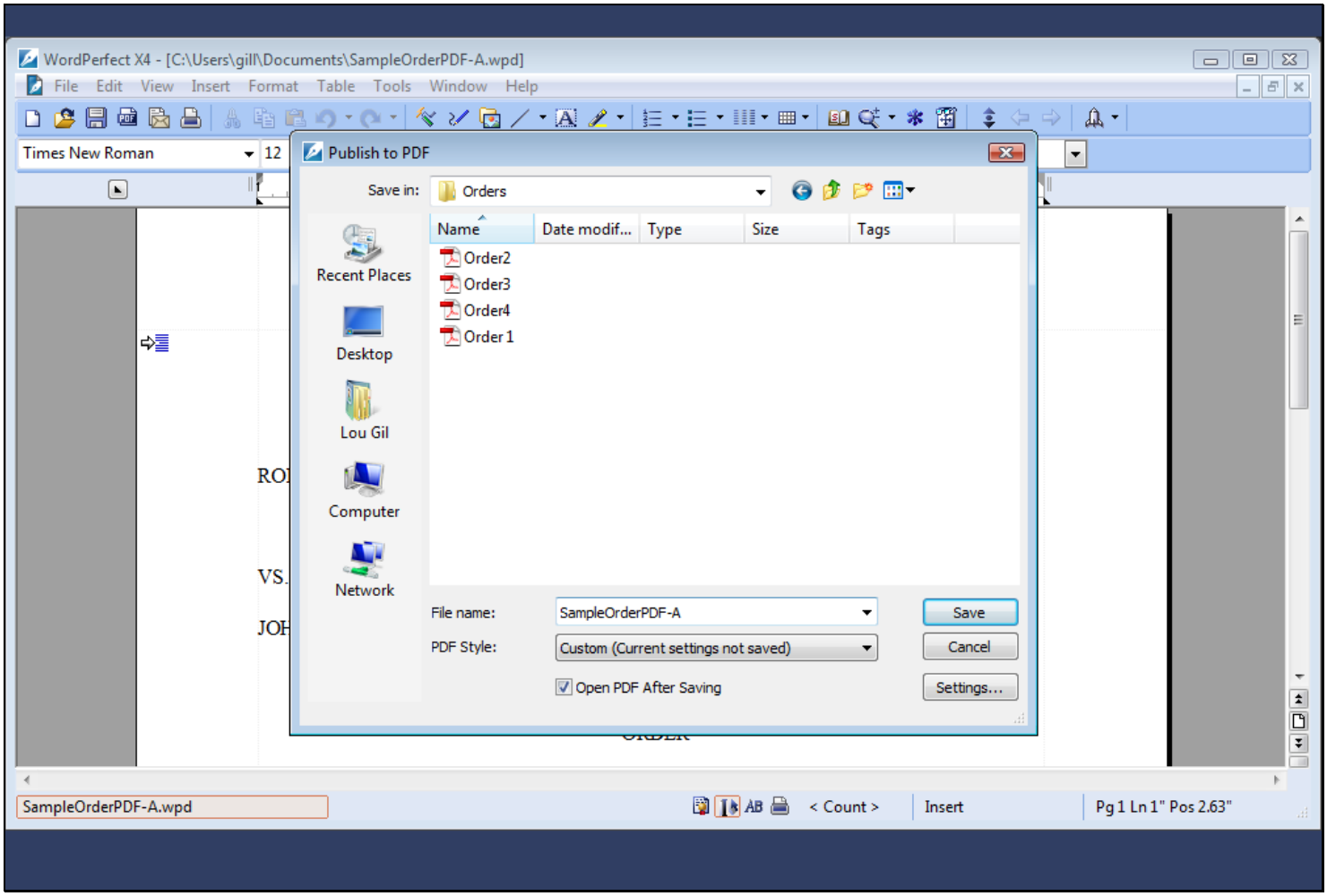
Slide 41 - Slide 41



Slide notes

Now, I'll navigate to the Orders folder by double-clicking on it...

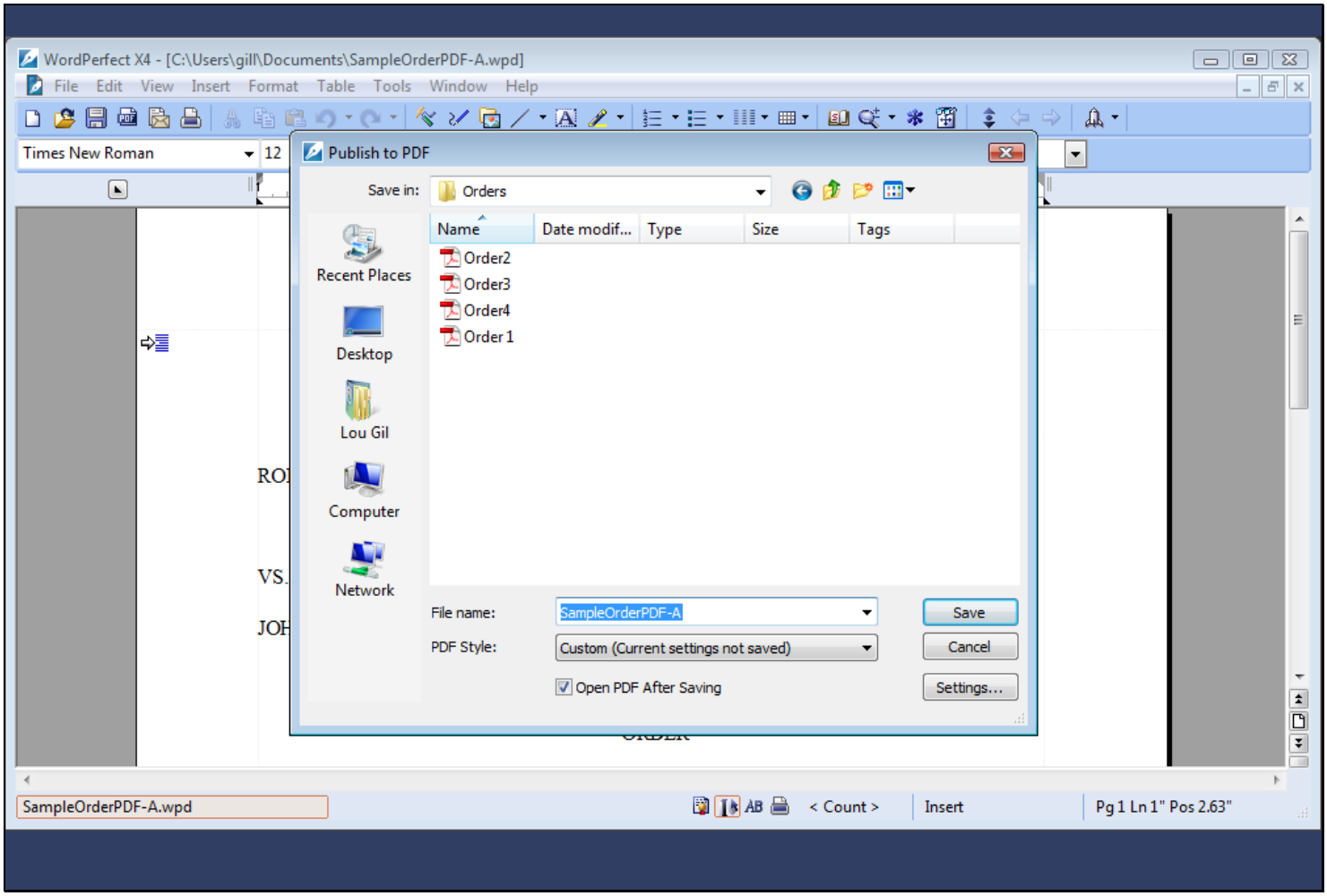
Slide 42 - Slide 42



Slide notes

...type the file name Order6...

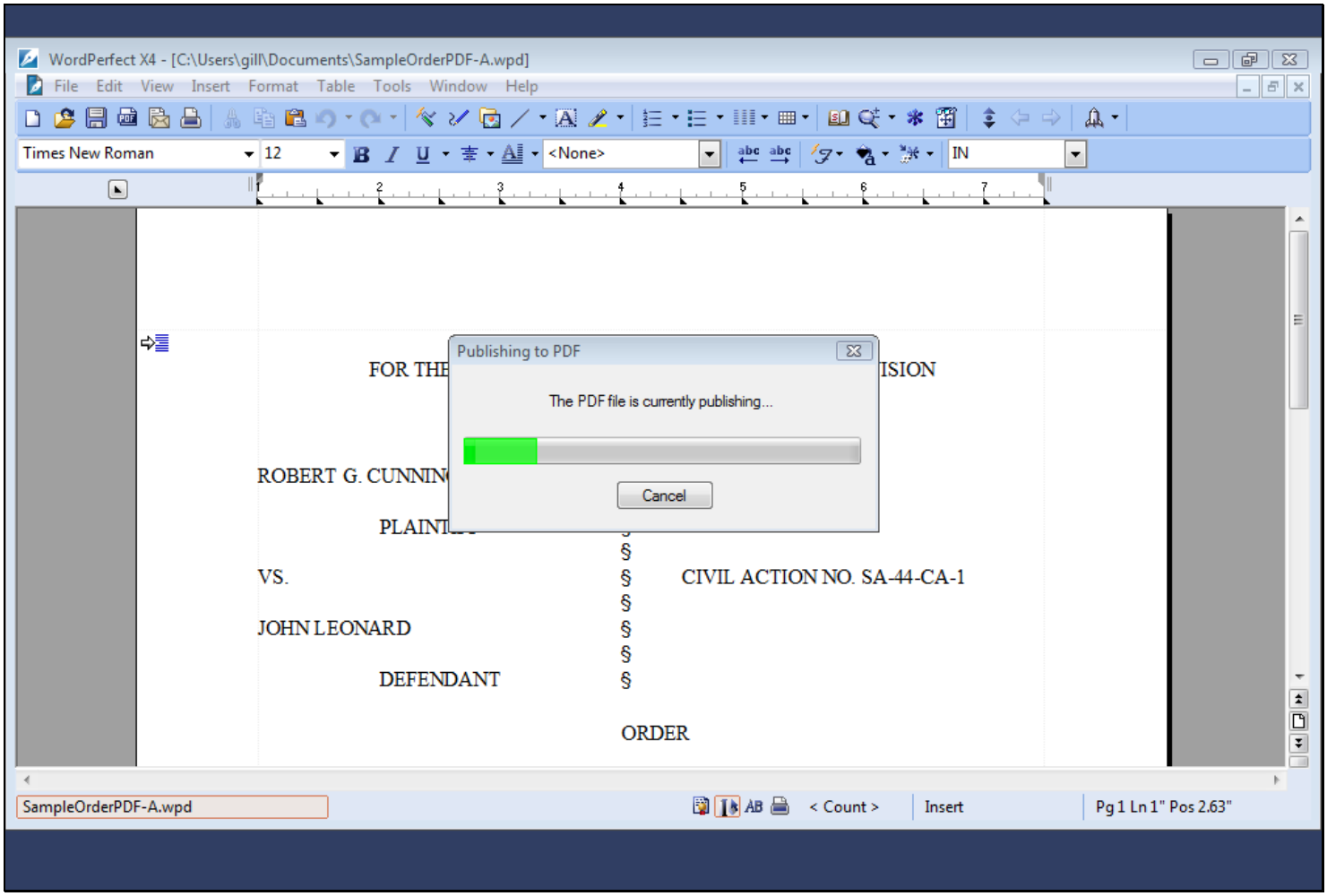
Slide 43 - Slide 43



Slide notes

...and click Save.

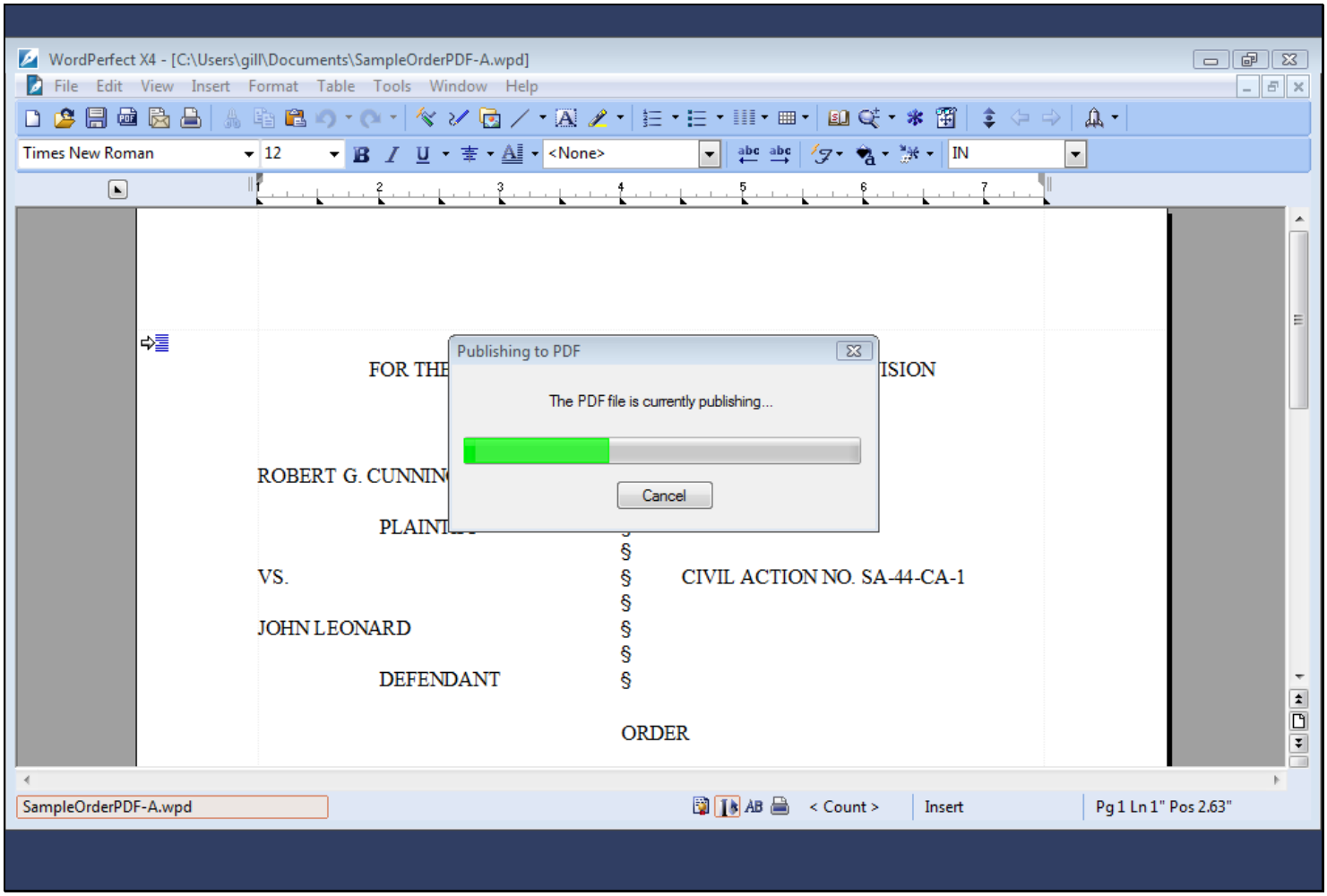
Slide 44 - Slide 44



Slide notes

A Publishing to PDF dialog box opens as WordPerfect creates and saves the PDF document.

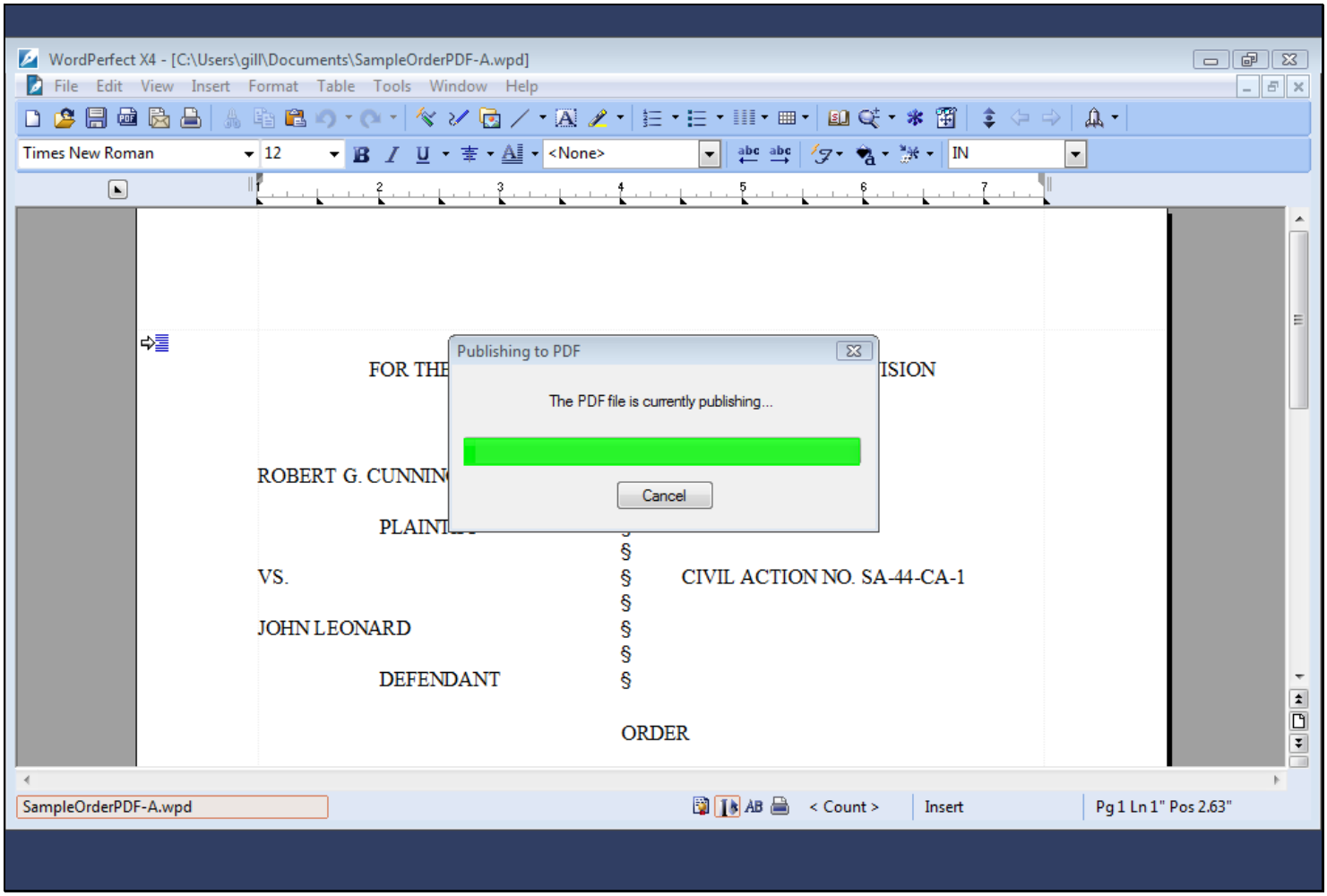
Slide 45 - Slide 45



Slide notes

Click to add notes for the selected slide

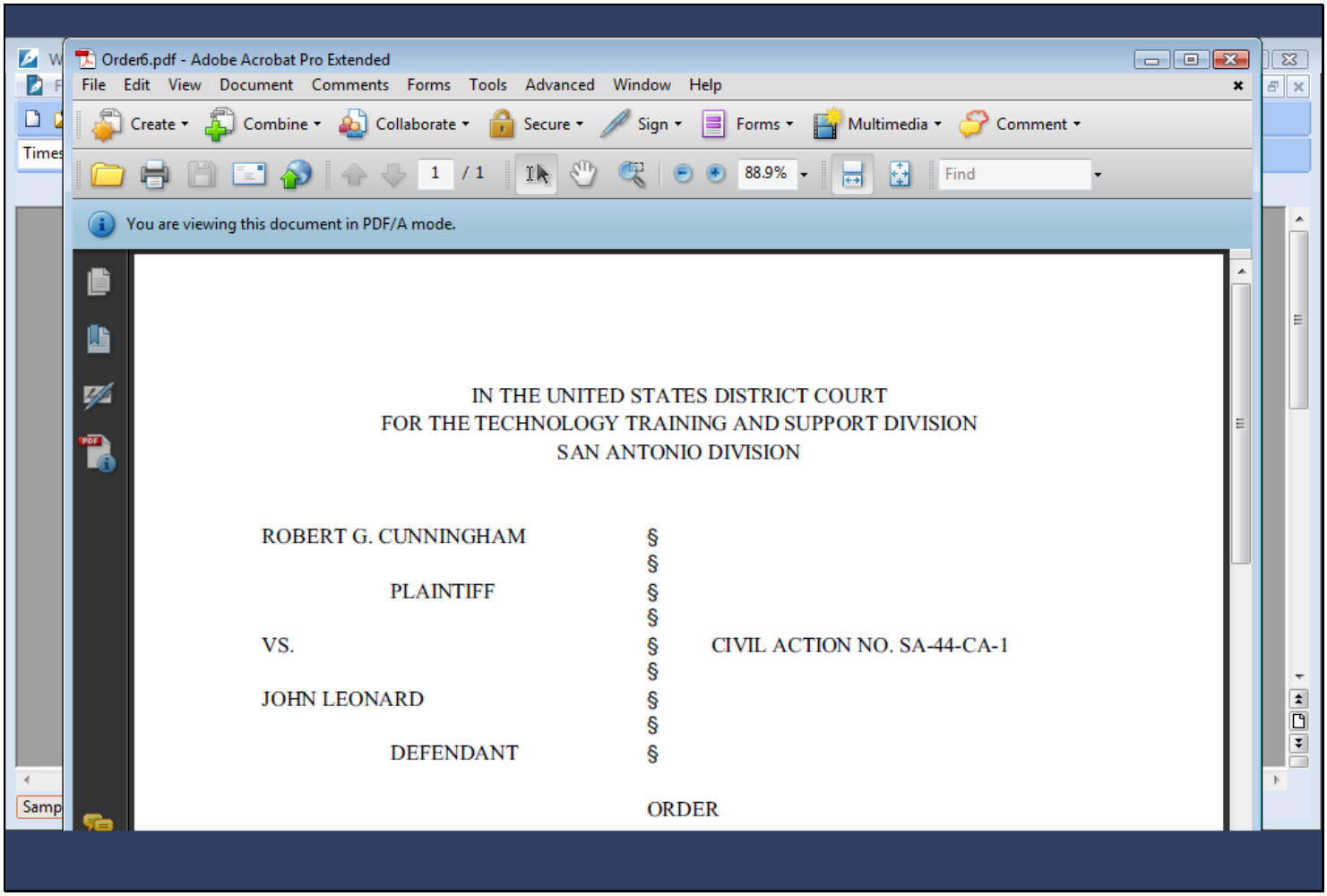
Slide 46 - Slide 46



Slide notes

Click to add notes for the selected slide

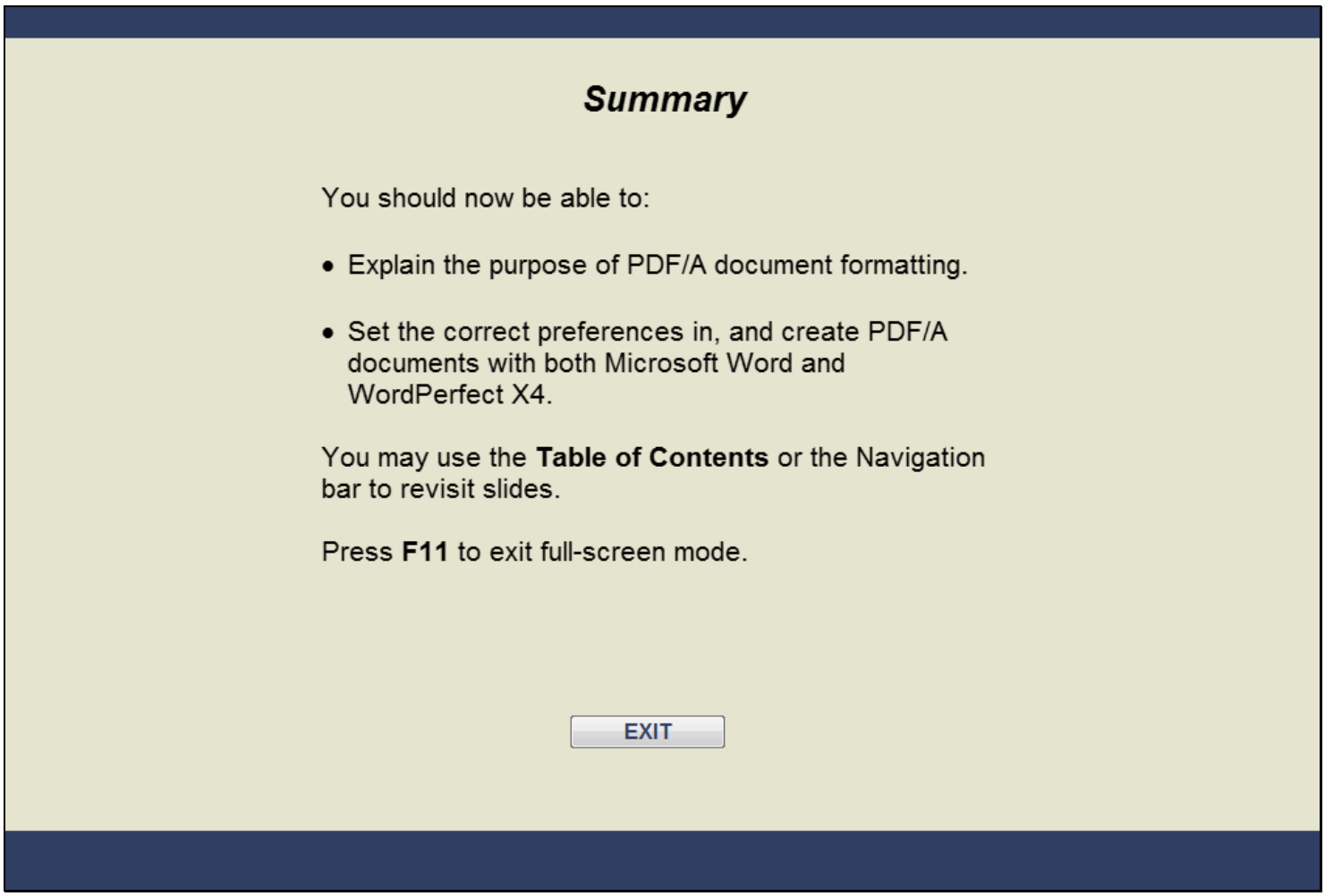
Slide 47 - Slide 47



Slide notes

When complete, the finished PDF document displays in Adobe Acrobat. Once again, note the informational message letting you know you are viewing the document in PDF/A mode.

Slide 48 - Summary



Slide notes

You should now be able to explain the purpose of PDF/A document formatting and set the correct preferences in, and create PDF/A documents with both Microsoft Word and WordPerfect X4.

You may use the Table of Contents or the Navigation bar at the bottom of the screen to revisit slides. Click EXIT if you are finished.

You should now be able to explain the purpose of PDF/A document formatting and set the correct preferences in, and create PDF/A documents with both Microsoft Word and WordPerfect X4. You may use the Table of Contents or the Navigation bar at the bottom of the screen to revisit slides. Click EXIT if you are finished.