

PDF/A FREQUENTLY ASKED QUESTIONS

This document contains questions that are frequently asked by filers during training sessions and submitted to the service desk.

And Other Useful
Information

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Why PDF/A?

PDF/A is an ISO-standardized version of the Portable Document Format specialized for use in the archiving and long-term preservation of electronic documents. PDF/A differs from PDF by prohibiting features unsuitable for long-term archiving, such as font linking and encryption.

Approved PDF/A Format

The preferred format for document submission is PDF/A-1a (or current equivalent), although the Portal currently allows and will continue to allow documents to be filed in Word, WordPerfect and other PDF formats. Filers are recommended to convert their documents to the latest supported PDF/A format prior to filing.

Adoption of PDF/A Format

The PDF/A-2 format has two relevant subtypes:

- **PDF/A-2a (accessible).** This subtype allows document intelligence to be “accessible.” Normally, full accessibility can only be met by converting born-digital documents. PDF/A-2a documents retain document intelligence, are searchable, and are generally screen reader friendly.
- **PDF/A-2b (basic).** When the filer is unable to create a born-digital document, the document may be scanned, and the filer should use the PDF/A-2b format. PDF/A-2b provides minimal compliance to ensure that the rendered visual appearance of a conforming document can be preserved and reproduced over the long-term. PDF/A-2b documents can be made searchable using OCR tools.

Document Creation and Formatting

Documents are usually created using a readily available word processing application. It is preferred that documents filed with the Florida Court system be saved in the latest supported PDF/A format prior to filing. When the PDF/A format is mandated, the Portal will continue to accept filings in the Word, WordPerfect, and PDF formats, and the Portal will convert filings to PDF/A as appropriate when the clerk is able to receive and process the PDF/A format.

Document Creation Guidelines

- **Document Formatting.** Born-digital documents must be created using the US Letter (8.5” x 11”) page size and font types and sizes as specified in the Rules of Judicial Administration
- **Protection of Sensitive Information.** A filer must follow the guidelines found in Rule 2.425, RJA – Minimization of the Filing of Sensitive Information.
- **Electronic Signatures.** The use of electronic signature is permitted consistent with Rule 2.515(c)(1)(A)(B) and (C). This includes the use of s/ signatures, images of signatures, or signatures that are added to a document using a signature pad.
- **Supported PDF/A Document Intelligence Elements.** The following PDF/A document intelligence elements are permitted in documents submitted to the Florida Courts: bookmarks, electronic signatures, attachments created by using the Insert feature to append pages to a document, internal

links, embedded internal hyperlinks, embedded persistent external hyperlinks, and embedded images. Guidelines for hyperlinks are found in Section 3.1.12.1, Standards for Electronic Access to the Courts.

Prohibited Formatting

These formatting features will not be passed on to the clerk.

Prohibited PDF/A Document Intelligence Elements. The following elements must not be used in PDF/A documents submitted to the Florida Courts: digital signatures, digital notarizations, embedded attachments, comments, annotations, hidden deleted item (these should be purged), embedded non-persistent external hyperlinks, embedded thumbnails, form fields and actions, JavaScript, and embedded non-display data.

Encryption Prohibited. A compliant PDF/A file must be open and available to anyone or any software that processes the file. User IDs and passwords may not be embedded.

Are PDF/A files much larger than normal PDFs?

A PDF/A file might be slightly larger than the original PDF file it was created from (provided they do not use different image resolutions or compression methods). Fonts are embedded in a PDF/A file (which is often also the case in normal PDF files) and more information is stored in the metadata.

Can normal PDF files be converted to PDF/A?

In general, PDF files can be converted to PDF/A. However, depending on the contents of the source PDF and PDF/A target selection, it's possible that some features cannot be transferred to a PDF/A file.

How can I tell if a font is protected by copyright and cannot be copied into a PDF/A file?

Usually a program that creates PDF/A files will give a warning if a font file cannot be embedded. The problem is not very prevalent with standard western fonts, since most font developers allow their fonts to be embedded. However, some fonts (including many Japanese fonts) are copyrighted and cannot be embedded.

What happens if I submit a document that is not in PDF/A format?

The Portal will check each document submitted and display an error message if the document is not in PDF/A format. This will not disrupt the filing of your document. At this time, this is informational only.

When will the PDF/A format be required?

The PDF/A format will be phased in over the next two years.

Will digital signatures be accepted in a PDF/A document?

The Portal will not pass digital signatures and digital notarizations which require an encryption key.

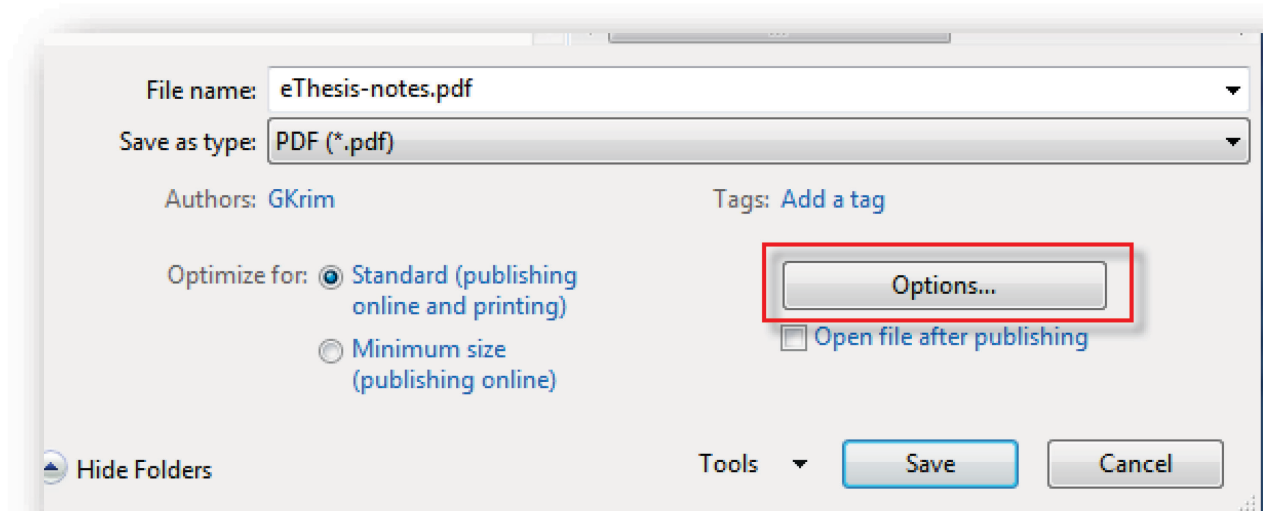
When PDF/A is the required format, what will happen if I submit a Word document?

Documents filed through the Portal will be provided to the clerk in PDF/A format when the clerk is able to receive and store a PDF/A document as follows:

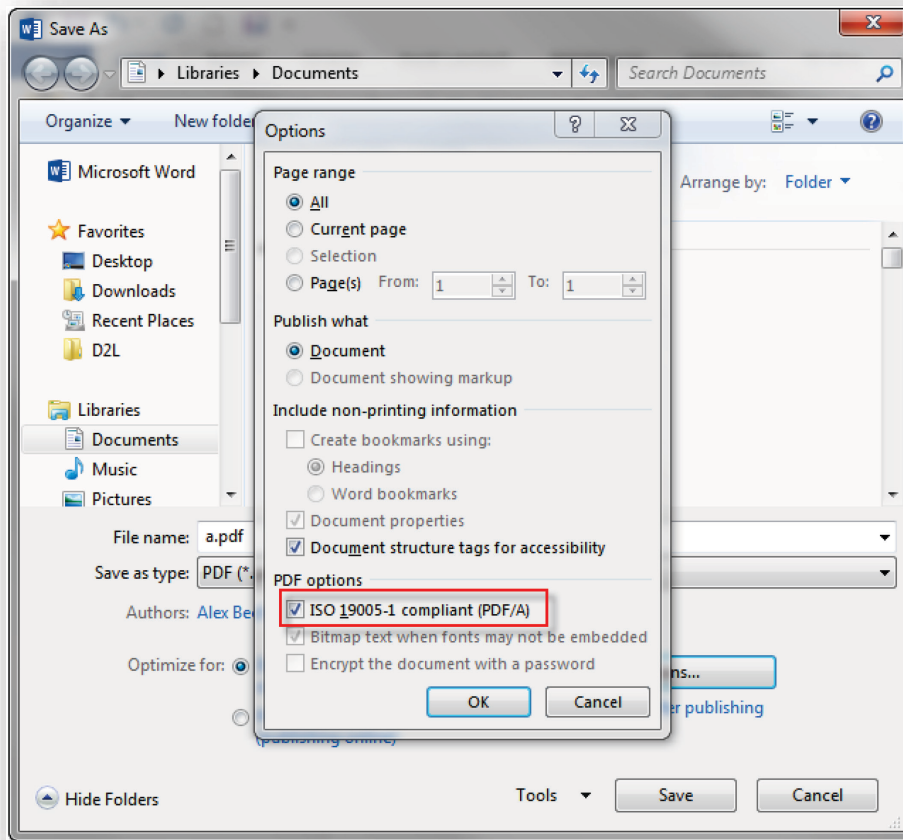
- Documents filed in an approved PDF/A format will be provided to the clerk as originally filed.
- Documents filed in a word processing format will be converted to an approved PDF/A format.
- Documents filed in other searchable PDF formats will be converted to an approved PDF/A format.
- Documents filed in other non-searchable PDF formats will be rasterized (*i.e.* converted into bitmap file format) as an approved PDF/A format.
- Digital signatures and digital notarizations will not be passed or maintained by the Portal.

Steps to save your Word 2010 or Word 2013 document as a PDF/A-compliant file

1. Open your document in Word 2010 or Word 2013 (for Windows)
2. Click **File > Save As** and choose **PDF (*.pdf)** from the list of file **types**.
3. By default the **File name** is the same as that of the original Word document, but with the **.pdf** extension. You may enter a different file name if you wish.
4. Click the **Options...** button.

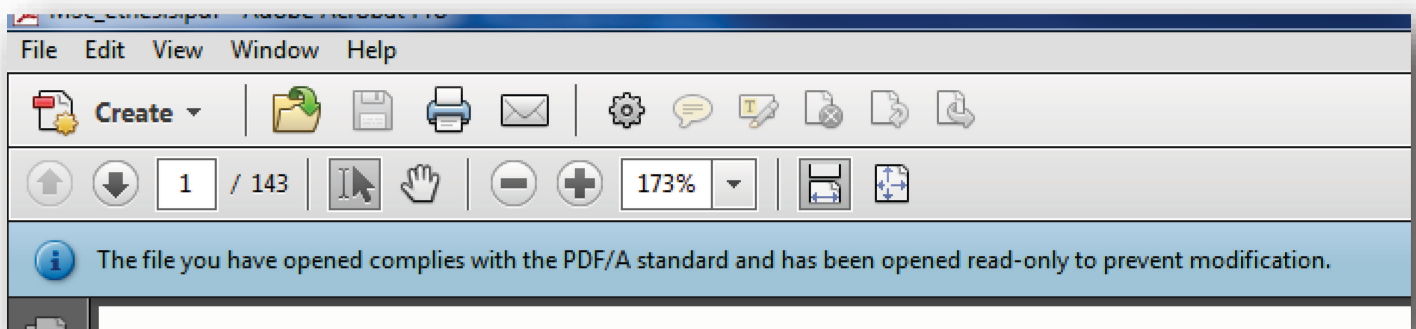


5. In the **Options** dialog, under **PDF options**, select **ISO 19005-1 compliant (PDF/A)**.



6. Click **OK** on the **Options** dialog; then click **Save** to create the PDF/A-compliant file.

If you open the newly created .PDF file in Adobe Acrobat or the free Adobe Reader you should see a message indicating that the file complies with the PDF/A standard. When this document is viewed in Portal Review, the same message indicating that the file complies with the PDF/A standard will be visible.



Converting a file to PDF/A-1a compliant or Font-embedded versions.

PDF/A is an archival format of PDF that embeds all fonts used in the document within the PDF file, meaning that a user of your file will not have to have the same fonts that you used to create the file installed on their computer in order to read it. Some of the solutions provided below will ensure that all fonts (including common system fonts) are embedded, but do not provide full compliance with PDF/A standards.

If you have Microsoft Word 2007 on a PC

1. Click on the round 'Office Button' at the upper left
2. Choose 'Save As'
3. Change the Save as Type to PDF
4. Click on Options
5. Check "ISO-19005-compliant (PDF/A)" and OK
6. Click Save (If your version of Word 2007 doesn't have the Save as Type: PDF option, you may need to download a Microsoft add-in: <http://r.office.microsoft.com/r/rldMSAddinPDFXPS>)

If you have Microsoft Word 2008 on a Mac

1. Choose File > Save As
2. Change the File Type to PDF
3. Save. Fonts are automatically embedded in Word 2008. (Note: This version is not fully PDF/A compliant. Also, previous versions of Microsoft Word do not automatically embed fonts).

If you have Adobe Acrobat Pro (not Adobe Acrobat Reader) and Microsoft Word 2003

1. When your file is open in Microsoft Word, go to the Adobe PDF menu
2. Go to Change Conversion Settings
3. Check 'Create a PDF/A-1a:2005 compliant File' and click OK
4. Click Convert to Adobe PDF

Online Converters:

Pros: System independent... use is the same if you have a PC or a Mac

Cons: Some have file size limits that won't allow them to convert large files

CometDocs - <http://www.cometdocs.com/>

Not true PDF/A conversion, but it will embed all fonts used in your document.

1. Click 'Browse' and choose your file (will accept Microsoft Word .doc and .docx files, among others.)
2. Choose PDF Create
3. Enter your e-mail address
4. Click Send
5. In a few minutes, you'll receive an e-mail with a link to go to the site and download your file. It will say: "Here is your file converted by CometDocs:"

PDF Converter - <http://www.freepdfconvert.com/>

Not true PDF/A conversion, but it will embed all fonts used in your document.

1. Click 'Browse' and choose your file (will accept Microsoft Word .doc and docx files, among others.)
2. Enter your e-mail address
3. Click Convert Your File

4. In a few minutes, you'll see 'Job Done'. Click on 'Download your file' to open your file. (It will be in a Zipped folder).

PDF/A –How to Make Them; How to Verify Them

Creating the PDF/A Document

If Word is your document processor, you may want to set your preferences in Acrobat to always save your PDF as a PDF/A1-b format. To set your Preferences follow the steps below in #1.

1. If you have your document open in **MS Word: Preferences already set**
 - a. Save your document in MS Word (don't close) and then go to the Acrobat ribbon in Word
 - b. Click on 'Preferences'
 - c. Click on the Conversion Settings drop down in the PDFMaker Settings box
 - d. Select PDF/A-1a (2005) RGS
 - e. Click on OK at the bottom of the Preferences box

You have now set your preferences to always save your documents to a PDF/A1-b default and will no longer have to specify what type of PDF/A you are creating. To change this format to a later version, follow the steps above and select the PDF/A version you are updating to.

2. If you have your document open in **MS Word: Preferences not set in Acrobat**
 - a. Save your document in MS Word (don't close) and then go to the Acrobat ribbon
 - b. Click 'create pdf'
 - c. Name the file and select a location to save
 - d. Click 'options'
 - e. Check the box labeled 'Create PDF/a-1b:2005 compliant file'
 - f. Click 'OK'
 - g. Click 'Save'
3. If you are in Acrobat, and your **Word** document is saved locally:
 - a. In the upper left hand corner, click 'create'
 - b. In the drop down menu, select 'PDF from File . . . 'N
 - c. Navigate to the file you want to convert to PDF/A
 - d. Select the file and click 'open'
 - e. Go to the file menu, choose 'save as other' and then select 'Archivable PDF (PDF/A)'
 - f. Name the file, and select a destination folder
 - g. Click 'Save'
4. If you are in Acrobat, and you already have your document saved locally in PDF format:
 - a. If your document is not open, go to <File> and select <Open>
 - b. Navigate to your PDF document, and click <Open>
 - c. Click on <File> and select <Save As Other . . . > then select from the submenu, <Archivable PDF (PDF/a)

- d. Name the file, and select a destination folder
- e. Click 'Save'

How to check your work –Verifying PDF/a Compliance

If the Navigation Pane is open, you will see a gray strip down the left hand side of the screen. If not, go to<view><show/hide><Navigation Panes><show navigation pane>. **NOTE:** Do not click on <view><page navigation>.

Right click in the empty gray strip on the right and select <standards>

Click on the link labeled 'Verify Conformance'

Check the 'Status' indicator just above the 'Verify Conformance' link. It should now read 'verification succeeded'