Creating a PDF/A File

A PDF/A file is a standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. This format will ensure the preservation of your materials via Decker Library's digital asset management system.

All images and written work must be submitted as a single PDF/A document via the Decker Library Google Form. All multimedia components (video, audio, etc.) must be saved on a hardcopy disc or USB (that you are comfortable not getting returned) and turned in to the Graduate Studies Office. Questions? Contact Drew Lundholm in the Graduate Studies Office at alundholm@mica.edu. **This doc:** http://bit.ly/pdfafile. **Submit your work:** https://bit.ly/thesis2020

Step 1: Compile and Combine

1. **Create PDF versions** of all the images and written components included in your thesis materials.
2. **Open Adobe Acrobat Pro**. This program is installed in all MICA computer labs.
3. When the Adobe launch window pops up, choose "**Combine files into PDF**" from the right hand side of the window.
4. **Drag all of your prepared thesis files** into the Combine Files Window or use the "Add Files..." icon at the top left hand side of the screen to select files from a saved folder.
5. **Organize your files** in the proper order before combining by dragging the documents in the Combine Files Window.
6. **Click "Combine Files"** at the bottom right hand side of the window to create a comprehensive PDF.

Step 2: Convert

7. All of your thesis files should now be combined into a single PDF which will pop up in the Adobe Acrobat Viewer.
8. **Select File > Save As and title your PDF** using lastname_firstname_program_year.
9. **Using the "Format" drop down menu, select PDF/A**.
10. Click the "Settings" button next to the Format menu and **make sure PDF/A-1b is selected**.
11. **Click Save** when you are ready to convert.

Step 3: Verify (Requires Acrobat Pro--optional if you do not have access)

1. When the file has been converted, a **light blue banner will appear at the top of your document** with a message about PDF/A Compliance. **It is highly suggested that you verify the PDF/A compliance of your document**.
2. With the Adobe document window selected, click **View > Show/Hide > Navigation > Panes > Standards**. A window will appear at the right hand side of the page with conformance information.
3. Click Verify Conformance link on this sidebar.
4. The Status should change to Verification Succeeded if the PDF converted carefully.

Need Help?
Thesis guidelines and submission help:
Drew Lundholm, 410-462-7548
alundholm@mica.edu

Technical Help
GradLab, 5th Floor, Lazarus Center

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Questions? Please reach out!

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