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 ar e PDF/A compliant will be accepted by the application. If the user attempts to f ile 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:
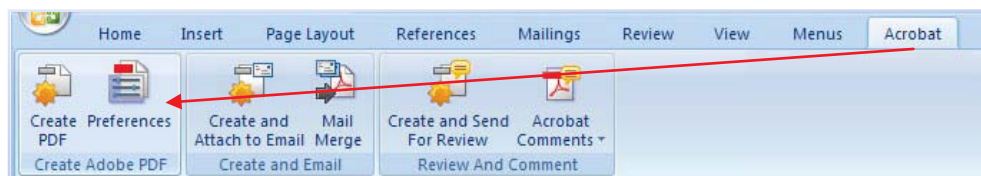
In older versions of Word, go t o **Adobe PDF → Change Conversion Settings** to access the *PDFMaker* window.

2) In the *PDFMaker* window, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.
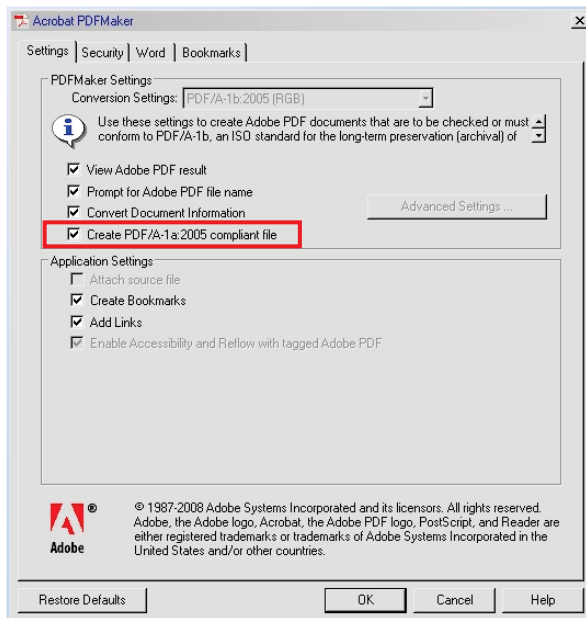
5.1.2 Creating a PDF/A with Corel WordPerfect X4

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

1) To create a PDF/A directly from WordPerfect X4, click on **File → Publish to PDF**, then click **Settings**.
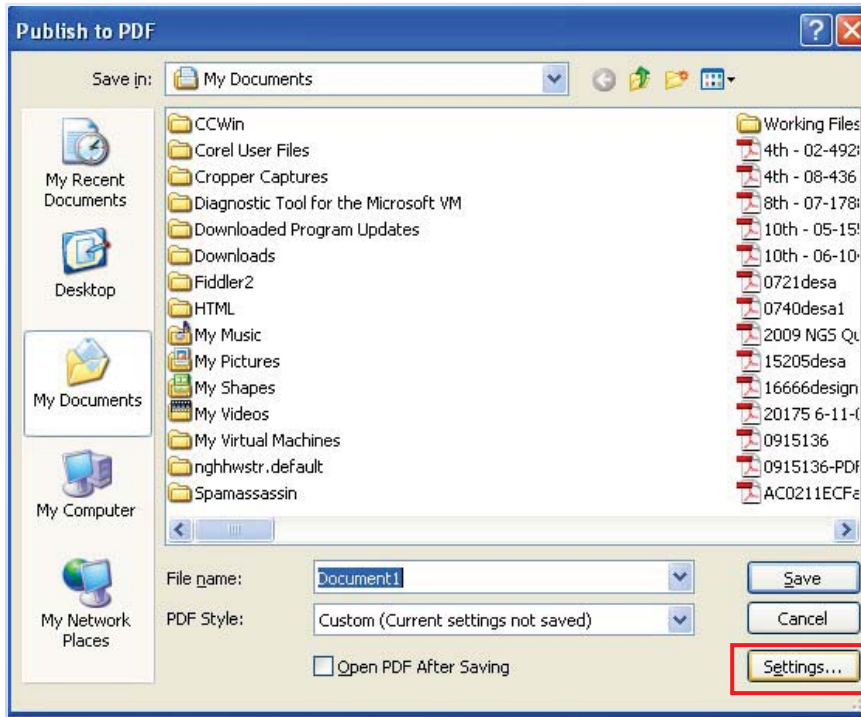
2) In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.
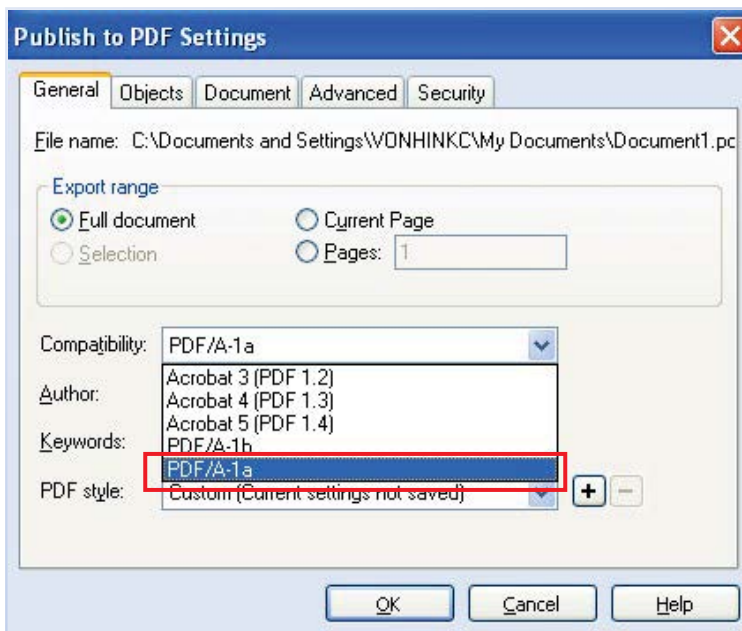
5.1.3 Creating a PDF/A from Scanned Documents using Adobe

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.

1) 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).

2) In the *PDFMaker* window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK**.
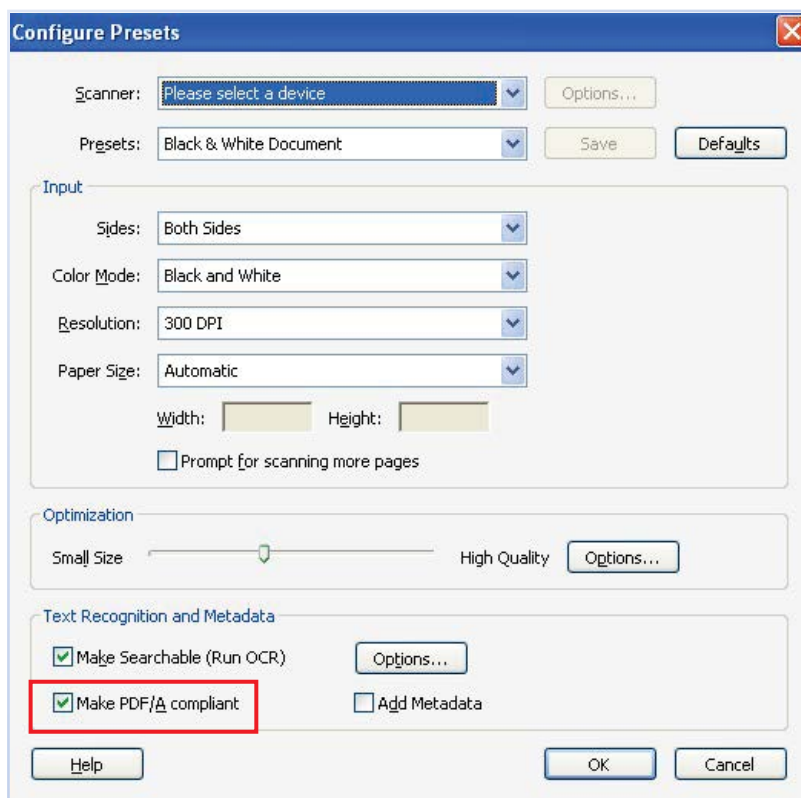
3) If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to **Advanced → Preflight → PDF/A Compliance** to convert the PDF to PDF/A.
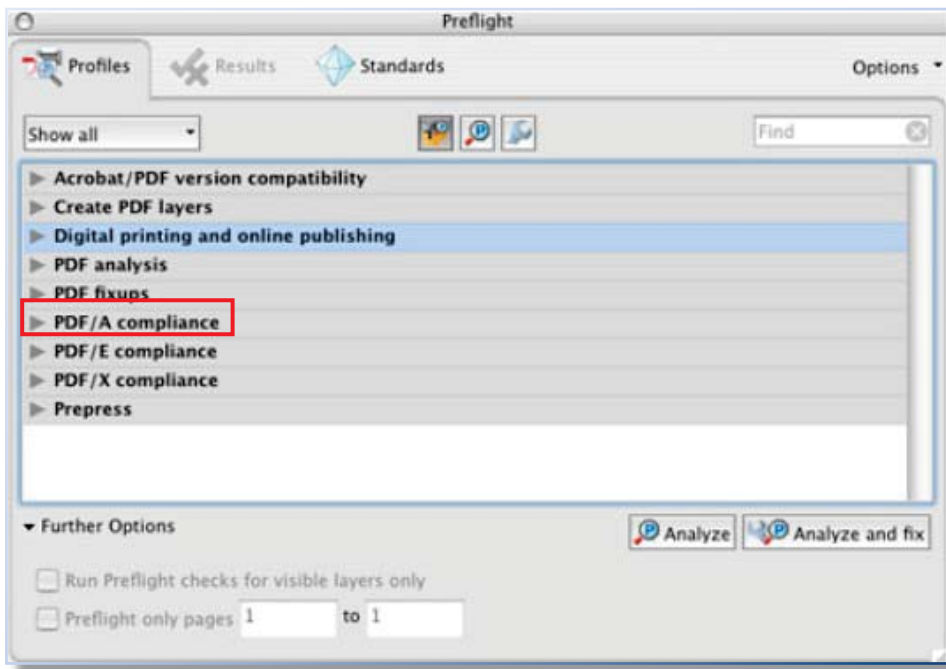
5.1.4 Using Hyperlinks in PDF/A Documents

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