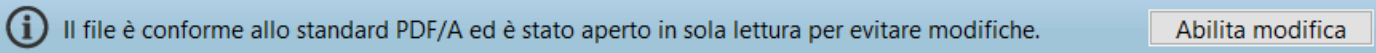


PDF/A DOCUMENTS

The PDF format has several sub-formats. The one of most interest to the government is **PDF/A**, because **it was developed with the specific goal of enabling long-term preservation of various documents on digital media**.

PDF and PDF/A files both have the extension *.pdf*. So, to understand if a *.pdf* file is in PDF or PDF/A format, you need to open it with an appropriate program. If you open the file with **Adobe Acrobat Reader DC**, in case it is in PDF/A format, the following blue stripe will appear at the top: If you decide to edit the file with this program, it will be saved in PDF format, and therefore will no longer be in PDF/A format.



To create a document in PDF/A format you can use Microsoft Word, creating initially a common *.docx* file.

Once the document is finished, you should proceed as follows:

- ▶ Click on "File" and then on "Save As"
- ▶ Choose the folder where to save the file
- ▶ Use the "Save as" drop down menu to choose "PDF (*.pdf)"
- ▶ Click on the "Options" button
- ▶ Place a check mark in the box "Complies with ISO 19005-1 (PDF/A)"
- ▶ Click on the 'Ok' button
- ▶ Click on the 'Save' button

Now the *.pdf* file you have created is in PDF/A format.

Attention: if a file in PDF/A format **is digitally signed with a PAdES signature**, it remains in PDF/A format.

To transform a .pdf file from PDF format to PDF/A format, we can use *PDFCreator* proceeding as follows:

- ▶ Click on the button "Choose a file to convert" and select the PDF file to be converted
- ▶ Use the "Profile" drop-down menu to choose "PDF/A (long-term storage)"
- ▶ If necessary, change the name of the new file and the folder where it is to be saved
- ▶ Click on the "Save" button.

This will convert the *.pdf* file from PDF format to PDF/A format.

Attention: If you convert a file with a digital signature from PDF format to PDF/A format, **the digital signature will be deleted**.