

Sarah Allison Thornton Clerk of Court

CREATING PDF/A DOCUMENTS

January 26, 2011

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. At the present time, this Court is not requiring documents to be filed in PDF/A format, and CM/ECF will accept both PDF and PDF/A documents. However, with a future version of CM/ECF, the Court will require that CM/ECF filings be submitted as PDF/A documents only.

More than ninety commercial products, including current versions of most word processors can create PDF/A documents. In most cases, users simply need to update the settings in those products to make PDF/A the default format.

This office does not recommend or require the use of any particular product.

The following pages provide basic information on converting documents from a word processor to PDF/A. Users are referred to the software manufacturer's help resources for definitive information.

PDF/A FOR MAC USERS

Microsoft Word 2008 for Mac cannot create PDF/A documents, but can create PDF documents which can be converted to PDF/A. Alternately, a Mac user may install and use OpenOffice, which is available for free; see OpenOffice settings for PDF/A.

CREATING PDF/A FROM A SCANNED DOCUMENT

Newer scanners (manufactured since 2005 or so) allow users to directly create a PDF/A. Users with older scanners can use a conversion tool such as Acrobat 9 to convert scanned documents to PDF/A.

NOTE: it is preferred that documents filed in this district be converted to PDF/A from a word processor, rather than scanned.

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