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1 Creating PDF/A Files under Windows and MacOS

The PDF/A format is designed for the long-term archiving of digital documents. There are different versions of the PDF/A format. If possible, choose one of the following versions (in descending order of preference):

- PDF/A-2u (recommended)
- PDF/A-2b
- PDF/A-1b
- PDF/A-2a
- PDF/A-1a

Create the PDF/A file directly from the application you used to write your thesis. We advise against converting an existing PDF file into PDF/A format, because errors can occur.

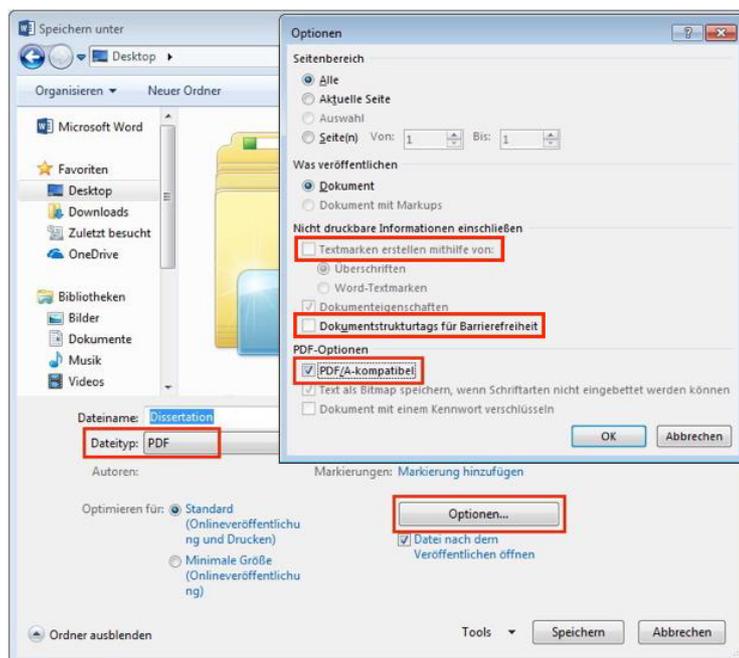
Check your PDF/A file thoroughly once you've created it. The contents must be the same as the original.

Use Adobe Acrobat (Reader) to check the PDF/A document. Other applications can damage the format.

2 Windows

2.1 Microsoft Word

In Microsoft word you can save your thesis directly as a PDF/A file. Go to “File:Save As,” then in the “Save As” dialogue box select “PDF” as the file type (Dateityp), click on “Options...” (Optionen...) and then check the box by “PDF/A compliant” (PDF/A-kompatibel) or “ISO 19005-1 compliant (PDF/A (ISO 19005-1-Kompatibel (PDF/A)). Make sure that “Create bookmarks using” (Textmarken erstellen mithilfe von) and “Document structure tags for accessibility” (Dokumentstrukturtags für Barrierefreiheit) are not checked. Then save the file.

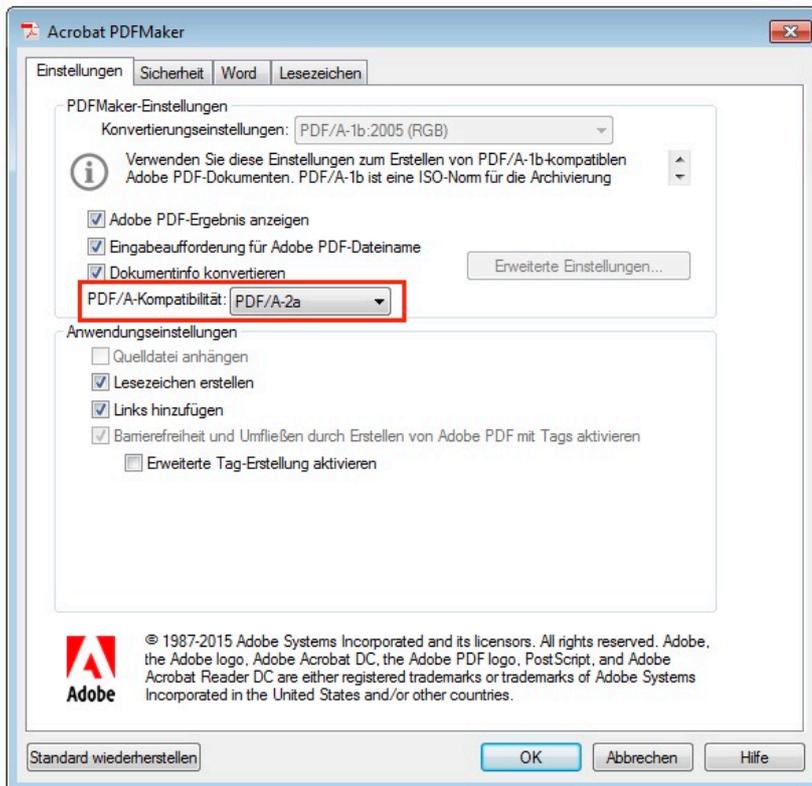
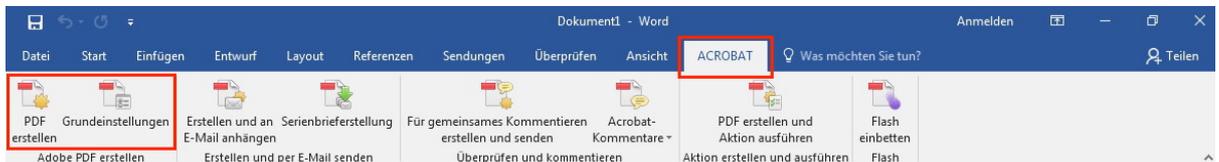


2.2 Adobe Acrobat Pro

If you have Adobe Acrobat Pro installed, you can save your thesis in PDF/A format in Microsoft Word via the menu bar, or export it as a PDF/A file from the print menu in most applications using a virtual printer installed by Adobe Acrobat Pro.

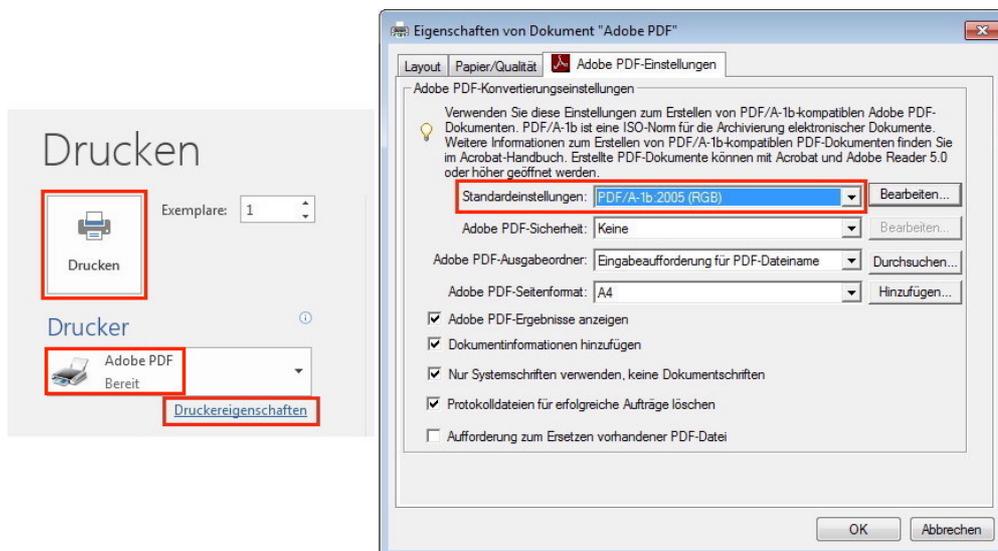
2.2.1 Microsoft Word (Menu Bar) with Acrobat Pro

In Microsoft Word select the Acrobat tab in the menu bar, then click “Preferences” (Grundeinstellungen) and under “PDF/A Compliance” (PDF/A-Kompatibilität) select the format as described in section 1. Then you can save your thesis as a PDF/A file by clicking “Create PDF” (PDF erstellen).



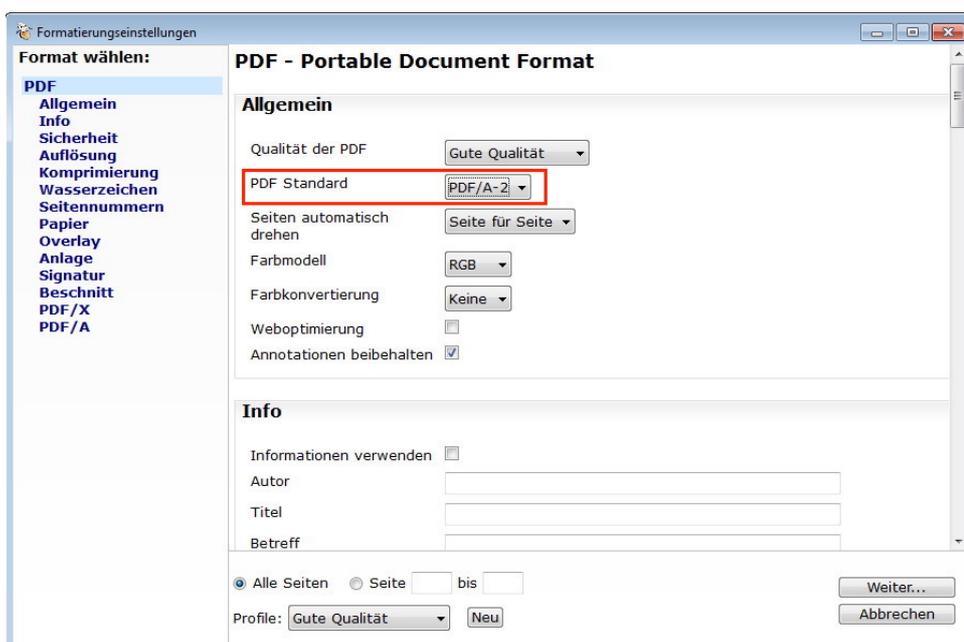
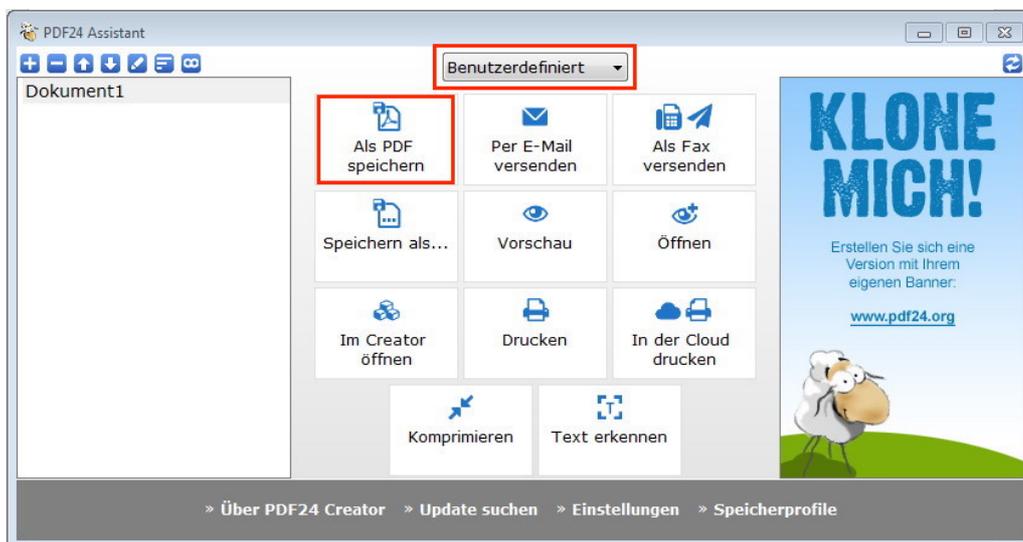
2.2.2 Virtual Printer with Acrobat Pro

In the application you're using, go to "Printer" (Drucker) and select "Adobe PDF." Then click "Printer Properties" (Druckereigenschaften) and under "Default Settings" (Standardeigenschaften) select the recommended PDF/A version as RGB as described in section 1. Confirm with "OK," click "Print" (Drucken), and save the file.



2.3 PDF24 Creator

If you have not written your thesis in Microsoft Word or do not have Adobe Acrobat Pro installed, you can use the free program PDF24 Creator in much the same way as Adobe Acrobat Pro to create a PDF/A via the printer menu from most applications. Download PDF 24 from <http://de.pdf24.org/> and install it. In the application you're using go to "Printer" (Drucken, select the "PDF24 PDF" virtual printer and click "Print" (Drucken). Then select "Custom" (Benutzerdefiniert) in the PDF24 window, click "Save as PDF" (Als PDF speichern), and then in the next window under "PDF Standard" select "PDF/A" in the recommended version as described in section 1. After a click on "Next..." you can save the PDF/A file.



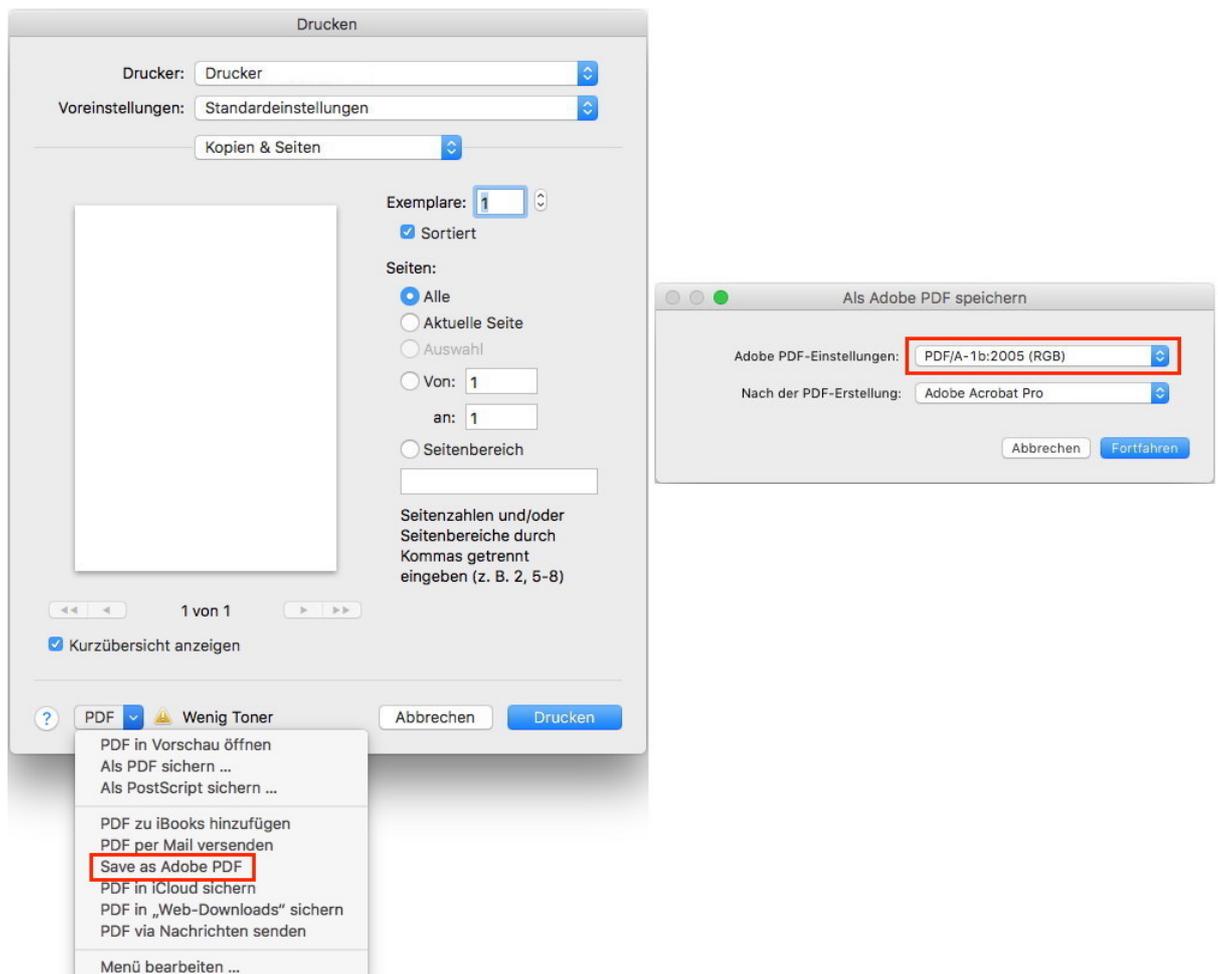
3 MacOS

To be able to save files in PDF/A format under MacOS, we recommend using Adobe Acrobat Pro, a program that has to be paid for. This will enable you to create a PDF/A document from most applications via the print menu. If you have written your thesis in LibreOffice or OpenOffice, you can save it as a PDF/A file even without Acrobat Pro. If you don't have Acrobat Pro installed or haven't written your thesis in LibreOffice or OpenOffice, we recommend using a Windows-based computer to save it in PDF/A format.

3.1 Acrobat Pro

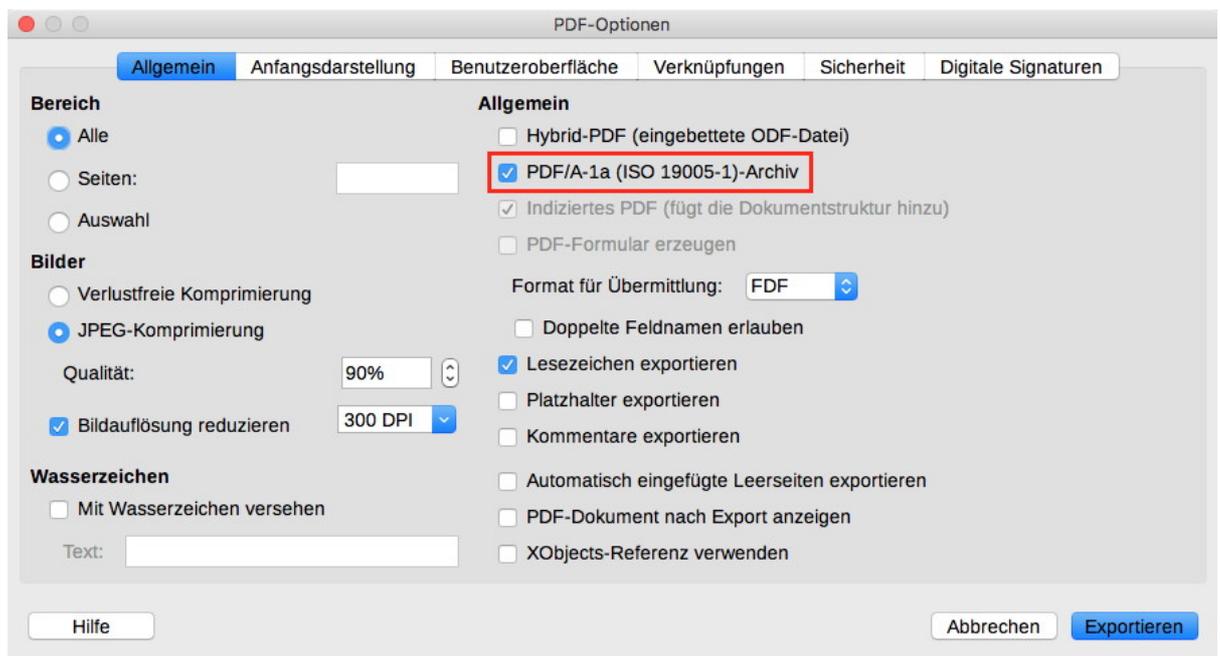
In the application you're working in, go to "File:Print..." and select "Save as Adobe PDF "PDF" at the bottom left of the "Print" window.

Then you'll see a window where you can select the PDF version. As described in section 1, select the recommended PDF/A version as RGB, click "Continue" and save the file.



3.2 LibreOffice and OpenOffice

If you have written your thesis in LibreOffice or OpenOffice, you can save it directly as a PDF/A document. Go to “File:Export as:Export as PDF...,” check the box by “PDF/A-1a (ISO 19005-1) Archive” (PDF/A-1a (ISO 19005-1)-Archiv) in the next window, and then click “Export”. Then save the file.



4 Checking PDF/A Compliance and Contents

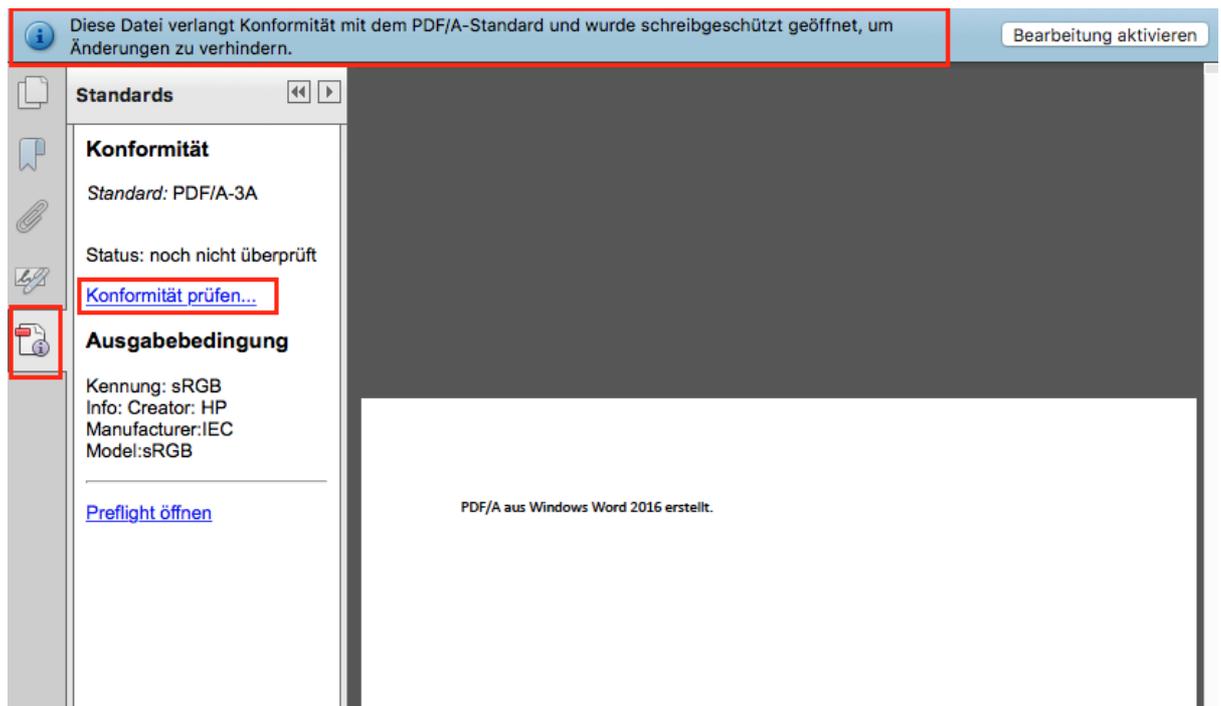
If possible, check whether your PDF/A file is compliant with the PDF/A standard. You can do so using Adobe Acrobat Pro or free software called VeraPDF. Acceptance of the PDF/A file depends on the results of the compliance check run by the Office of Student Affairs.

Also check the contents of the PDF/A file you have created. The contents must be the same as the original file of your thesis. Keep an eye out for erroneous charts and graphs, missing images, and special characters that are displayed incorrectly.

If the compliance or content check reveals errors in the PDF/A, use one of the other programs or another version of PDF/A to save the original file of your thesis as a PDF/A file again, and then re-run the check.

4.1 Checking PDF/A Compliance with Adobe Acrobat Pro

Open the PDF/A file in Adobe Acrobat Pro. If it is a PDF/A file, a message will be displayed accordingly under the menu bar. Select “Check Compliance...” (Konformität prüfen...) to check whether the PDF/A file complies with the PDF/A standard.



4.2 Checking PDF/A Compliance with VeraPDF

Download VeraPDF from <https://verapdf.org/software/> and install it. You will find instructions on how to install and start VeraPDF at <https://docs.verapdf.org/>. You might also have to install Java: <https://www.java.com/de/download/>. To check whether the PDF/A file complies with the PDF/A standard, in VeraPDF open the PDF/A file via “Choose PDF,” select “Validation” under “Report type,” and click “Execute.”



PDF/A Conformance Checker

File About

veraPDF Please specify input PDF, Validation Profile and press "Execute"

PDF file not chosen

Please, specify validation profile

Policy file not chosen

Report type: Fix metadata

Report

<XML>	<input type="button" value="Save XML"/>	<input type="button" value="View XML"/>
<HTML>	<input type="button" value="Save HTML"/>	<input type="button" value="View HTML"/>