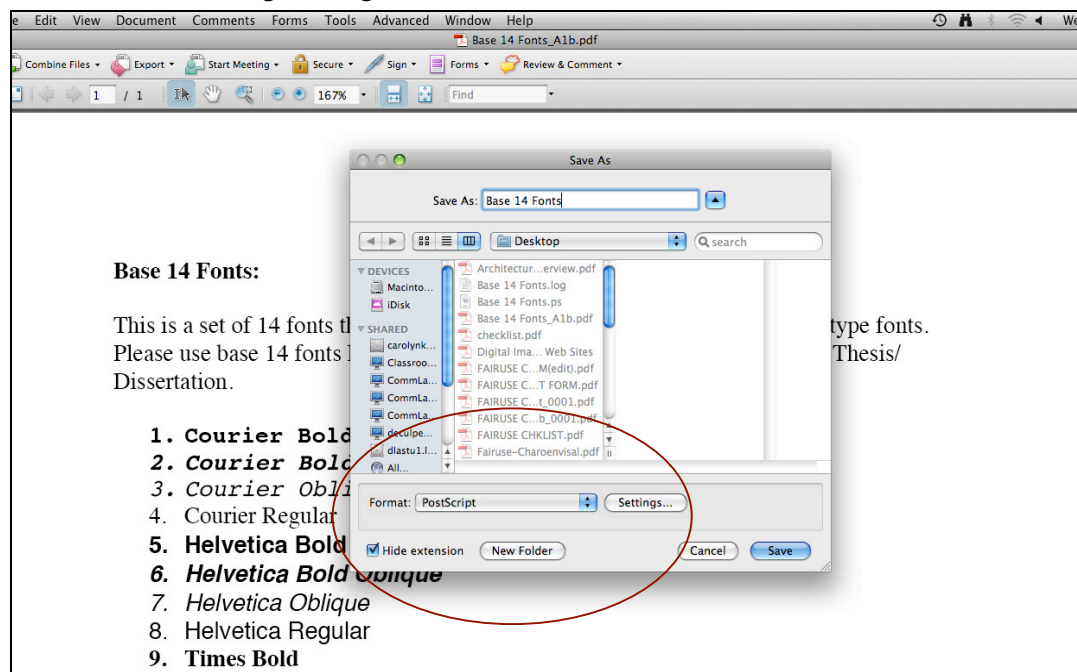# *Steps to create a PDF/ A-1b compliant document from a PDF file for Mac Users*

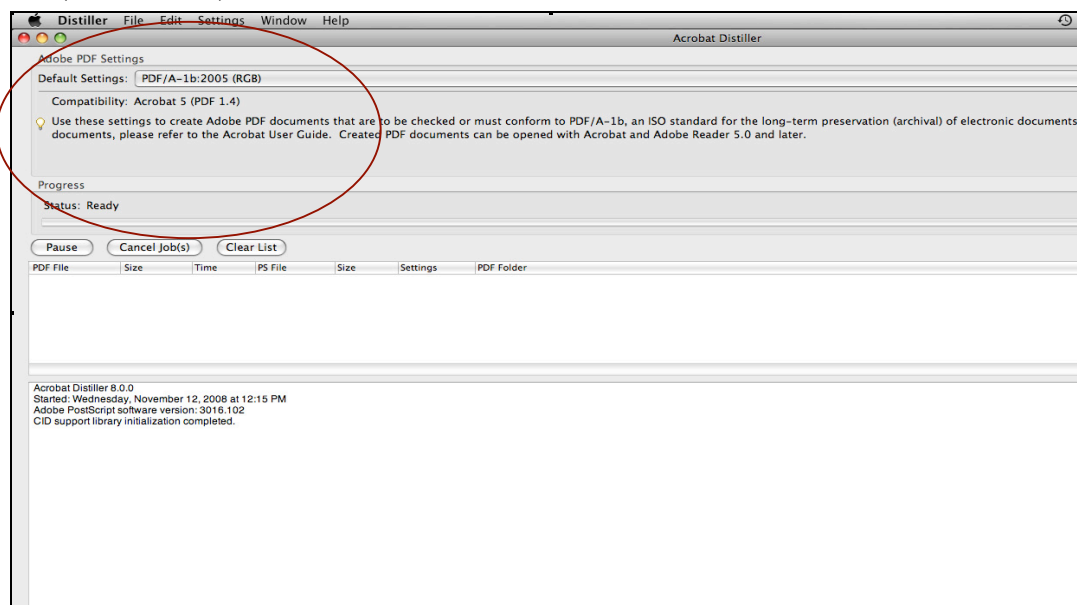Software Required: Acrobat Professional 9, Acrobat Distiller 9

For Mac users:

1. Create a PDF file of your ETD using any authoring application of your choice (e.g.: MS Word)
2. Open this PDF using Acrobat Professional 9
3. Click on the File menu and choose the Save As option
4. In the dialog box that pops up, from the lower left corner, choose the Format to be Post Script. Use a new name to avoid over-writing the original PDF document. (Screenshot 1)

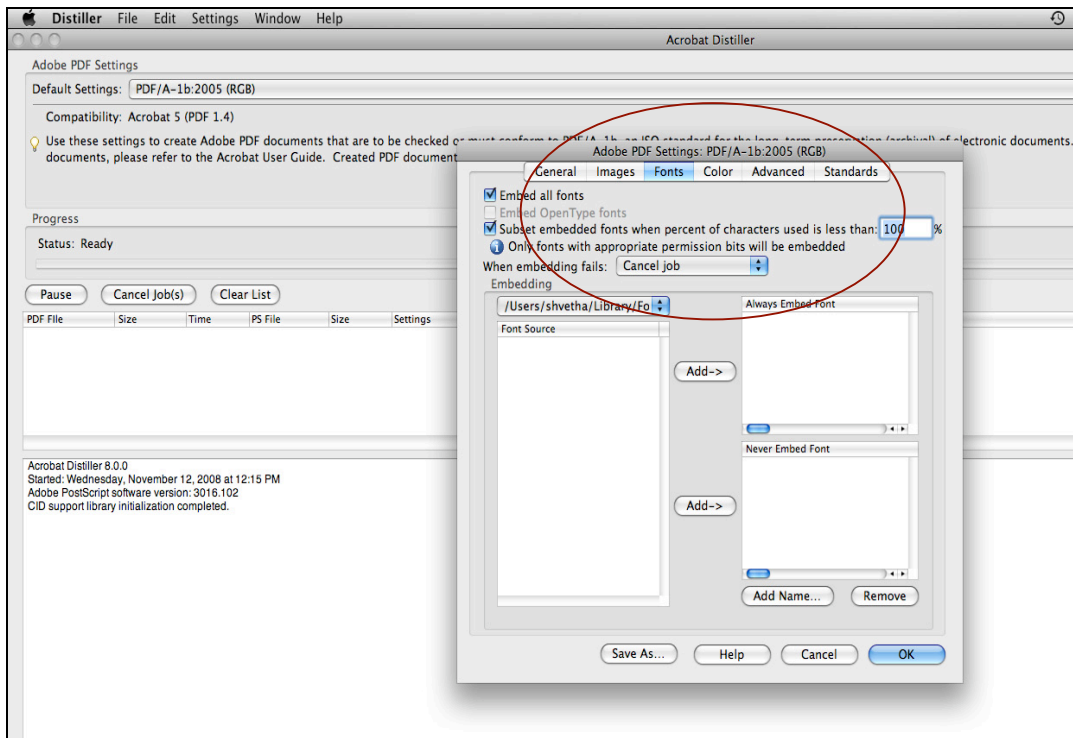*Screenshot 1. Saving a PDF file as a postscript file*

5. Open Acrobat Distiller 9. It is usually found in Applications → Adobe Acrobat 9 Professional → Acrobat Distiller.
6. In the dialog box that pops up on opening Distiller, set the Default settings to PDF/A – 1b:2005(RGB) (Screenshot 2)

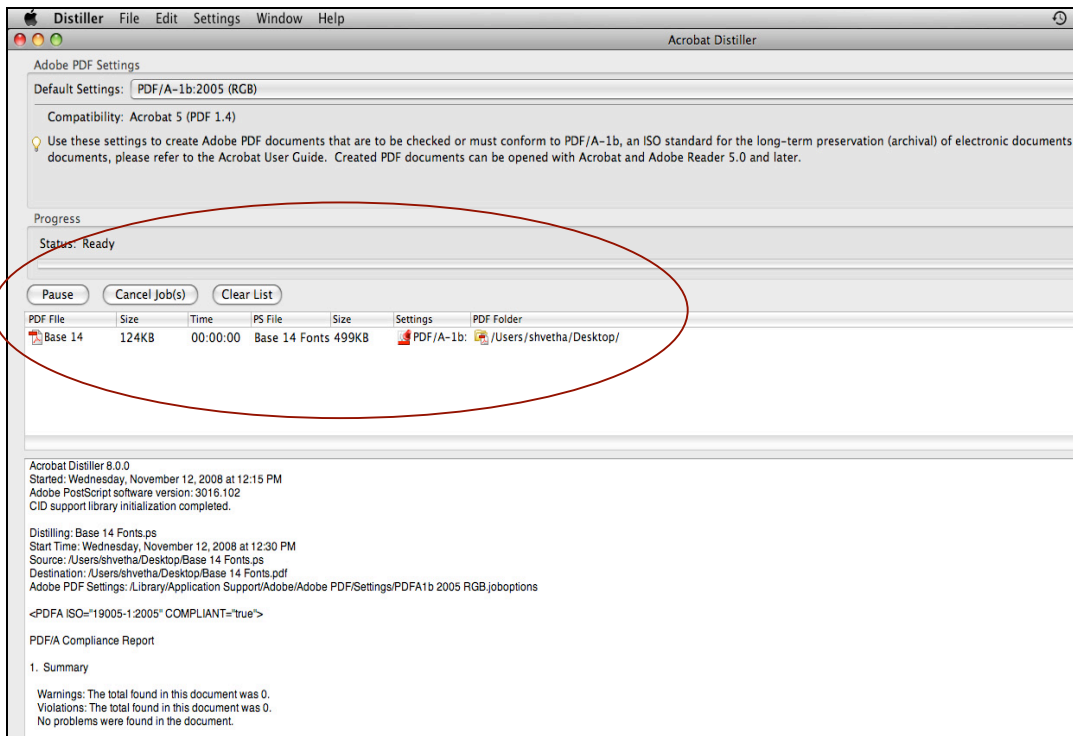*Screenshot 2. Setting options for distilling the postscript file*

Steps to create a PDF/ A-1b compliant document from a PDF file for Mac Users

7. From the Settings menu, choose the Edit PDF Settings option
8. Choose the Fonts tab and check the Embed All Fonts option and click OK (Screenshot 3)

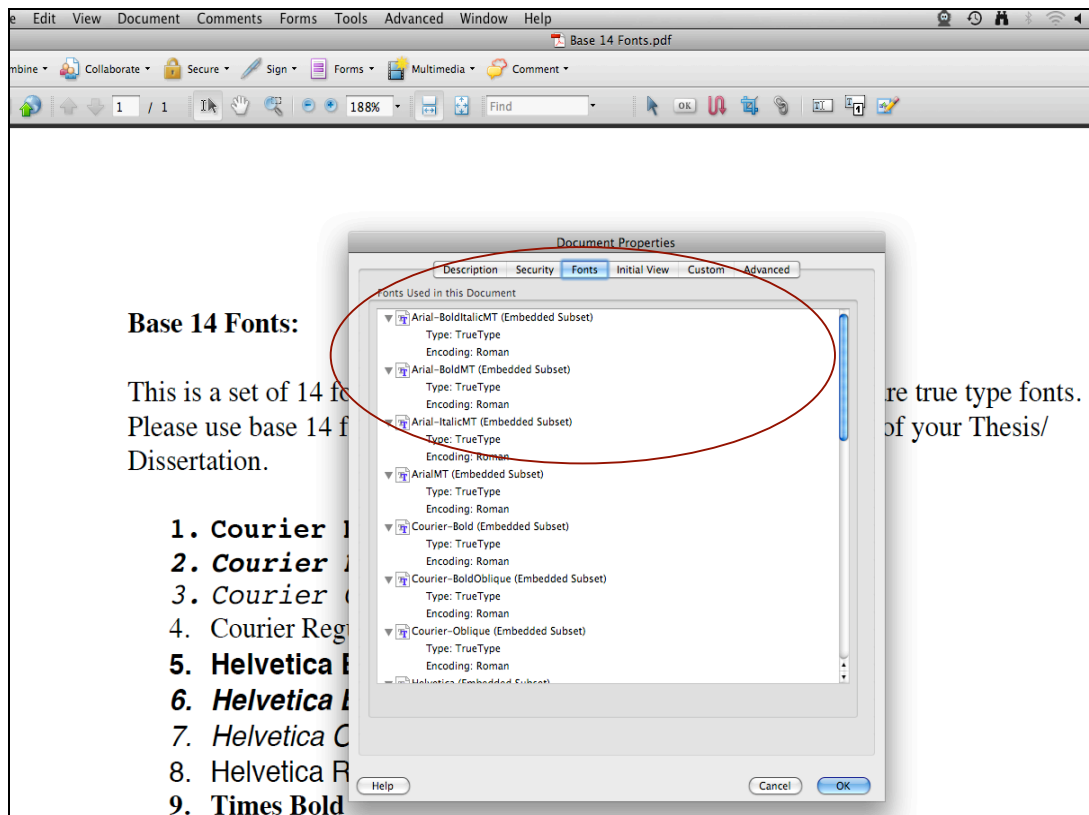*Screenshot 3. Editing font settings in Acrobat Distiller*

9. Now open the already created Post Script file
10. A PDF file will be created from the Post Script file (Screenshot 4)

Screenshot 4. Creating a PDF file from the postscript file using Acrobat Distiller
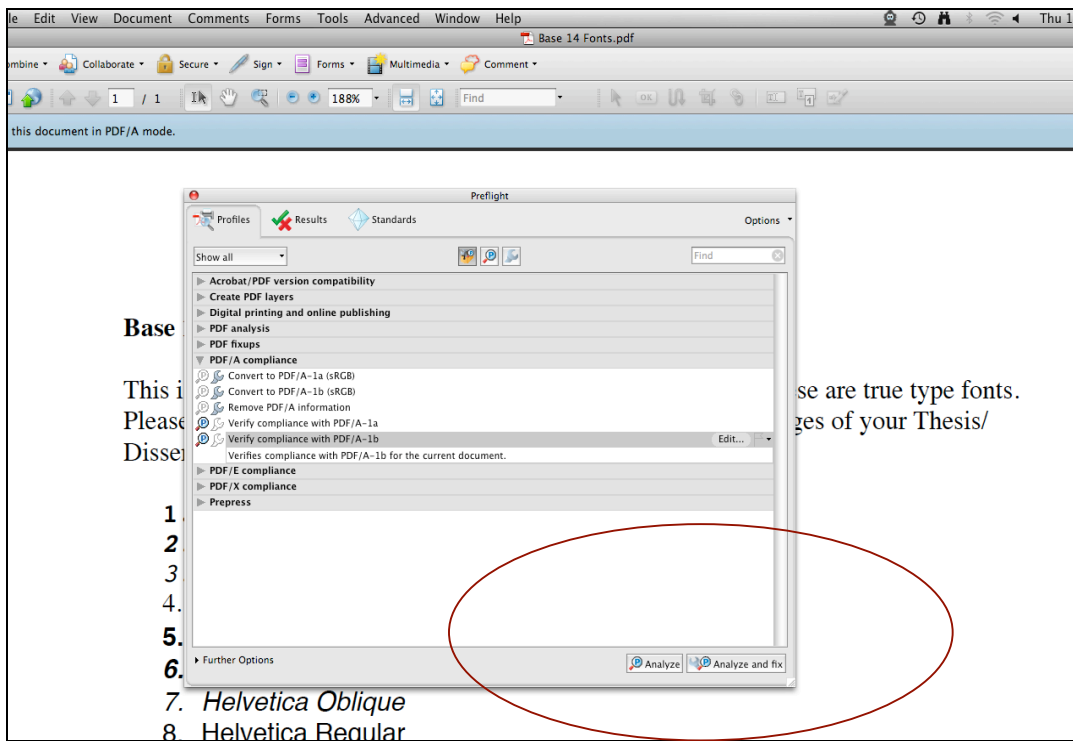
11. Open the PDF file created by Distiller using Acrobat Professional. You will see a blue information bar at the top of the document with the message:

    "You are viewing this document in PDF/A mode".

12. From the File menu, choose the Properties Option

13. Choose the Fonts tab.

14. A list of embedded fonts will be listed. Ensure that all the fonts that you had used in your original document are embedded (Screenshot 5)

Screenshot 5. *Checking for embedded fonts*

15. Click OK. From the Advanced menu, choose the Preflight option. Click on the Profiles tab.

16. Expand the PDF/A Compliance option. A list of options will be displayed.

17. Choose Verify Compliance with PDF/A-1b and click on the Analyze and Fix button (Screenshot 6)

Steps to create a PDF/ A-1b compliant document from a PDF file for Mac Users

Screenshot 6. Verifying compliance with the PDF/A-1b format

18. On execution, you should get the green checkmark and the No problems found message under the Results tab.
19. This verifies that your document is PDF/A-1b compliant.