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)

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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)

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- 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)

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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)

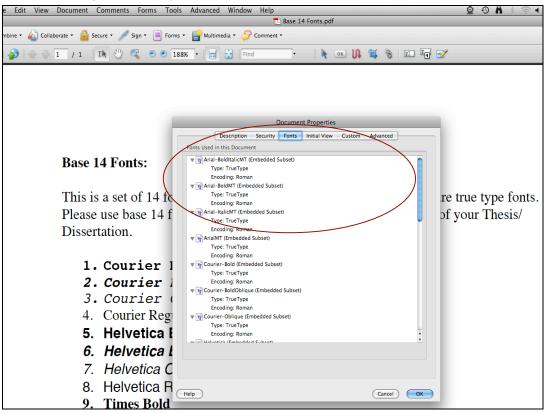
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Screenshot 4. Creating a PDF file from the postscript file using Acrobat Distiller

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)

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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.