

## What is PDF/A?

PDF/A is an archival format of PDF that embeds all fonts used in the document within the PDF file. This means that a user of your file will not have to have the same fonts that you used to create the file installed on their computer to read the file. The solutions provided below will ensure that all fonts, including common system fonts, are embedded and provide compliance with PDF/A standards.

Note that the National Science Foundation (NSF) Public Access Repository (NSF-PAR) system requires users to upload a PDF/A file format for purposes of long-term preservation and archiving as well as to satisfy 508 compliance requirements of the [Americans with Disabilities Act](#) (ADA).

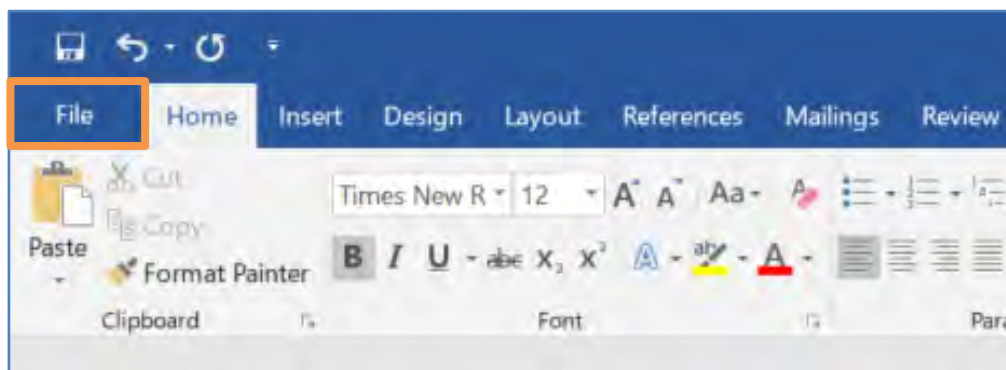
## How do I create a PDF/A file?

Microsoft Word documents can be saved in the PDF/A format. [Adobe](#) Acrobat Professional is the most commonly used document conversion software. There are other non-Acrobat applications or services that are free or have free versions to convert documents to the PDF/A format such as PDFTron, DocuPub, and Ghostscript. Although none of the aforementioned software is endorsed by NSF, step-by-step instructions on converting Microsoft Word documents and PDFs using Adobe Acrobat Professional to the PDF/A format are included below since this conversion software is widely used.

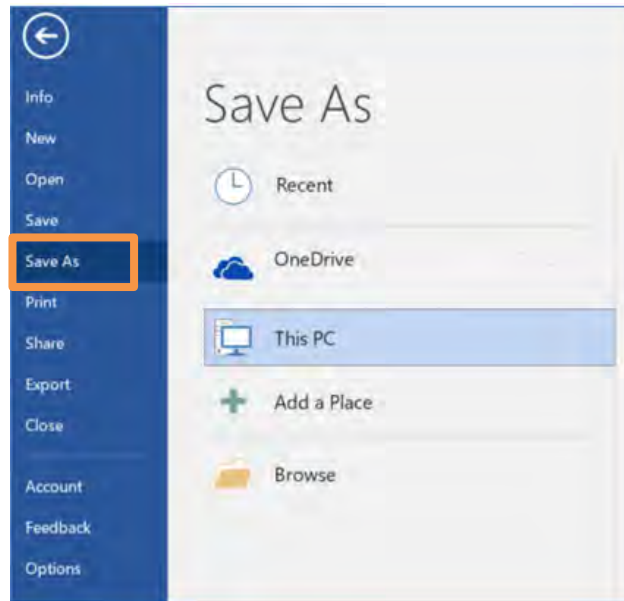
If you choose not to convert the file yourself, NSF recommends working with your publisher to obtain a properly formatted version of your publication. Another valuable resource is your organization's library staff, who often have tools to help you manage your deposits.

## Converting Microsoft Word Documents to PDF/A Format

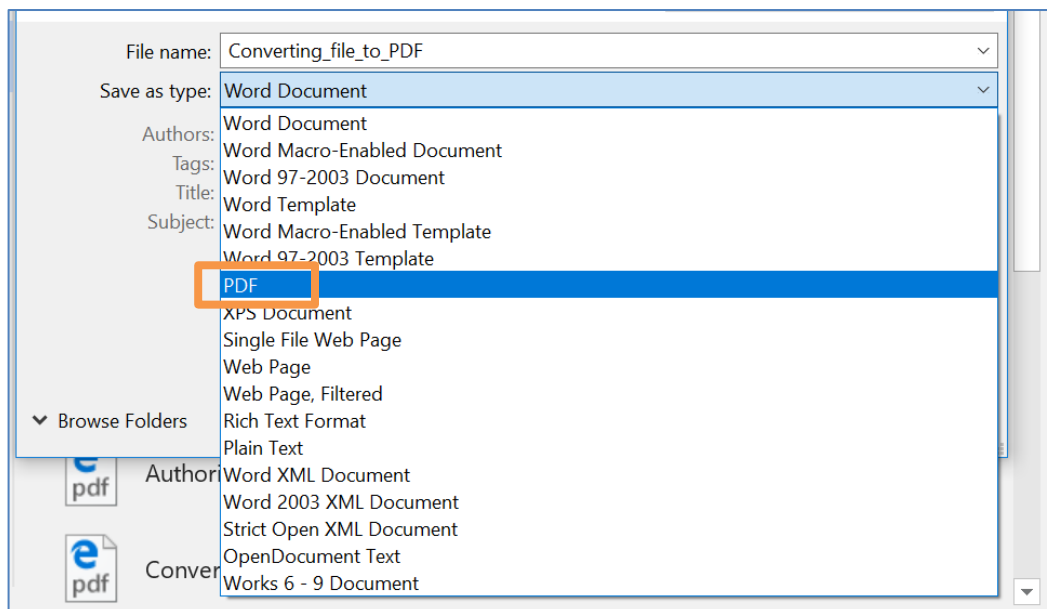
- 1 Click the **File** tab in the upper left corner.



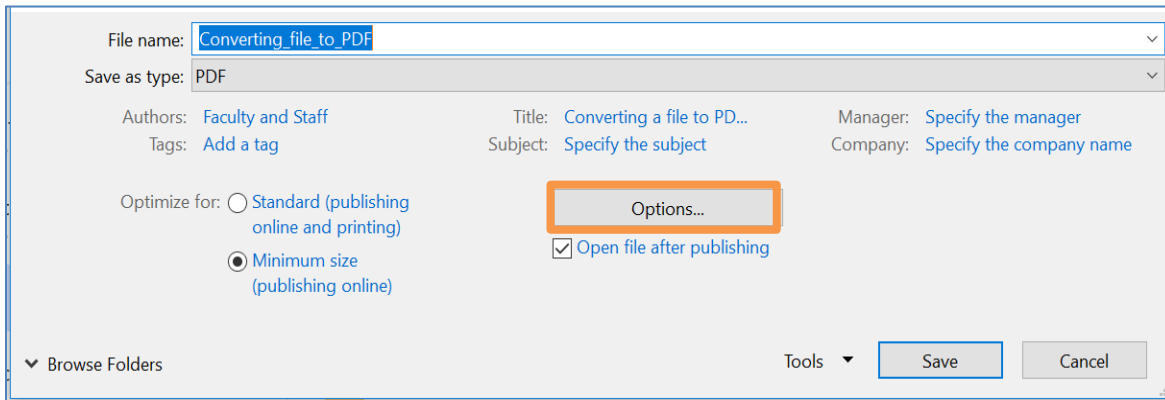
**2** Choose **Save As**.



**3** Select **PDF** as the Save as type.



**4** Click **Options...**



File name:

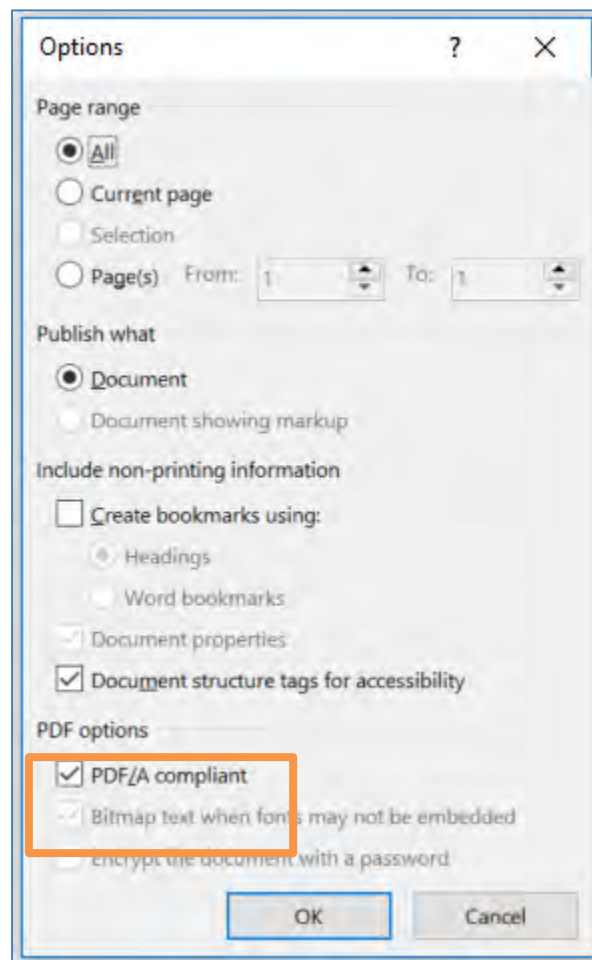
Save as type: PDF

Authors: Faculty and Staff      Title: Converting a file to PD...      Manager: Specify the manager  
Tags: Add a tag      Subject: Specify the subject      Company: Specify the company name

Optimize for: ☐ Standard (publishing online and printing)      **Options...** ☒ Open file after publishing  
☒ Minimum size (publishing online)

▼ Browse Folders      Tools ▼           

**5** Check the **PDF/A compliant** box under **PDF options** and click **OK**.



**Options** ? X

Page range  
☒ All  
☐ Current page  
☐ Selection  
☐ Page(s) From: 1 To: 1

Publish what  
☒ Document  
☐ Document showing markup

Include non-printing information  
☐ Create bookmarks using:  
☒ Headings  
☐ Word bookmarks  
☒ Document properties  
☒ Document structure tags for accessibility

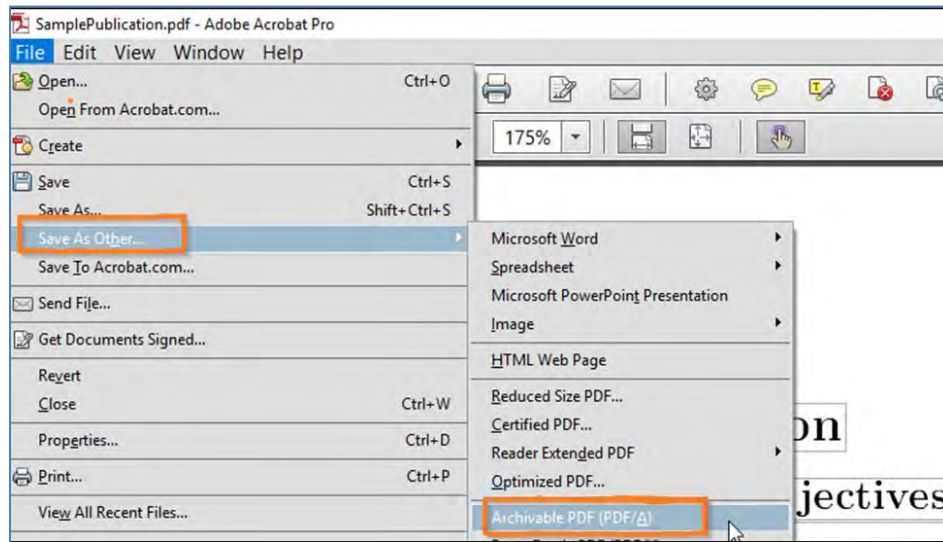
PDF options  
☒ **PDF/A compliant**  
☐ Bitmap text when fonts may not be embedded  
☐ Encrypt the document with a password

**6** Click **Save**.

## Converting Adobe Acrobat Professional (XI Version 11.0.23 or later) Files to PDF/A Format

- 1 Click **File** → **Save As Other** → **Archivable PDF (PDF/A)**



- 2 Click **Save**.

Once the file is saved, text is displayed to indicate that the file is now PDF/A compliant.

