

Converting a file to PDF/A compliant version

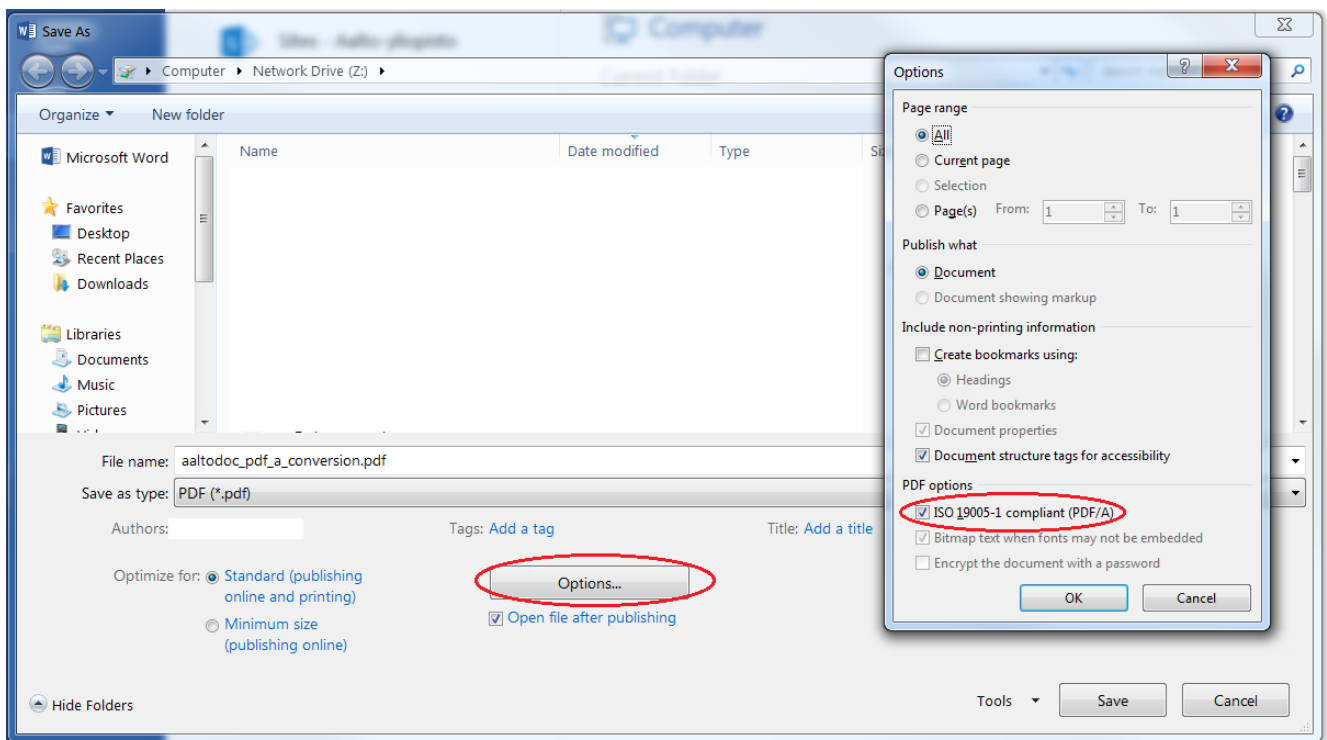
PDF/A -document format

PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. Its extension is pdf. PDF/A differs from PDF by omitting features ill-suited to long-term archiving. PDF/A embeds all fonts used in the document within the PDF file, meaning 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 in order to read it. Recommended versions are PDF/A-1a, -1b, -2a or -2b.

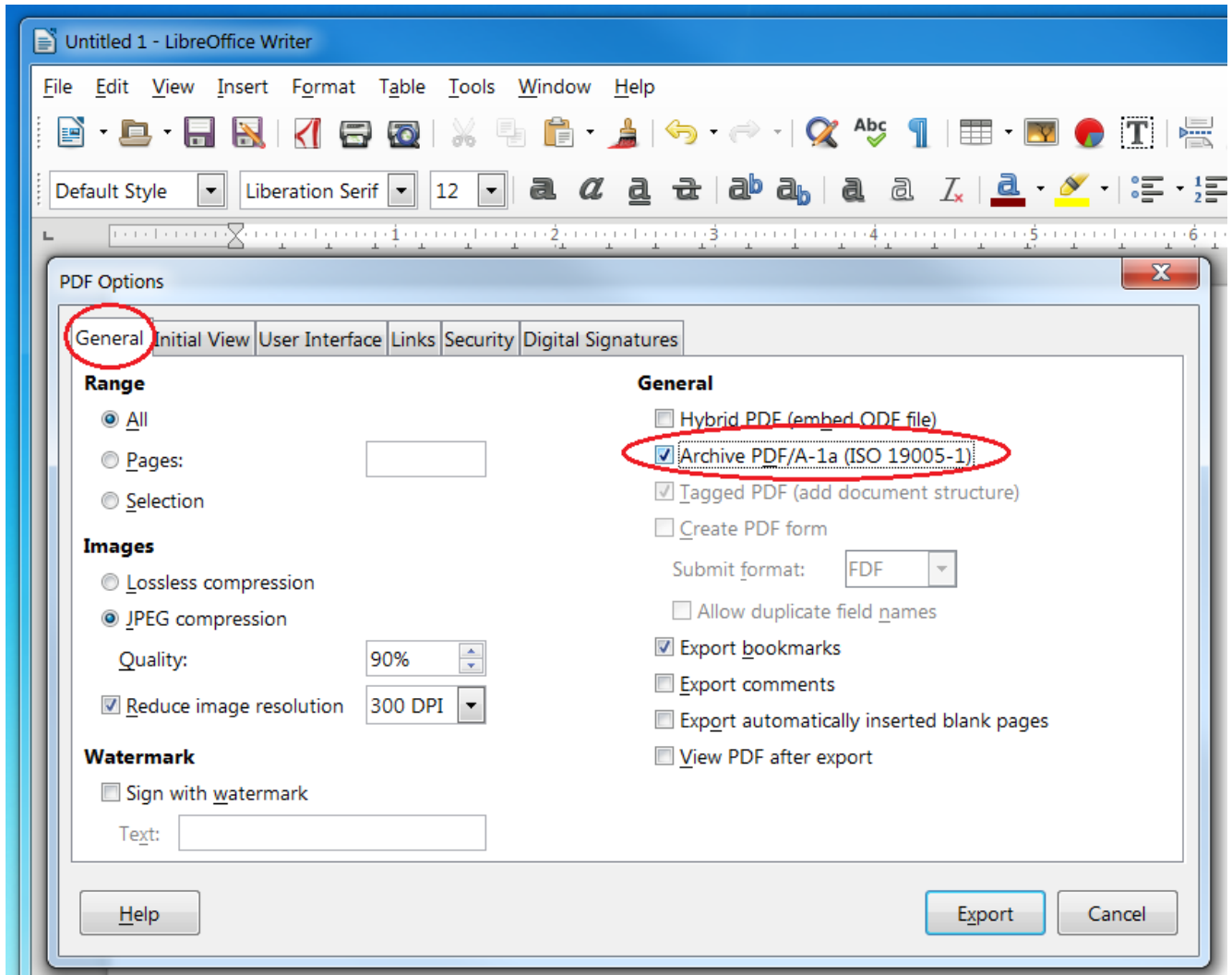
PDF/A conversion - how to convert files to PDF/A -format using the different tools

Microsoft Word (Office) and PDF-Xchange pro/Editor are installed on all Windows workstations managed by Aalto IT.

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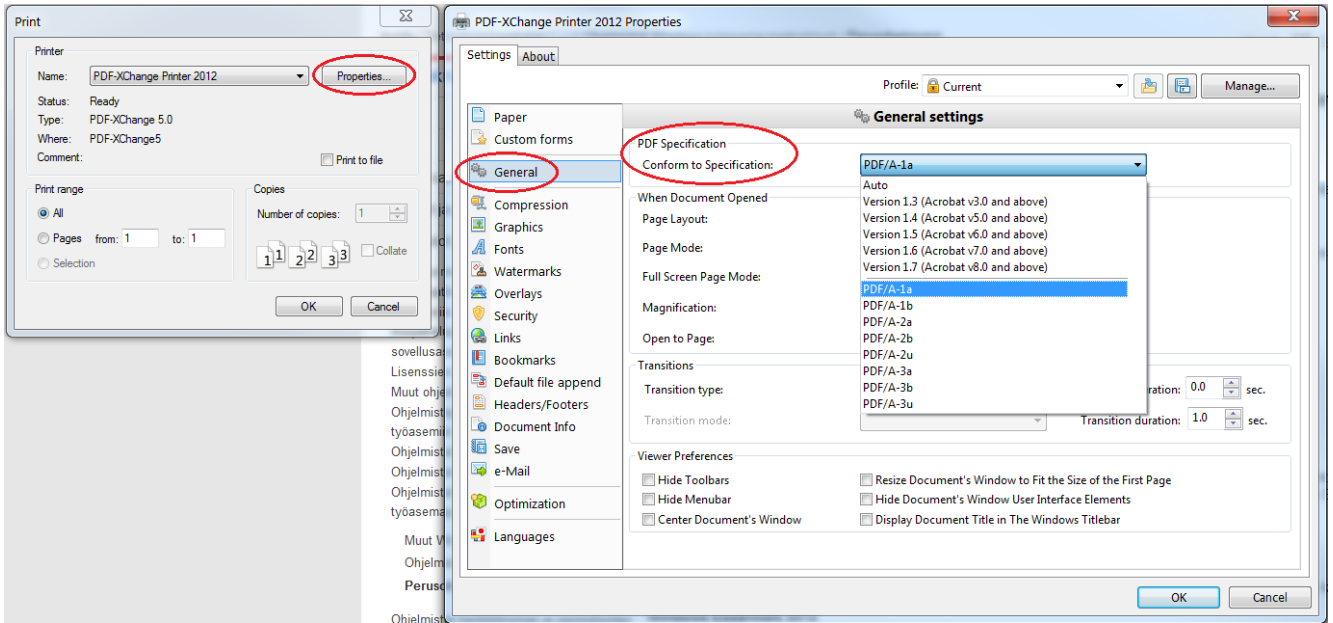


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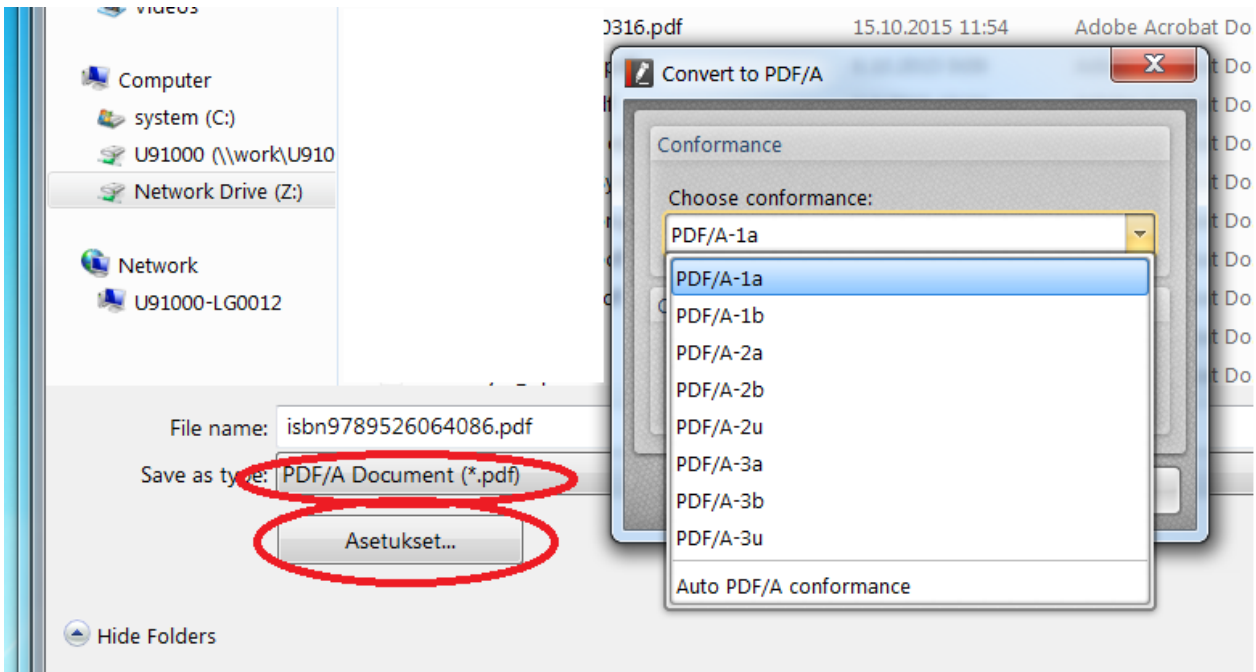
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Microsoft Word: Insert-menu > Picture > Choose file
LibreOffice: Insert > Image > From file > Choose file
- Do not use copy-paste or drag-and-drop -functions for inserting images.
- Do not use images with transparent background or other transparent elements.
- Try PDF/A-2a or PDF/A-2b instead of PDF/A-1. The use of transparency is forbidden in PDF/A-1. That restriction was removed in PDF/A-2.

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[Petersen-Jessen, Jari, 2009. PDF-tiedostomuodon hyödyntäminen eduskunnassa](#)

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