

Creating a PDF/A Formatted Document using Adobe Acrobat

01. **NOTICE:** All electronic Proof of Claims (ePOC) attachments must be saved in PDF/A¹ format.

A. To save a file in PDF/A format from Adobe Acrobat:

01. Create, Convert, Import, or Scan your document in Adobe Acrobat.

- a. **NOTE:** You may have existing PDF formatted documents that will not save as PDF/A type files. Those documents will have to be recreated.

02. With the claim supplement file open in Adobe Acrobat:

- a. Select <File> from the Adobe Acrobat menu bar at the top of the screen.
- b. Select <Save As...> from the Adobe Acrobat drop down <File> menu
- c. In the Adobe Acrobat <Save As> dialog box:

01. Click on the ▼ symbol at the <Save in:> prompt and navigate to the folder where the supplemental document will be saved.

02. Click on the ▼ symbol at the <Save as type:> prompt at the bottom of the screen to change the file type from “Adobe PDF Files (*.pdf)” to “PDF/A (*.pdf).”

03. Type a descriptive name for the supplemental document at the <File name:> prompt just above the <Save as type:> prompt. Make a note of the name of the document and the folder where it is being saved. You will need to know the location and name of the document when attaching it to the electronic Proof of Claim (ePOC).

04. Click on the <Save> button at the bottom of the screen.

03. If your document saves to the folder you requested without an error, the supplemental file may now be attached to your electronic Proof of Claim or amended electronic Proof of Claim.

¹ PDF/A as defined at <http://en.wikipedia.org/wiki/PDF/A> is an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. PDF/A differs from PDF by prohibiting features ill-suited to long-term archiving, such as font linking (as opposed to font embedding). The ISO requirements for PDF/A file viewers include color management guidelines, support for embedded fonts, and a user interface for reading embedded annotations.