

SCOPSERV
INTERNATIONAL INC.

ScopTEL PDF/A pre-requisites for ScopTEL Virtual Fax



PDF/A format

Definition: <https://en.wikipedia.org/wiki/PDF%2FA>

Faxing PDF files for use in ScopTEL Virtual Fax requires the PDF file to be in PDF/A format. Many PDF editors will allow you to 'save as' an existing PDF document to PDF/A format.

There are several options for converting your file to PDF/A format and here are instructions for some of the most popular software. Contact your software vendor if your PDF converter is not listed for support.

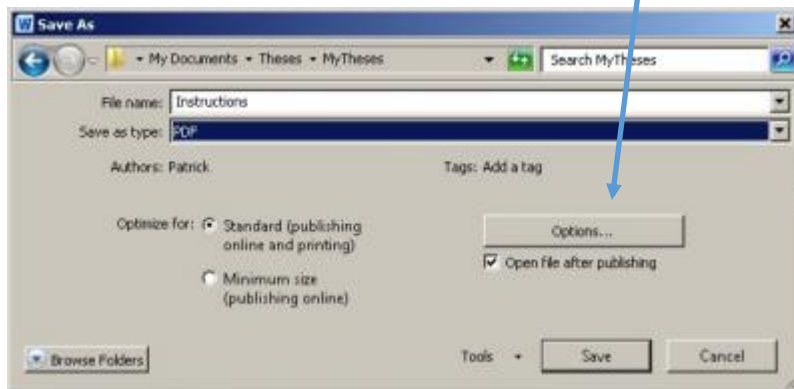
Additionally if you are using a problematic PDF conversion client you can use an online PDF/A converter such as <https://docupub.com/pdfconvert/> (be sure to set the Output format to PDF/A)



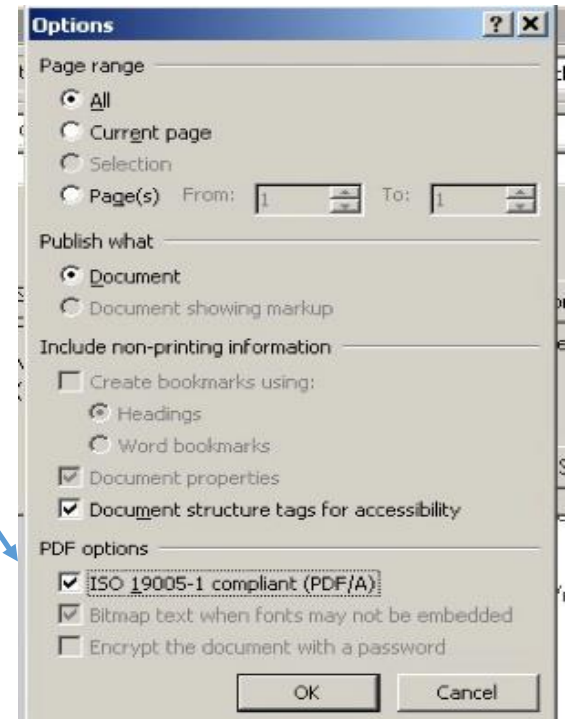
MICROSOFT WORD 2013 or 2010

Will convert document types: .doc, .docx, .txt, .rtf

- Select Save as
- Save as type PDF and then click on Options



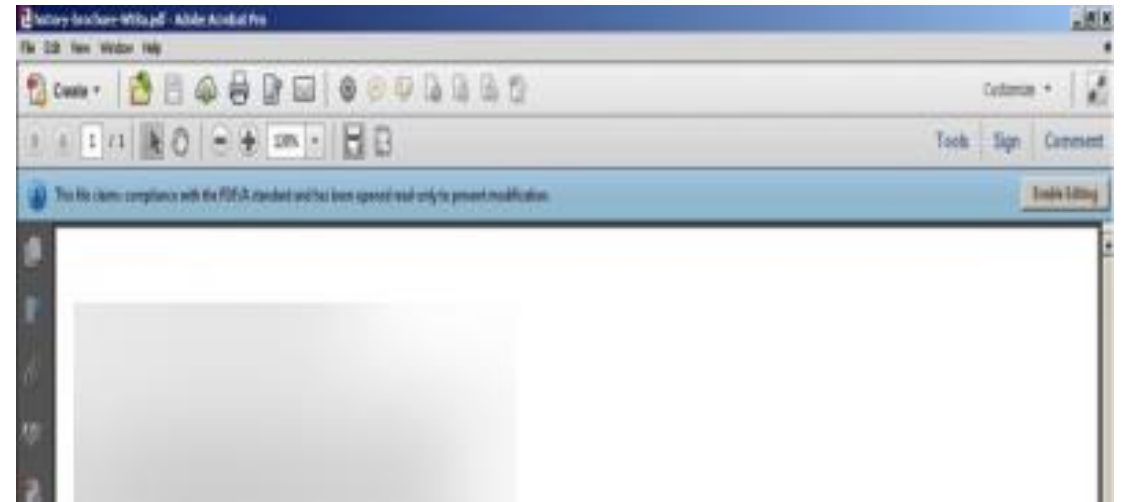
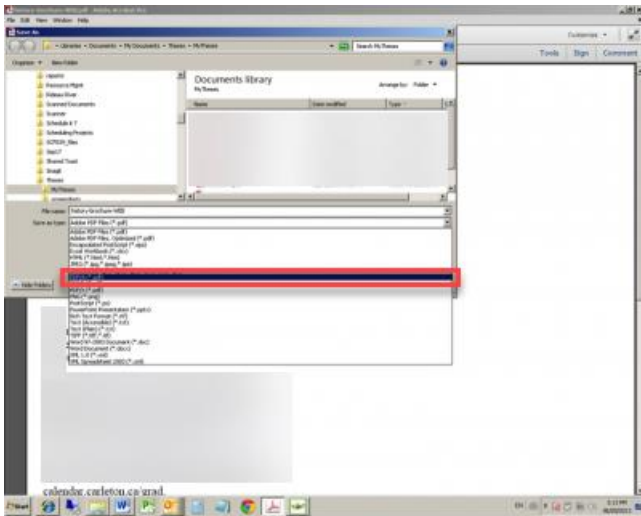
- Under PDF Options, select ISO 9005-1 compliant (PDF/A)



ADOBE ACROBAT PRO XI

Will convert document types: .pdf, .html, .xlsx, .jpeg, .ps, .docx, .txt, .tiff, .bmp, .xml

- Select Save as
- Select under save as type dropdown: pdf/a
- Click on Save
- A banner will appear stating that the file is in compliance with PDF/A if successful

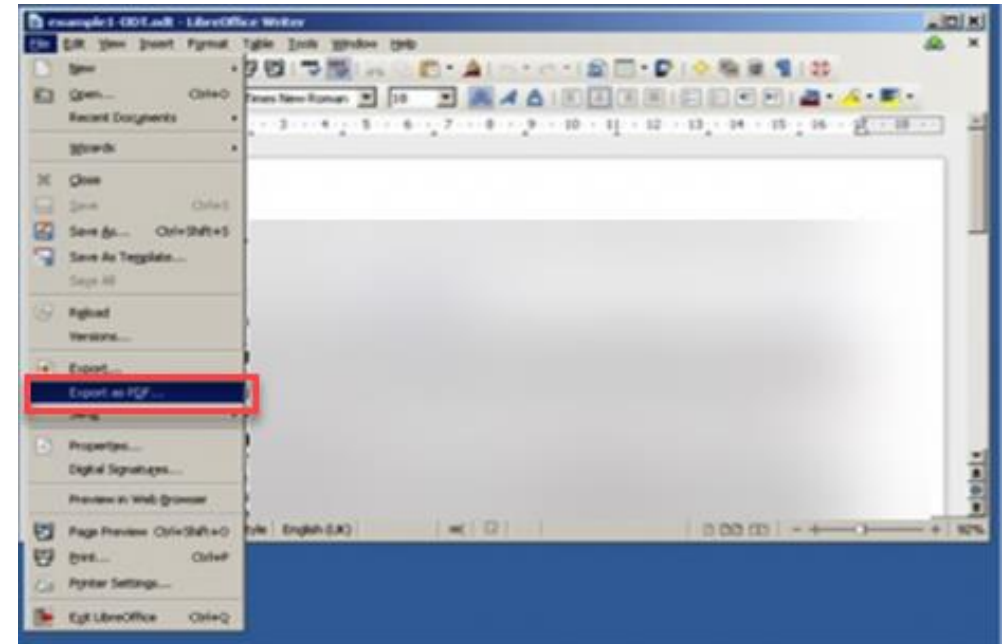


LIBREOFFICE 4.0

Will convert document types: .odt, .ods, .odp

The OpenDocument format (ODF) is a free, ISO-standardized format for documents (.odt file extension), spreadsheets (.ods), presentations (.odp) and more. Used widely throughout the world, ODF is supported by a variety of programs, including the free LibreOffice suite and OpenOffice.org.

- Select File
- Export as PDF



LIBREOFFICE 4.0, cont'd

- Check off under General PDF/A-1a





CONVERTING L^AT_EX to PDF/A

The current LaTeX development suites (like Kile, MiKTeX, MacTex. etc.) provide tools that convert to PDF only. Therefore, create a pdf document using the tool pdflatex which is generally included with the development suite and then use Adobe Acrobat Pro to convert to PDF/A.





Merging documents into one

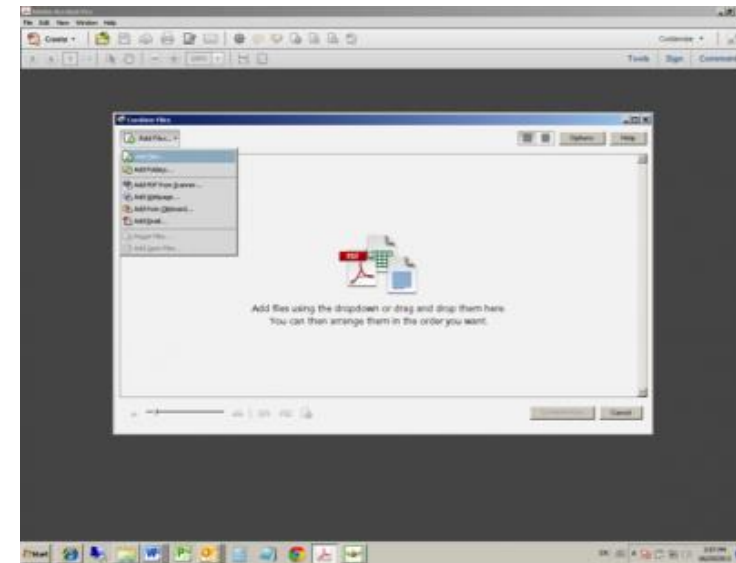
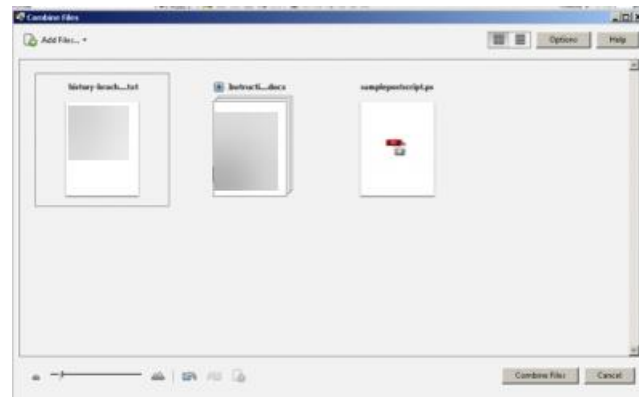
Since the final document must be assembled and uploaded as one (1) document. Several products such as Adobe Acrobat Pro and MS-Word will merge documents into one.

See next pages for instructions.



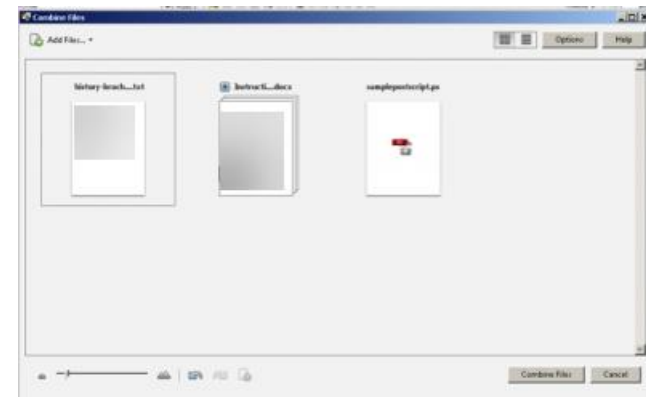
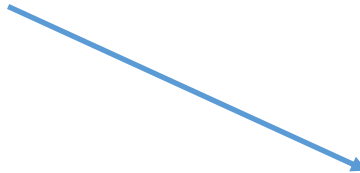
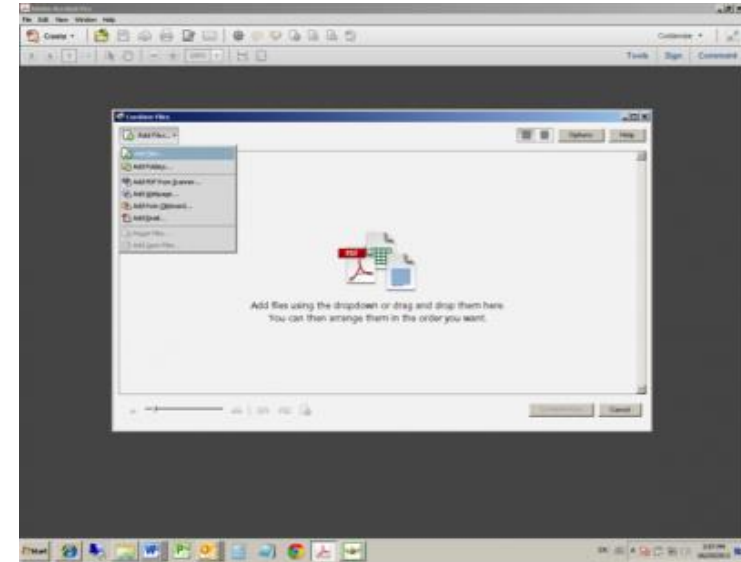
ADOBE ACROBAT PRO XI

- Select Create
- Select Add Files
- Select the files to be merged in the order to be assembled



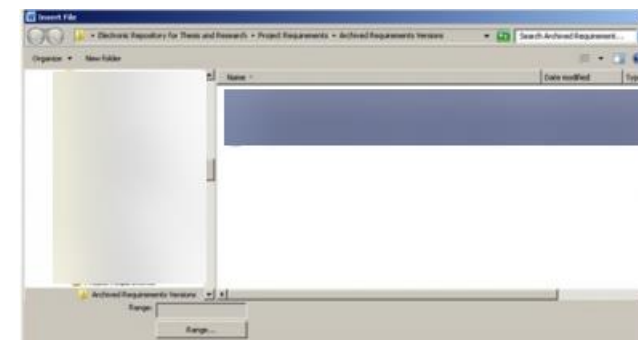
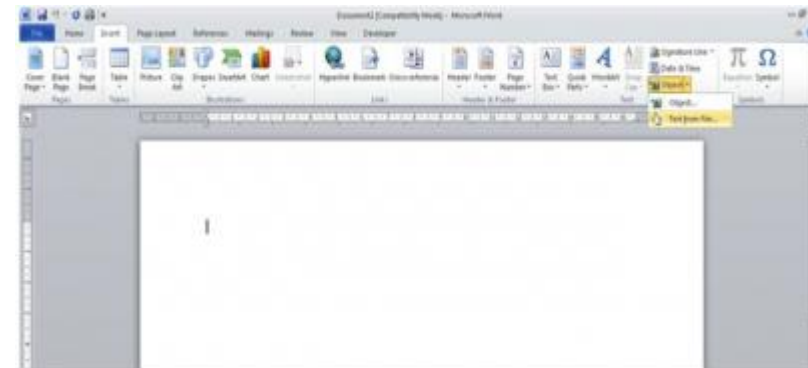
ADOBE ACROBAT PRO XI

- Click on Combine Files
- Enter File name
- Select Save as
- Select under save as type dropdown: PDF/A



MICROSOFT WORD WINDOWS 2013 or 2010

- Open a new document
- Click on the “Insert” tab
- Select Object
- Select Text from File
- Select the documents to merge in the order that they are to be assembled



Note: If the documents selected have different headers or footers, the header/footer of the 1st document selected will be used during the merge process.



To create a PDF/A document using Microsoft Word for Mac

Note: Unfortunately, Microsoft Office for Mac does not include a feature to save as a PDF/A.

