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SETTINGS IN YOUR ORIGINAL FILE AND PROPERTIES OF YOUR PDF/A FILE

CONTENT

YOUR ONLINE PUBLICATION	2
OVERVIEW OF REQUIREMENTS.....	2
REQUIREMENTS IN DETAIL.....	3
1. TITLE PAGE.....	3
2. PERSONAL DATA	3
3. PAGINATION.....	3
4. DOCUMENT PROPERTIES > DESCRIPTION.....	4
5. DOCUMENT PROPERTIES > SECURITY.....	5
6. DOCUMENT PROPERTIES > FONTS.....	6
7. ADDING BOOKMARKS.....	7
8. COPY TEST FOR TEXT.....	8
9. IMAGES.....	8
10. PDF/A FORMAT	8
CONTACT	9

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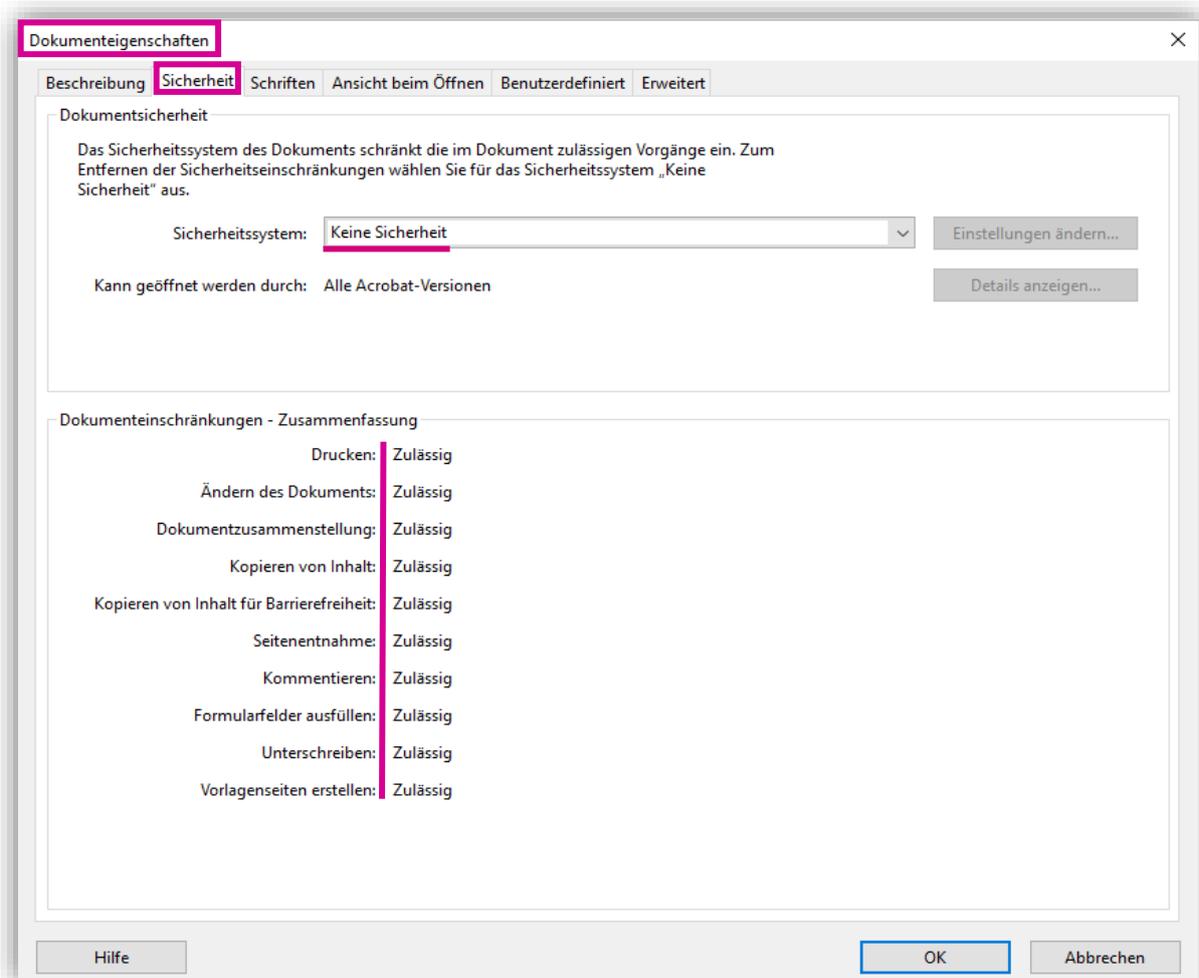
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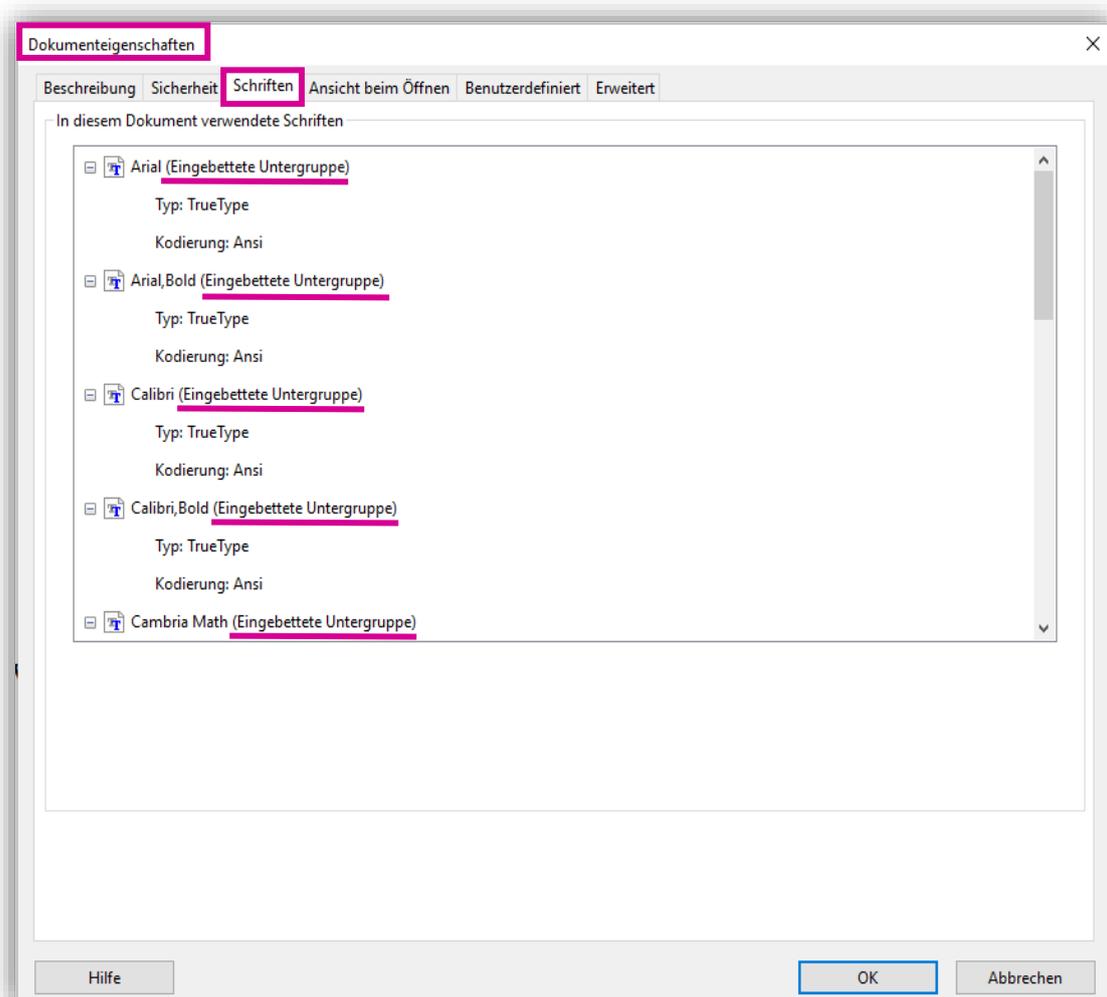
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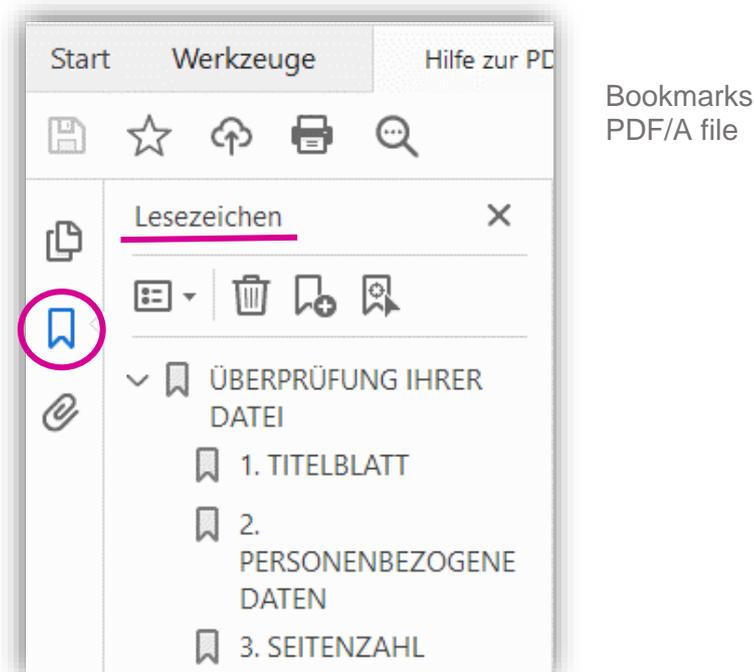
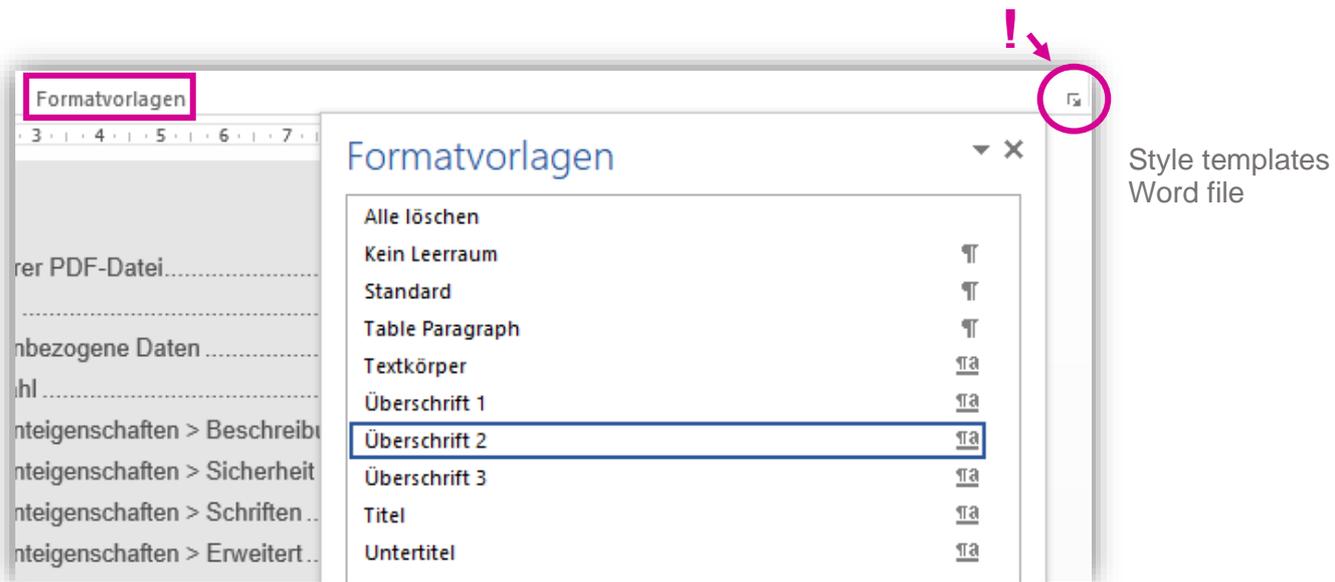
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[Help for LaTeX users](#) (in German and English)

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In MS Word (depending on the version), the function can be found: 1. for a selected image under *Format Picture > Layout & Properties > Alt Text > Description* or 2. for all images under *File > Options > Accessibility*. Alternatively, when saving the document, unticking the box under *File > Save As > PDF > Options > Include non-printing information > Document structure tags for accessibility* can help. Alternative texts for individual images can also be edited in Adobe Pro under *Tools > Accessibility > Set Alternative Text*.

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The submitted file must be compliant with the long-term archiving format PDF/A, specifically with its basic level (-1**b** or -2**b**). Files in the accessible level (-1a and -2a) will also be accepted.

For format validation and conversion, the [BTU PDF/A converter](#) is available to all BTU members. In addition, the metadata filled out in this tool will automatically be transferred and correctly placed into the PDF/A file during the conversion process (see point 4).

For more information on PDF/A formats and long-time archiving, see:

[TU Berlin: Creating PDF/A-compliant files](#)

[PDF/A in a nutshell 2.0](#) [PDF/A Kompakt](#)

[S. Henneberger: Erstellung und Bearbeitung von PDF-Dokumenten...](#)

[SLUB Dresden: Technische Standards für die Ablieferung von Netzpublikationen](#)

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CONTACT

Zdenka Günzel
T +49 (0)355-69 2161

Simone Schad
T +49 (0)355-69 3205

Silvia Möller-Hübinger
T +49 (0)355-69 2493

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