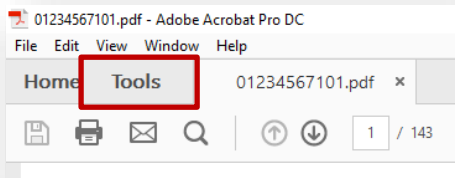
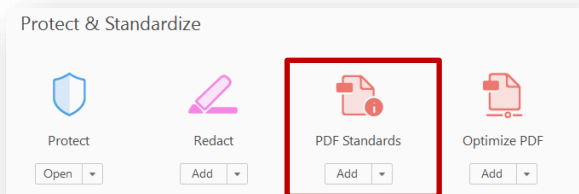


Instructions: How to check a PDF file with Adobe Acrobat Pro DC for PDF/A compliance and convert to PDF/A standard

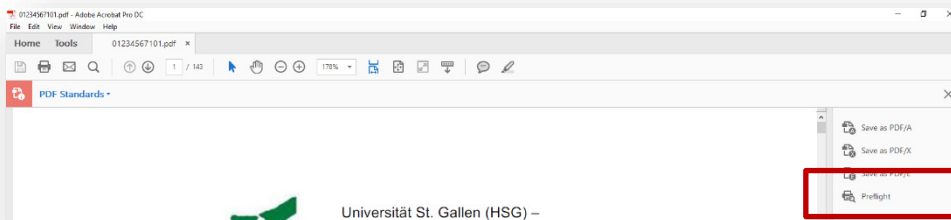
1. Open PDF file with Adobe Acrobat Pro DC, click on **Tools**:



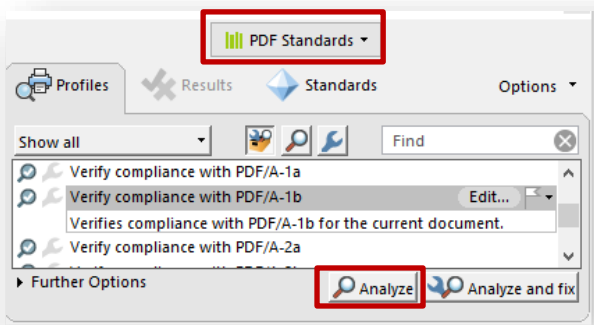
2. Scroll to «Protect & Standardize» and add / open **PDF Standards**:



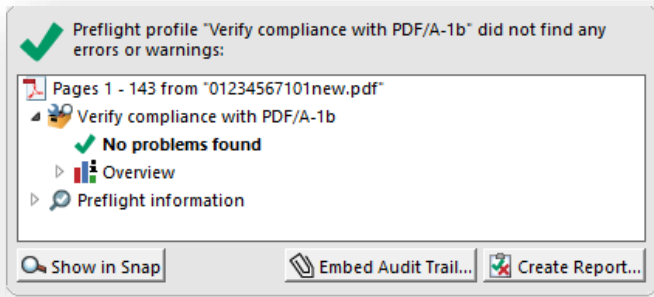
3. Select **Preflight** (on the right)



4. Open Tab «PDF Standards», select «Verify compliance with PDF/A-1b» (or PDF/A-2b) and click on «Analyze» :

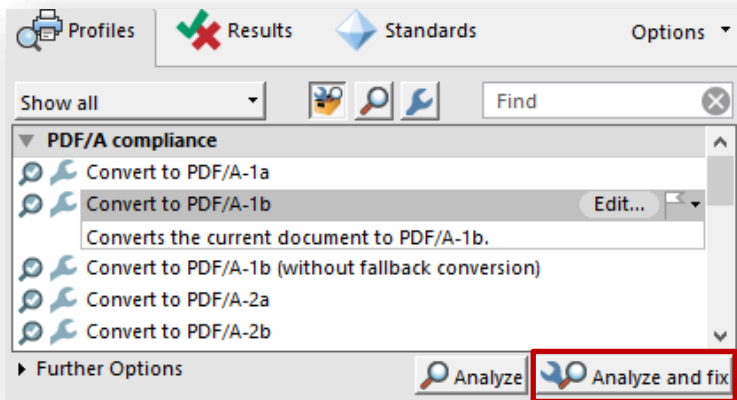


5. If the file is **already compliant** with PDF/A Standard, the following message appears:

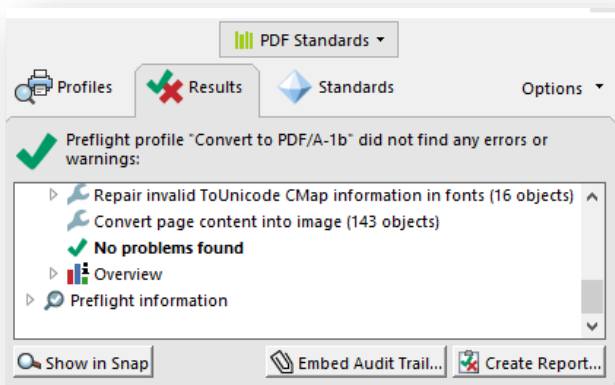


If the PDF file is **not PDF/A compliant** (if error messages appear):

6. Select «Profiles» - «Convert to PDF/A-1b» (or: PDF/A-2b), click «Analyze & fix», save file under a new name:



7. The file will now be aligned to PDF/A compliance and the adjustments listed in the «Results» tab. At the bottom, it should now read «No problems found»:



8. The PDF file is now PDF/A compliant and you can upload it to EDIS or EDOK.