



**REPOSITÓRIO  
INSTITUCIONAL  
UNIFESP**

**COMO SALVAR DOCUMENTOS EM  
FORMATO PDF/A**

# Apresentação

O formato PDF/A é um padrão ISO voltado para preservação de longo prazo de documentos digitais, de forma a garantir a confiabilidade, integridade e reprodução de seu conteúdo, independente de programas e sistemas que possam vir a ser utilizados no futuro.

Você verá neste tutorial que alguns programas disponibilizam a possibilidade de conversão em PDF/A-1a e PDF/A-1b. Existem certas especificações entre esses níveis de conformidade, porém, para fins de preservação, o mais importante é que o documento seja convertido em formato PDF/A, independente do nível.

## Converter para PDF/A

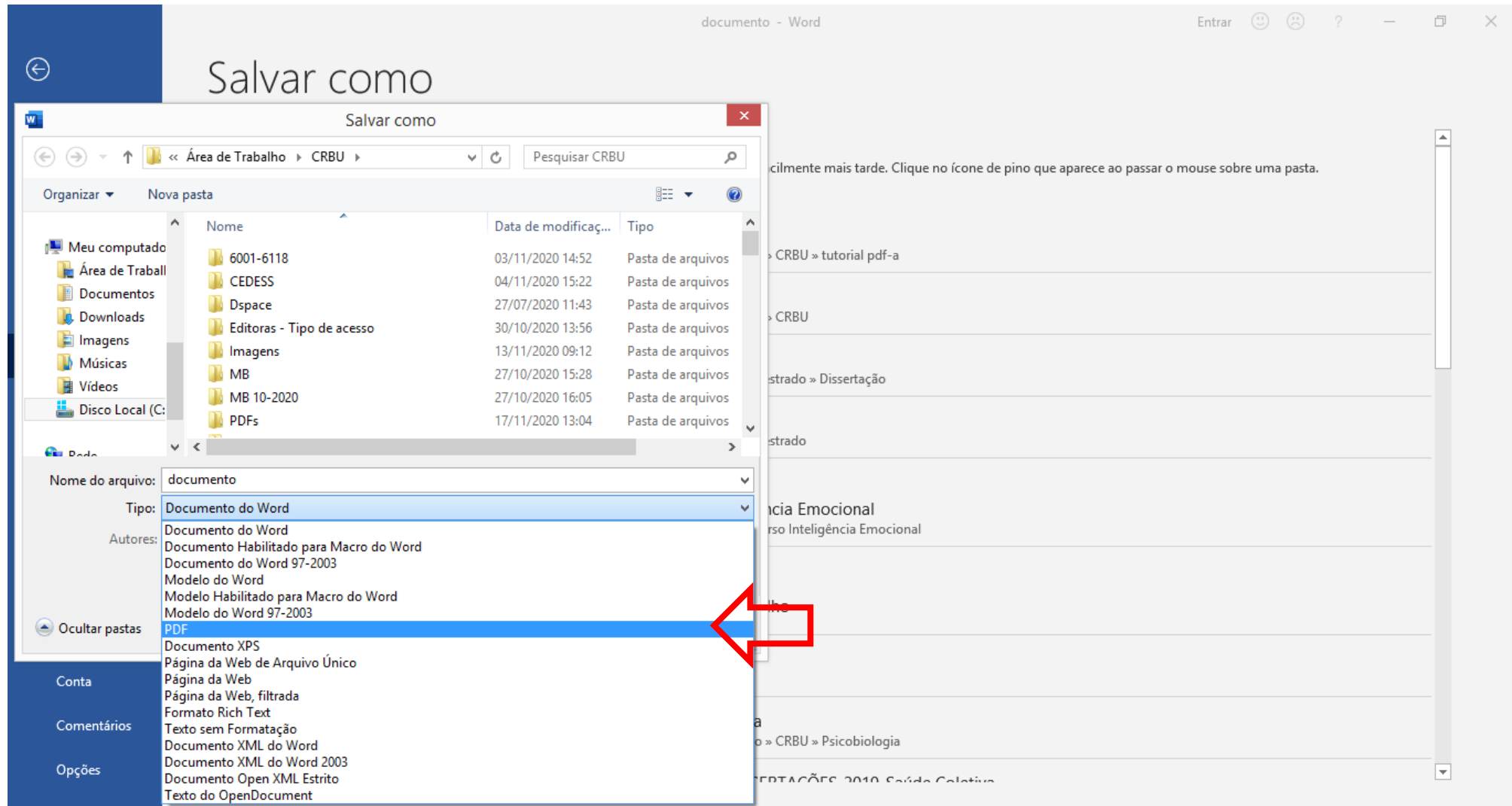
- A partir do Word
- A partir do Libre Office
- A partir do PDF Creator
- A partir de programa online:
  - Docupub - <https://docupub.com/pdfconvert/>

## Converter PDF para PDF/A

- Usando Avepdf - <https://avepdf.com/pt/convert-to-pdf-a>

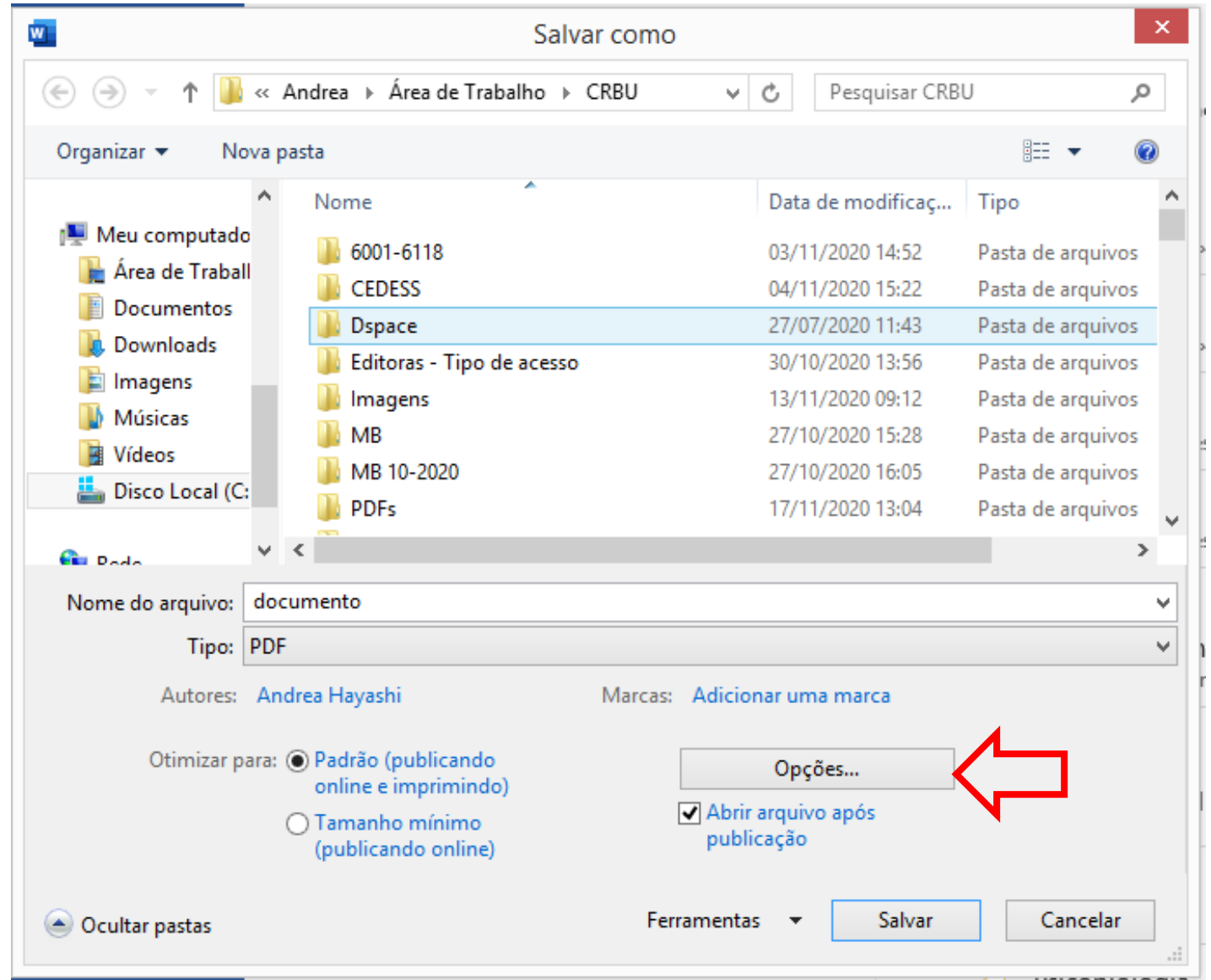
# A partir do Word

Vá para Arquivo > Salvar Como e em Tipo, selecione PDF



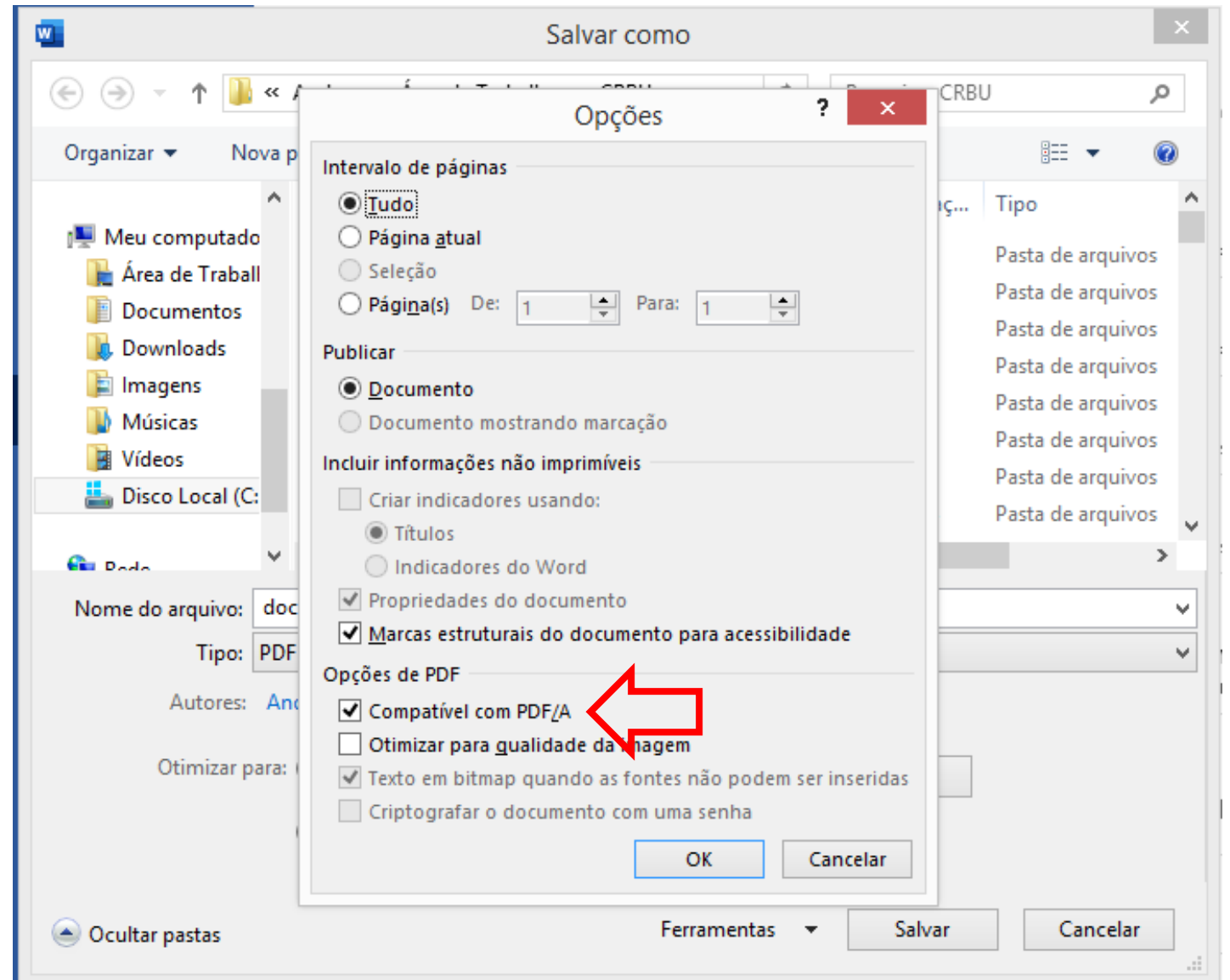
# A partir do Word

Clique em Opções



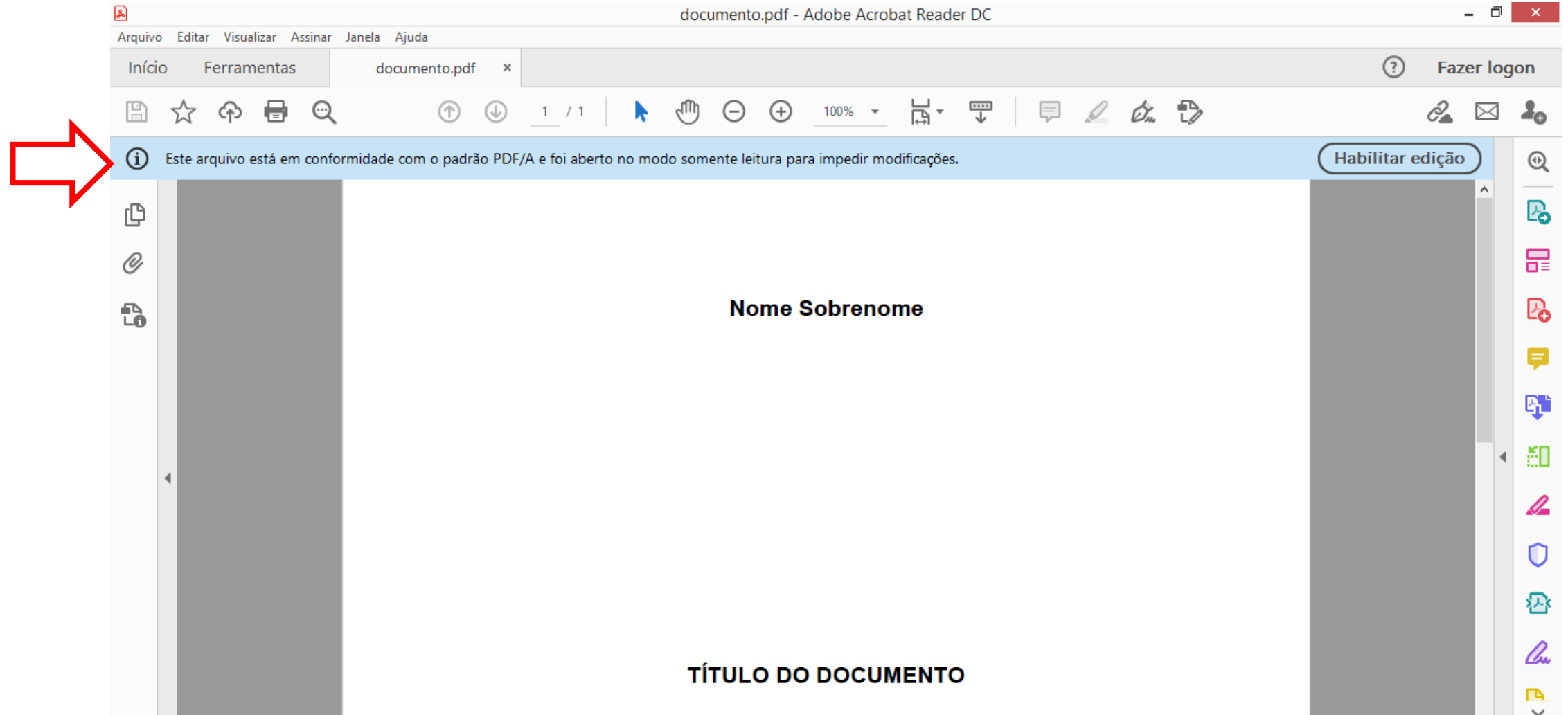
## A partir do Word

Selecione a opção  
Compatível com PDF/A  
e clique em OK e logo  
em seguida, Salvar



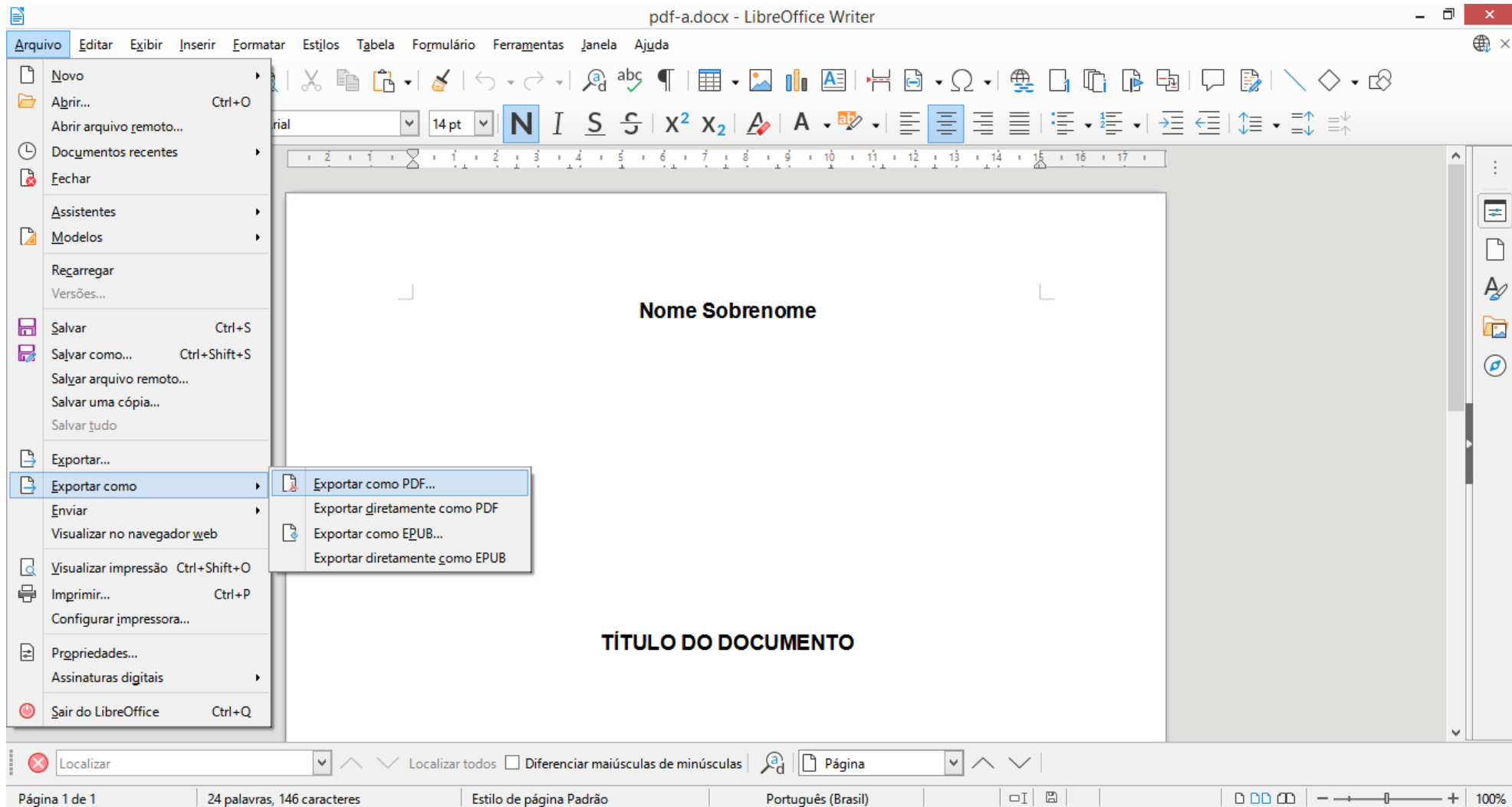
# A partir do Word

O documento foi salvo no formato PDF/A.



# A partir do Libre Office

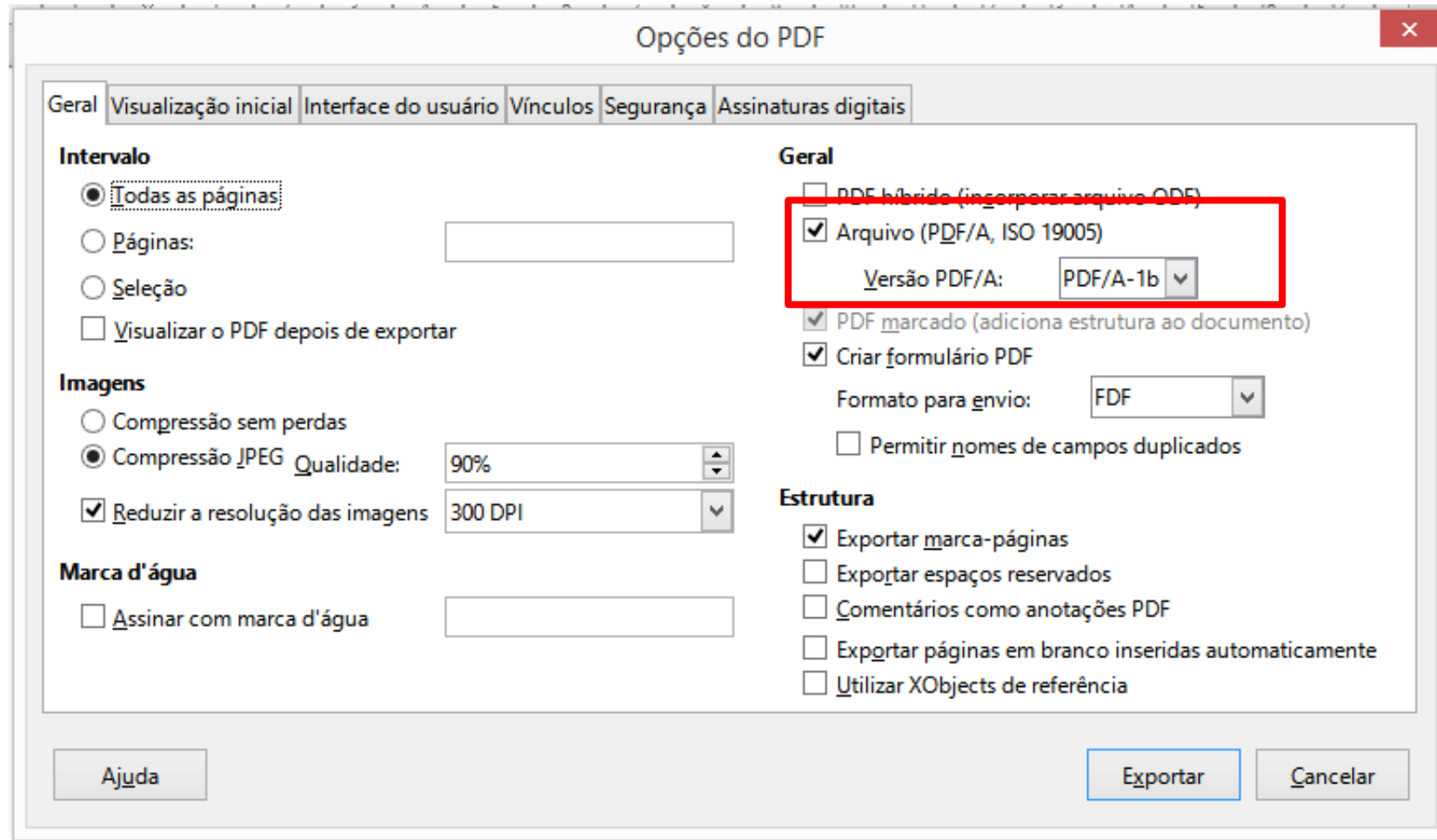
Em Arquivo, vá para Exportar como > Exportar como PDF...





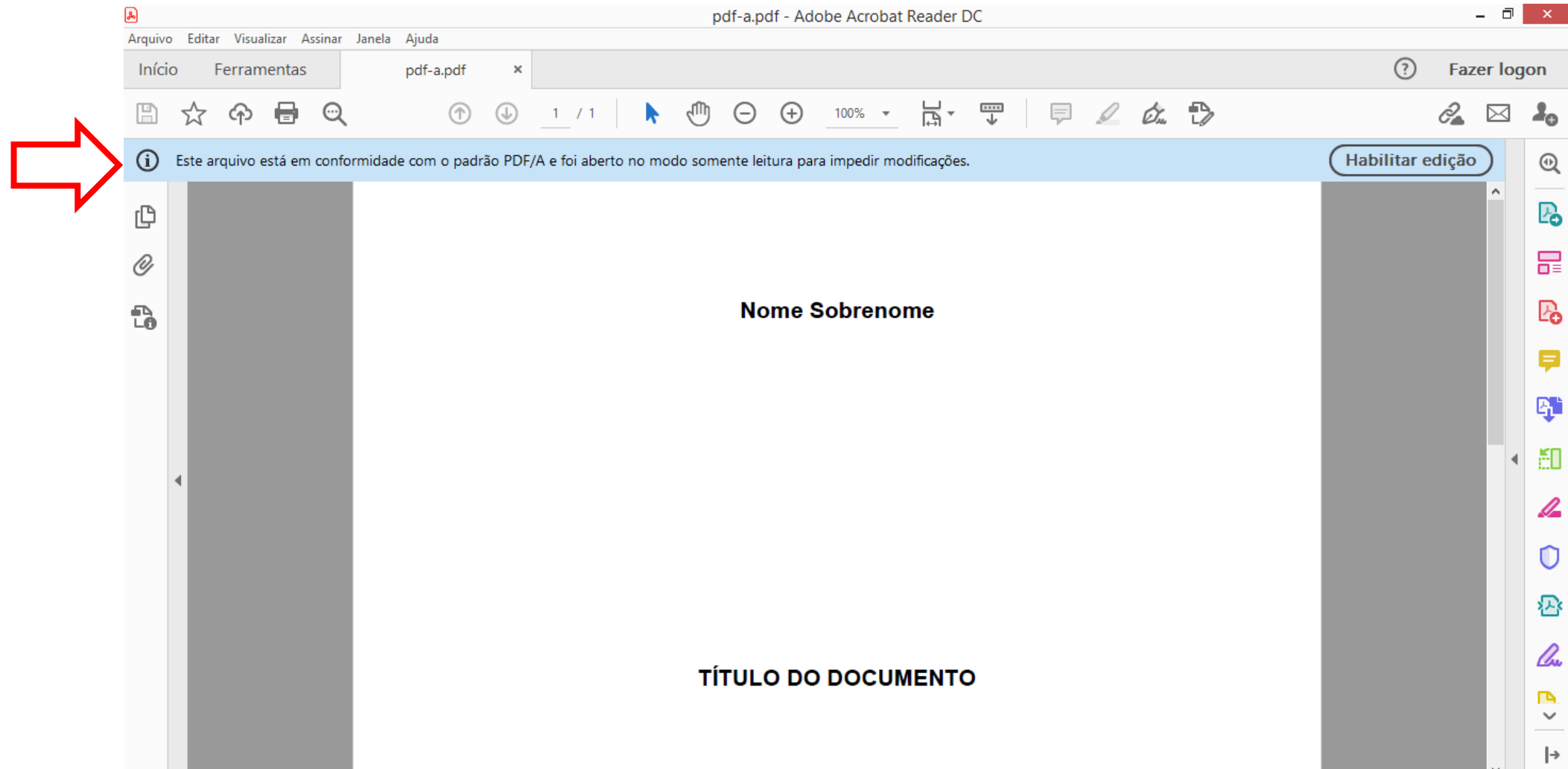
## A partir do Libre Office

Selecione Arquivo (PDF/A, ISO 19005) e em Versão PDF/A, escolha a versão PDF/A-1b. Clique em Exportar.



# A partir do Libre Office

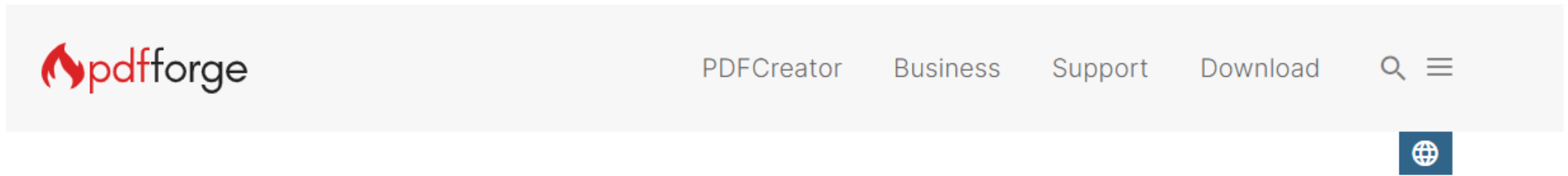
O documento foi salvo no formato PDF/A.



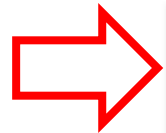
# A partir do PDF Creator

Entre no link para baixar o programa PDF Creator:

<https://www.pdfforge.org/pdfcreator/download>



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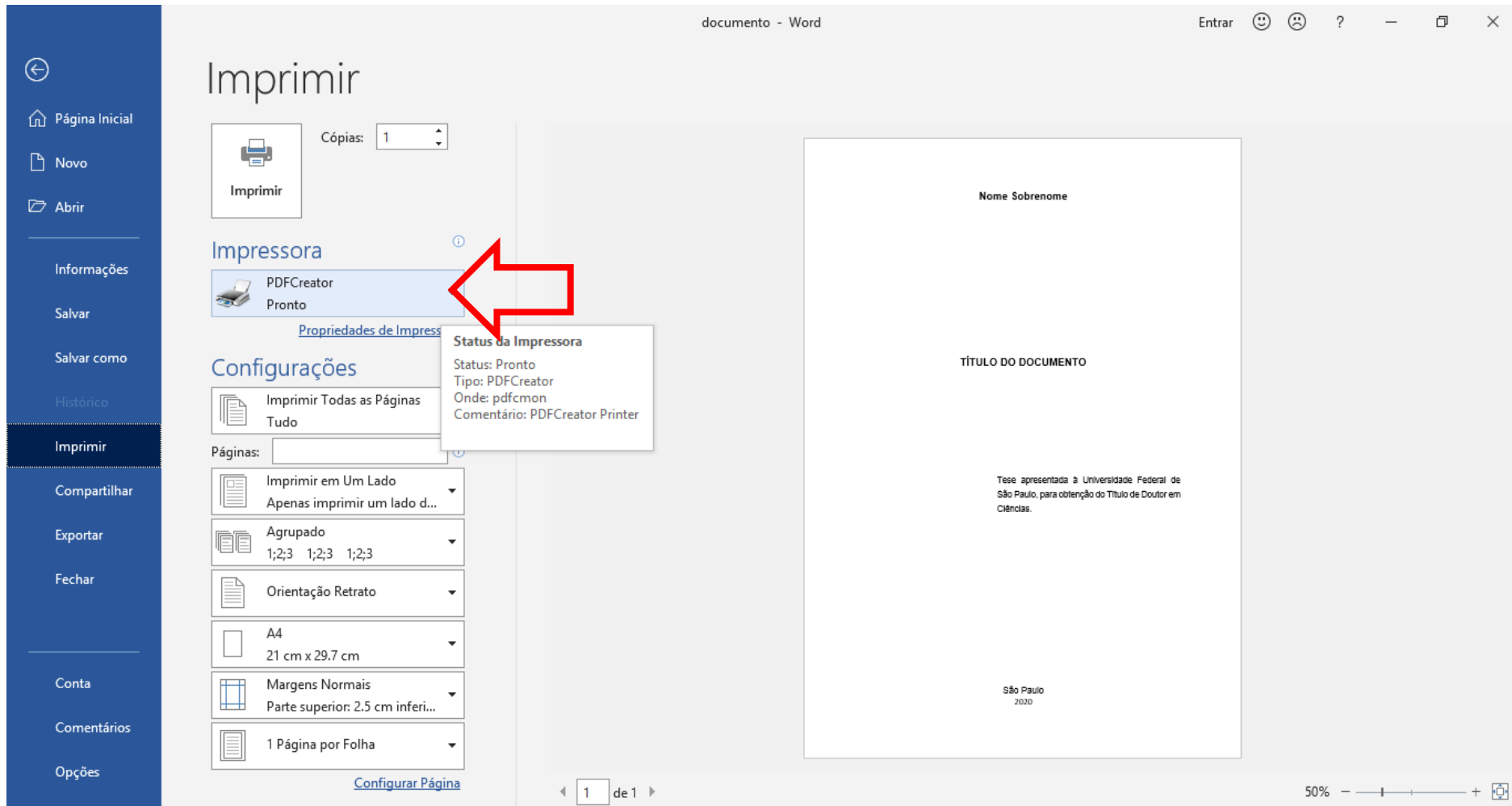
The Professional version is ad-free, admin-friendly and includes priority e-mail support.

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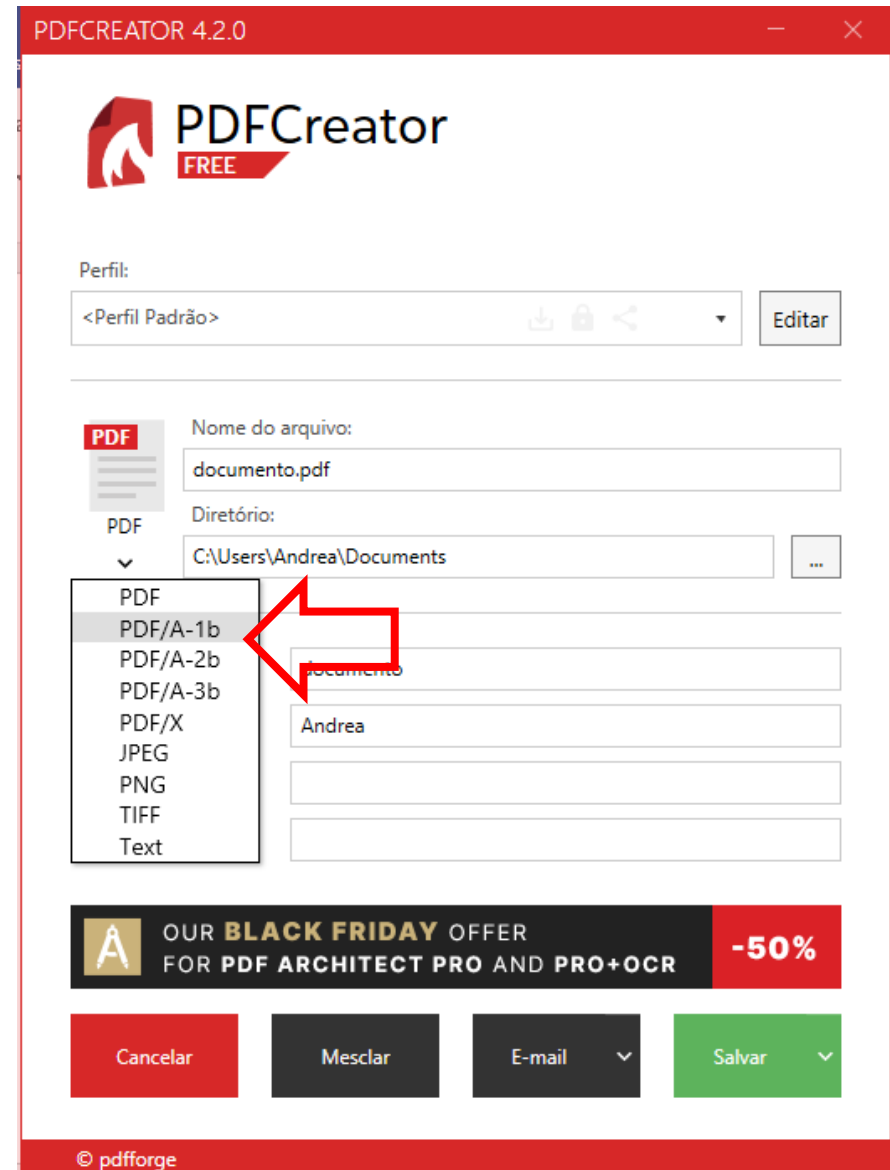
# A partir do PDF Creator

Após instalação, abra o documento, vá em Arquivo > Imprimir e em Impressora, selecione PDFCreator.



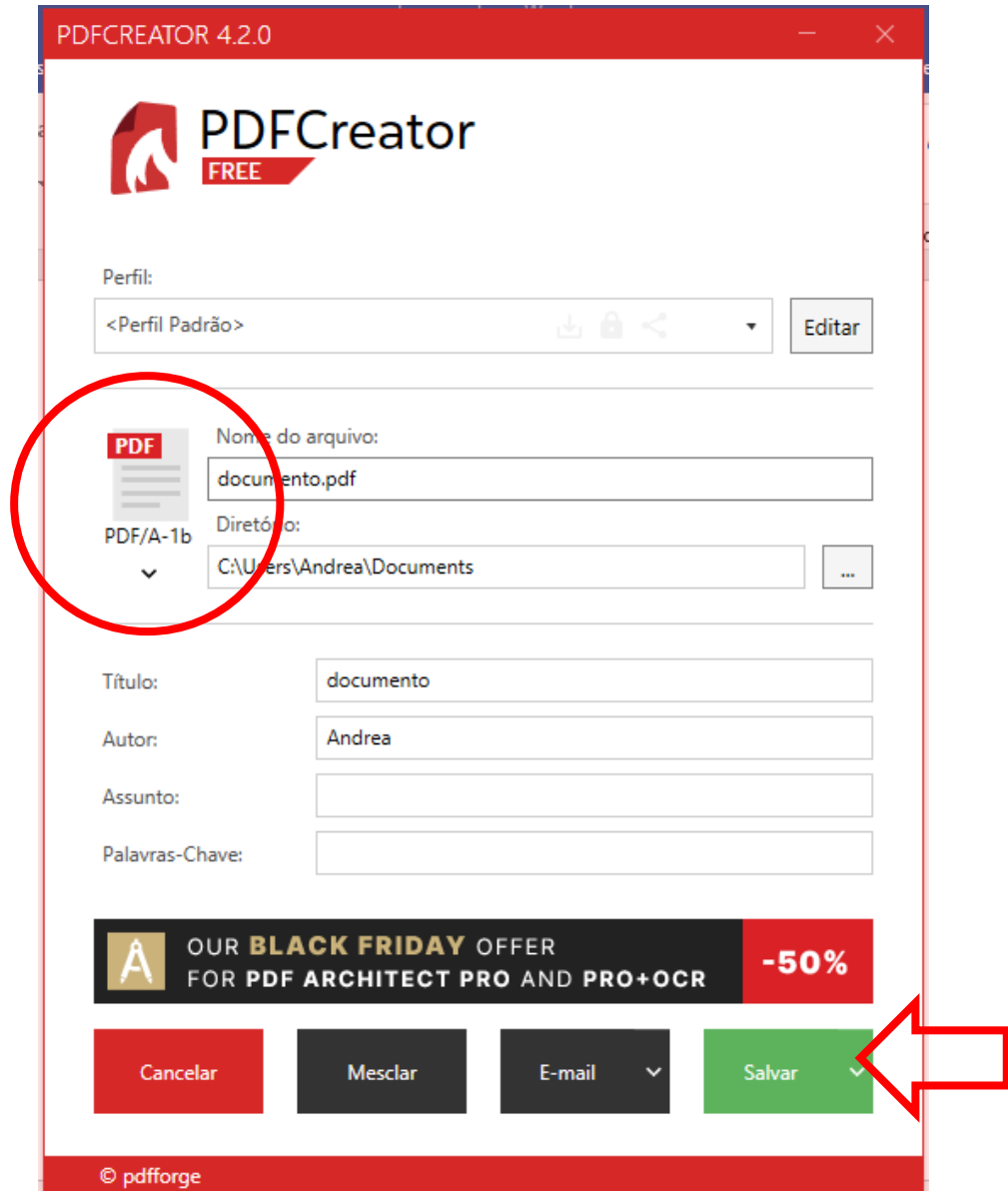
# A partir do PDF Creator

Na imagem do PDF, selecione PDF/A-1b.



# A partir do PDF Creator

Depois clique em Salvar.



## A partir do PDF Creator

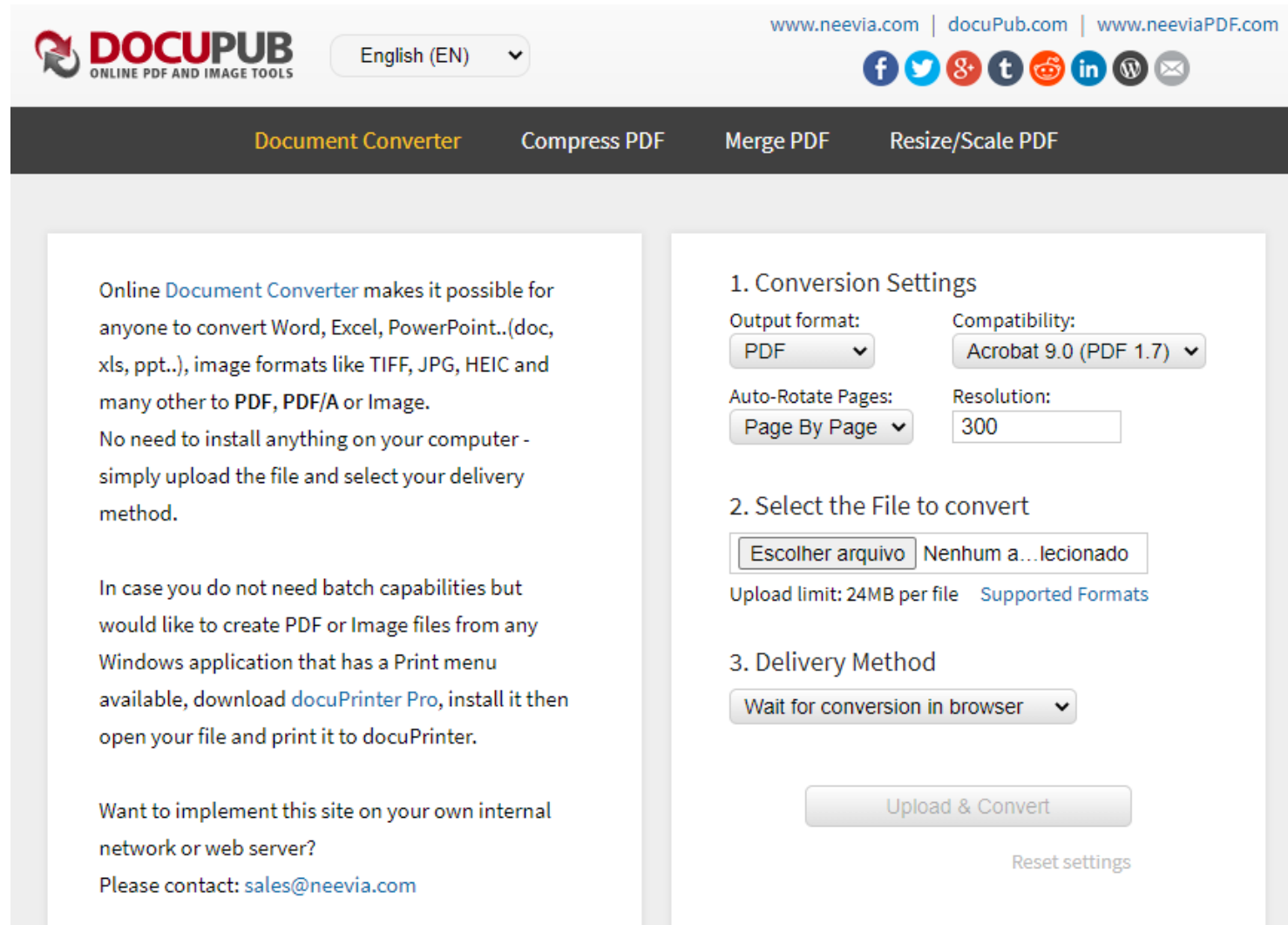
Confirme o formato em que o documento foi salvo e em qual local.

É possível enviar o arquivo por email ou alterar o local de “salvamento” do arquivo.



# A partir de programa online

Acesse o site Docupub em: <https://docupub.com/pdfconvert/>



The screenshot shows the DocuPub website interface. At the top left is the logo for DOCUPUB, described as 'ONLINE PDF AND IMAGE TOOLS'. To its right is a language dropdown menu set to 'English (EN)'. Further right are the website URLs: www.neevia.com, docuPub.com, and www.neeviaPDF.com. Below these are social media icons for Facebook, Twitter, Google+, Tumblr, YouTube, LinkedIn, and Email. A dark navigation bar contains the following menu items: Document Converter (highlighted in orange), Compress PDF, Merge PDF, and Resize/Scale PDF.

The main content area is split into two columns. The left column contains introductory text about the online document converter, stating it can convert Word, Excel, PowerPoint, and various image formats to PDF, PDF/A, or Image. It notes that no software installation is required and provides instructions for using a printer application like docuPrinter Pro. At the bottom of this column, it offers contact information for implementing the site on an internal network or web server, with the email address sales@neevia.com.

The right column contains the conversion settings. It is titled '1. Conversion Settings' and includes dropdown menus for 'Output format' (set to PDF) and 'Compatibility' (set to Acrobat 9.0 (PDF 1.7)). There are also dropdowns for 'Auto-Rotate Pages' (set to Page By Page) and a text input for 'Resolution' (set to 300). Below this is section '2. Select the File to convert', featuring a file selection button labeled 'Escolher arquivo' and a placeholder text 'Nenhum a...lecionado'. A note indicates an 'Upload limit: 24MB per file' and provides a link to 'Supported Formats'. Section '3. Delivery Method' has a dropdown menu set to 'Wait for conversion in browser'. At the bottom of the settings area is a large 'Upload & Convert' button and a smaller 'Reset settings' link.



# A partir de programa online

Em Output Format, selecione PDF/A e selecione o arquivo para conversão.

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1. Conversion Settings

Output format:

Output Intent:

2. Select the File to convert

Nenhum a...lecionado

Upload limit: 24MB per file [Supported Formats](#)

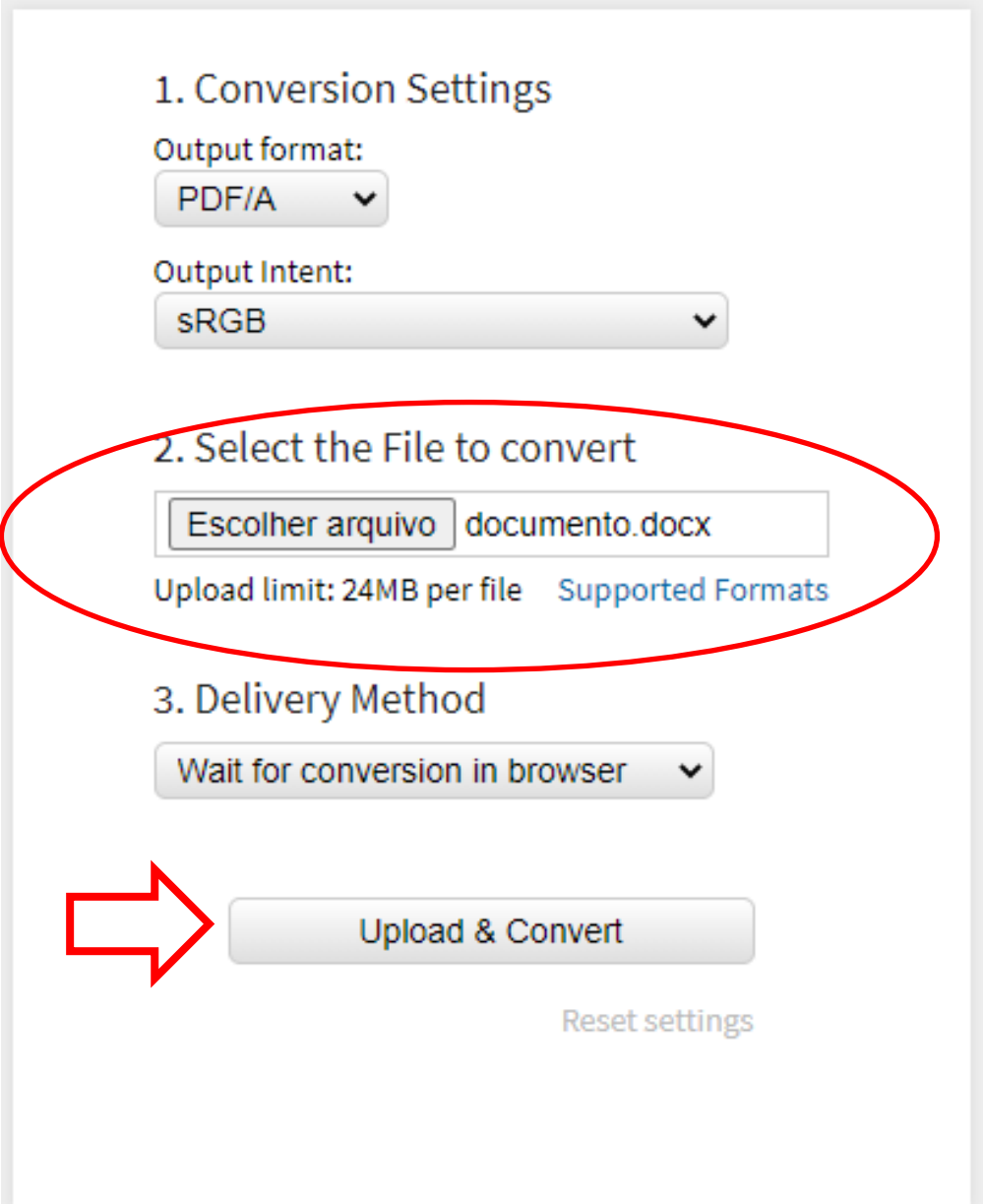
3. Delivery Method

[Reset settings](#)

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# A partir de programa online

Depois de selecionar o arquivo, clique em Upload & Convert.



1. Conversion Settings

Output format:  
PDF/A

Output Intent:  
sRGB

2. Select the File to convert

Escolher arquivo documento.docx

Upload limit: 24MB per file [Supported Formats](#)

3. Delivery Method

Wait for conversion in browser

Upload & Convert

Reset settings



## A partir de programa online

Aparecerá a seguinte mensagem, confirmando a conversão do documento para o formato PDF/A

Your document has been converted! :-)

Click on the link below to view it in your web browser  
or right click on the link and select "Save link as"  
to directly download the file onto your hard drive.

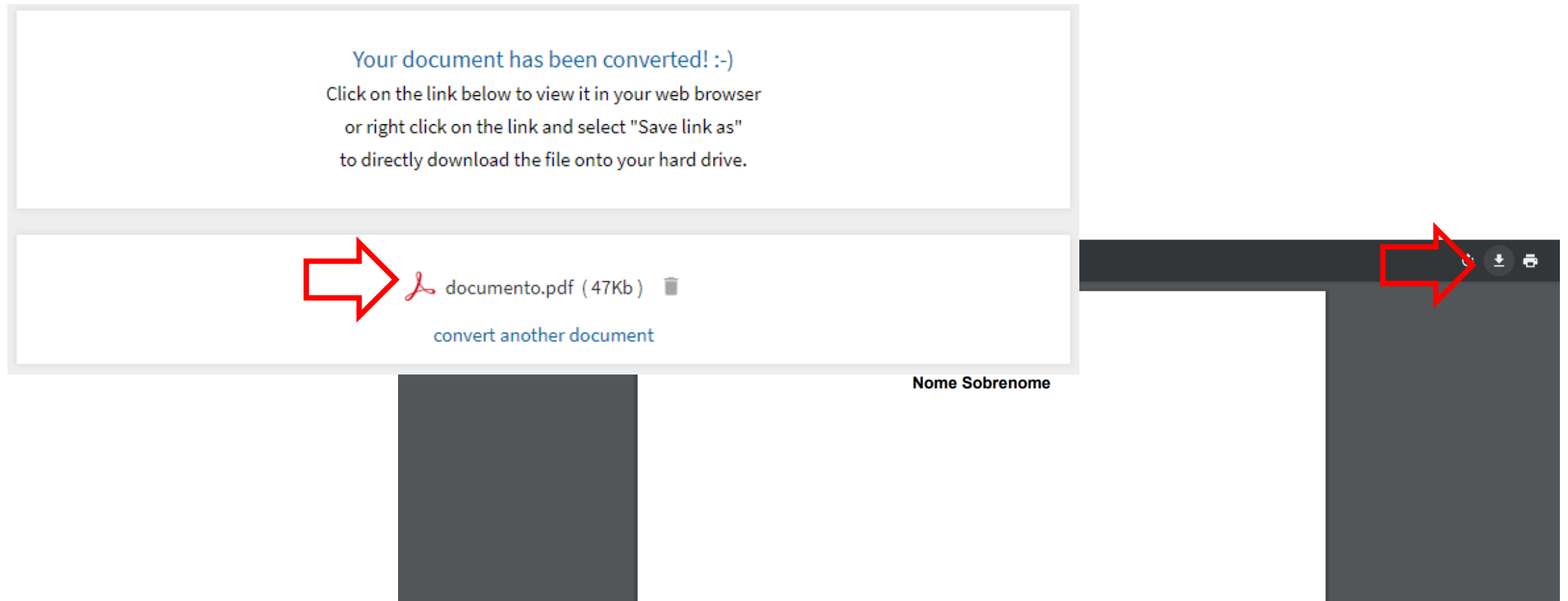
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 documento.pdf ( 47Kb) 

[convert another document](#)

## A partir de programa online

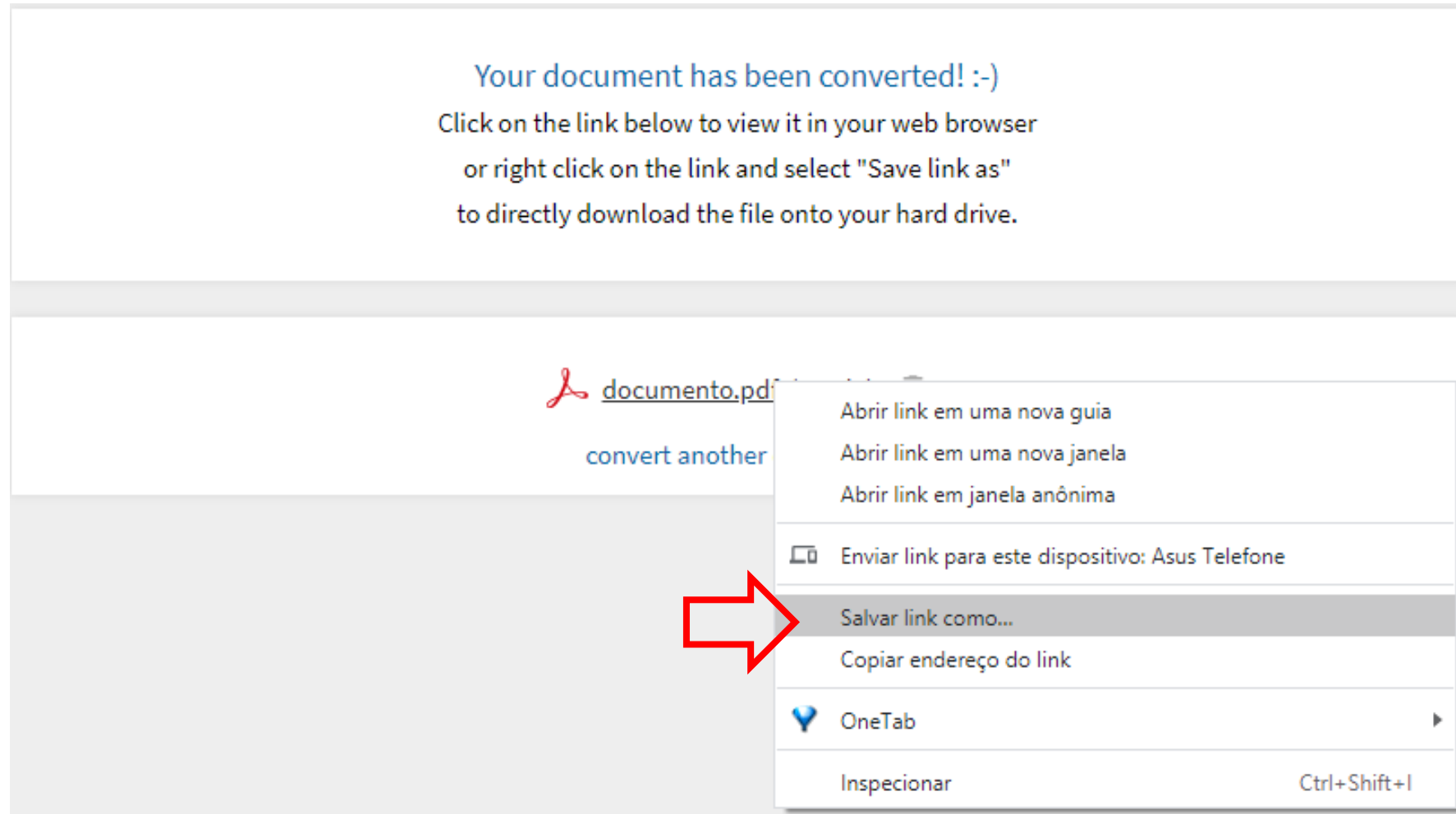
Há duas opções para salvar o documento. Ao clicar no pdf, o documento abrirá em outra aba do navegador, clique no ícone de Download para baixar...



The image shows a user interface for document conversion. At the top, a message states: "Your document has been converted! :-)" followed by instructions: "Click on the link below to view it in your web browser or right click on the link and select 'Save link as' to directly download the file onto your hard drive." Below this, a file entry is shown: "documento.pdf (47Kb)" with a PDF icon and a trash icon. A red arrow points to the PDF icon. Below the file name is a link: "convert another document". To the right, a dark navigation bar contains a download icon (a downward arrow) and a print icon (two sheets of paper). A red arrow points to the download icon. At the bottom right, the text "Nome Sobrenome" is visible.

## A partir de programa online

...ou clique com o botão direito sobre o pdf e selecione Salvar link como.



# Converter um documento PDF em PDF/A

Vá para o site: <https://avepdf.com/pt/convert-to-pdf/a>

Selecione o arquivo PDF a ser convertido para PDF/A.

The screenshot shows the AvePDF website interface. At the top left is the AvePDF logo with a smiley face icon. To the right are buttons for 'Conecte-se' and 'inscrever-se'. Below the logo is a navigation menu with a back arrow, a PDF icon, and the text 'Converter em PDF / A' with a subtitle 'Converta PDF para PDF / A para arquivamento a longo prazo'. The main content area is a large dashed box containing a PDF icon, the text 'Solte seu arquivo aqui ou', and 'Tamanho máximo do arquivo: 500 MB'. Below this is a yellow button labeled 'Escolher arquivo' with icons for file selection, refresh, and upload. At the bottom left, there is a house icon and the text 'Seus arquivos estão seguros!' with a sub-note 'Usamos os melhores métodos de criptografia para proteger seus dados'. At the bottom right is a dark blue button with a question mark and the text 'Ajuda'. On the far right edge, there is a vertical social media sharing bar with icons for Facebook, Twitter, LinkedIn, and Email.

# Converter um documento PDF em PDF/A

Selecione o nível de conformidade PDF/A-1a.



The screenshot shows a web interface for converting a PDF to PDF/A. At the top left, there is a back arrow and a yellow icon of two overlapping documents with a PDF symbol. The main heading is "Converter em PDF / A" with a subtitle "Converte PDF para PDF / A para arquivamento a longo prazo". The central area is enclosed in a dashed blue border and contains a dropdown menu for "Nível de conformidade" set to "PDF/A-1a", a yellow "Converter" button, and a file list at the bottom left showing a document named "2019-0017.pdf" with a size of "11.68 MB". On the right side, there is a vertical stack of social media icons (Facebook, Twitter, LinkedIn, Email) and a dark blue "Ajuda" button with a question mark icon at the bottom right.

←  **Converter em PDF / A**  
Converte PDF para PDF / A para arquivamento a longo prazo

Nível de conformidade  
PDF/A-1a v

**Converter**

 11.68 MB  
2019-0017.pdf

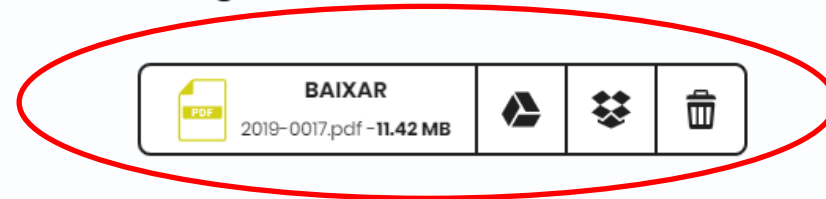

 **Ajuda**

# Converter um documento PDF em PDF/A

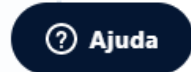
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Obrigada!

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