

APPENDIX III – INSTRUCTIONS FOR CREATING COMPLIANT PDFS

The Office of Management and Budget requires all PDF uploads of the A-133 reporting package to be text-searchable, unlocked, and unencrypted. The Federal Audit Clearinghouse encourages you to submit audit reports as **electronically created PDF files**. As of January 2, 2015 the Clearinghouse **cannot accept** audits that do not meet these criteria.

What will cause my PDF to be locked or not text searchable?

Usually, one of the following may cause a PDF to be locked or not text-searchable:

- Scanning a physical copy of your audit report
- Changing the default security settings in your PDF creator
- Applying security or password protection to your PDF

How do I create a compliant PDF?

Note: Regardless of which option you use to create a PDF, leave the security level at the default settings. Do not add restrictions to the document.

Option 1: Convert using an online software

Online PDF software can be used to create a PDF file that is text-searchable, unlocked, and unencrypted. In order to meet these requirements, the PDF must be created from the electronic version of your submission for most websites (MS Word, Excel, or PowerPoint).

Option 2: Convert using PDF software

PDF-creating software can be used to create a PDF file that is text-searchable, unlocked, and unencrypted. In order to meet these requirements, the PDF must be created from the electronic version of your submission (MS Word, OpenOffice, etc.).

There are several PDF-creating programs available; the Federal Audit Clearinghouse does not endorse any specific PDF-creating software or company.

1. An Internet search for “PDF creator” will yield several options, including free software, which will allow you to convert an electronic file into a PDF.
2. Adobe provides an online PDF creating service that will allow you to convert electronic version of your submission to PDF format. A one-month license with unlimited use can be purchased online at www.acrobat.com/createPDF.
3. Adobe Acrobat software will allow you to convert an electronic version of your submission to PDF format. The software can be purchased at adobe.com.

Option 3: Save as PDF Directly from Word Processor

Most word processing programs have the ability to save documents as PDFs.

Microsoft Office 2010

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File Name** box, enter a name for the file, if you have not already.
4. In the **Save as type** list, click “PDF (*.PDF)”.
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.
6. Click **Save**.

Microsoft Office 2007

Note: You may need to install the “Microsoft Save as PDF” add-in from the Microsoft website (microsoft.com/download/en/details.aspx?id=9943)

1. Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **PDF or XPS**.
2. In the **File Name** field, type or select a name for the document.
3. In the **Save as type** list, click “PDF”.
4. If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
5. Click **Options** to set the page range to be printed, to choose whether markup should be printed, and to select the output options. Click **OK**.
6. Click **Publish**.

Microsoft Office 2000

1. Click the **File** tab.
2. Choose **Save & Send**, select **Create PDF/XPS Document**, and then click **Create PDF/XPS**.
3. In the **Publish as PDF or XPS dialog**, select “PDF (*.PDF)” in the **Save as type** drop-down.
4. Enter a name for the document in the **File name** text box.
5. To change the publishing options, click **Options**.
6. Click **OK** and then click **Publish**.

Combining Several PDF Files (using Adobe converter)

Option 1: Using an online software

1. Search for a free, online PDF converter/merger.
2. Follow the instructions indicated on the website of your choice.
3. Once the files you want to merge have been uploaded, download the combined document.
4. Select the option to **Open** or **Save** the merged file. Save it to your computer.

Option 2: Using Adobe converter

1. Once in Adobe, click **create** on the left.
2. Select **combine files into a Single PDF**.
3. Click the **Add Files** link on the top left.
4. Select the first file and return. It will appear in the box. Continue selecting all files that you want to combine.
5. Once all files are in the box, select **Combine Files** at the bottom right.
6. This will create a single pdf of your combined files. Save it under a new name.

Frequently Asked Questions**Q: I have created my PDF with software, but it still does not meet the 85% searchable threshold.**

A: Certain pages are not text-searchable.

1. There are pages that include pictures or graphics (including the cover page) and no text.
 - i. **Fix:** Remove these pages and re-save your audit report as a PDF.
2. There are blank separator pages.
 - i. **Fix:** Insert the text, “This page intentionally left blank” to make this page text-searchable.

Q: How do I sign a document electronically?

A: Various methods are available.

1. **Option 1:** Sign a blank piece of paper, and then scan the paper. Save this signature as a picture file (like a .jpg). You can insert this picture file into any document where a signature is required.
2. **Option 2:** If you are using advanced PDF writing software, you can print out your signature page, sign it in ink, scan the page, and then electronically insert it into your PDF.
3. **Option 3:** You can use any graphics software or “Google Docs” (docs.google.com) to draw your signature with your mouse pointer. Save this image and insert the image into your audit. Then save the document as a PDF as usual.
4. **Option 4:** There are several free products available on the Internet that will enable you to insert a signature into PDFs.

Q. How do I create electronic letterhead?

A: If you do not have access to electronic letterhead, you can scan a blank page of your company letterhead and save the header and footer as picture files. Then, insert these picture files into your electronic document.

Q: How do I unprotect my PDF?

A: Various methods are available.

1. **Option 1:** Access an online PDF software by searching for an online software to unencrypt a PDF. Follow the instructions to upload, unprotect, and then save your PDF.
2. **Option 2:** Use the following link for other guidance on how to unprotect a pdf.
<http://www.pdfconverter.com/resources/pdftips/howtounlockpdf>

Q: Where can I get further technical assistance with creating a complaint PDF?

- Technical (IT) staff within your organization
- Print/Copy store