



PDF/Archive Training Course

Who should attend

- Regulatory (audit, CPA, financial, and governmental)
- IT Management
- Technical staff
- Record Management personnel
- Business Unit (line staff and management)
- Implementation team (IT and business)
- Suppliers / Solution Providers and Vendors
- Users

The **PDF/Archive Training Course** is designed to introduce the PDF/Archive (PDF/A) standard ISO 19005-1, *Document management – Electronic document file format for long-term preservation – Part 1: Use of PDF 1.4 (PDF/A-1)* and to help organizations to better preserve their electronic knowledge. The program covers the file format used for long-term preservation of electronic documents and guidance on how to make the best use of this file format.

Course Description

The PDF/A training course provides you with a solid understanding of PDF/A and the standard ISO 19005-1, *Document management – File format for the long-term preservation of electronic document – Part 1: Use of PDF 1.4 (PDF/A-1)*. The course will cover the technologies and best practices that help you to implement PDF/A in your organization so that you can preserve your electronic documents. You will learn concepts such as archiving, preservation, electronic records management (ERM) and metadata as they relate to the PDF/Archive Standard.



Course Objectives

Archiving or Long-term Preservation (What is PDF/A?)

- Learn what PDF/Archive is
- Understand the preservation problem
- Determine the appropriate preservation file format for your organization
- Identify features in PDF/A products that are needed to fulfill requirements

Course Agenda

Day 1:

- Introduction to PDF/A and Archiving
- Digital Preservation and ERM
- PDF/A: The Standard
- Metadata

Day 2:

- Technical Requirements 1
- Technical Requirements 2
- Creating PDF/A files
- Implementing PDF/A

Aiim is the leading authority for PDF standards responsible for the majority of the PDF family of standards which includes:

PDF – Portable Document Format (Formerly PDF Reference)

PDF/A – Portable Document Format – Archive

PDF/E – Portable Document Format – Engineering

PDF/UA – Portable Document Format – Universal Access

PDF Healthcare

About AIIM

Aiim is the community that provides education, research, and best practices to help organizations find, control, and optimize their information.

For over 60 years, Aiim has been the leading non-profit organization focused on helping users to understand the challenges associated with managing their business information and processes. Today, Aiim is international in scope, independent, implementation-focused, and as the representative of the entire industry - including users, suppliers, and the channel - acts as the industry's intermediary.

Aiim is the Secretariat for ISO TC 171 SC2, Document Management Applications, Application Issues and the originator of the ISO 19005-1, Document management – Electronic file format for long-term preservation – Part 1: Use of PDF 1.4 (PDF/A-1).

The concept of PDF/Archive began as an Aiim standards committee in late 2002 and rapidly grew into the ISO standard. Our experience in developing PDF standards gives us the knowledge base to be able to provide reliable, accurate education for the PDF standards.

As the world class provider of training on enterprise content management (ECM), electronic records management (ERM), business process management (BPM), information organization and access/search (IOA), email management (EMM), and enterprise 2.0 (E2.0), Aiim looks to the PDF/A training to be a natural extension of its certificate training programs.

Complete information about Aiim is available at aiim.org.

Information about Aiim's six Certificate Training Programs is available at aiim.org/training.

Pricing

Online			
Aiim Professional Members:			
1 course	\$65	£35*	€50*
Complete PDF/A package	\$400	£200*	€250*
Non - Aiim Members:			
1 course	\$75	£40*	€60*
Complete PDF/A package	\$500	£250*	€315*
Classroom (2 Day)			
Aiim Professional Members	\$1050	£580	€850
Non-Aiim Members	\$1160	£640	€935

All prices are per attendee and charged in USD. * GBP and Euro based on the payment date's exchange rate. Private classes available. For more information, contact | 301.755.2682

Course Materials: You will receive a workbook and access to supporting online courses and exam.

