Quick guide to creating PDF documents for use in DPMAdirektPro and DPMAdirektWeb

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1. PDF document specifications for DPMAdirekt

The German Patent and Trade Mark Office can receive only documents that comply with Annex F. The full version of Annex F can be found on the website of WIPO (https://www.wipo.int/pct/en/texts/ai/annex_f.html).

Important PDF file rules pursuant to Annex F:

- The PDF file must be Adobe PDF Version 1.4 compatible.
- The text in the PDF file must not be encrypted.
- The PDF file must not contain embedded OLE objects.
- The fonts used in the PDF file must be embedded.
- The paper size must be A4.

In addition to the PDF file rules pursuant to Annex F, the following requirements must be fulfilled:

- The PDF file must not be copy protected.
- The PDF file must not contain hidden content.

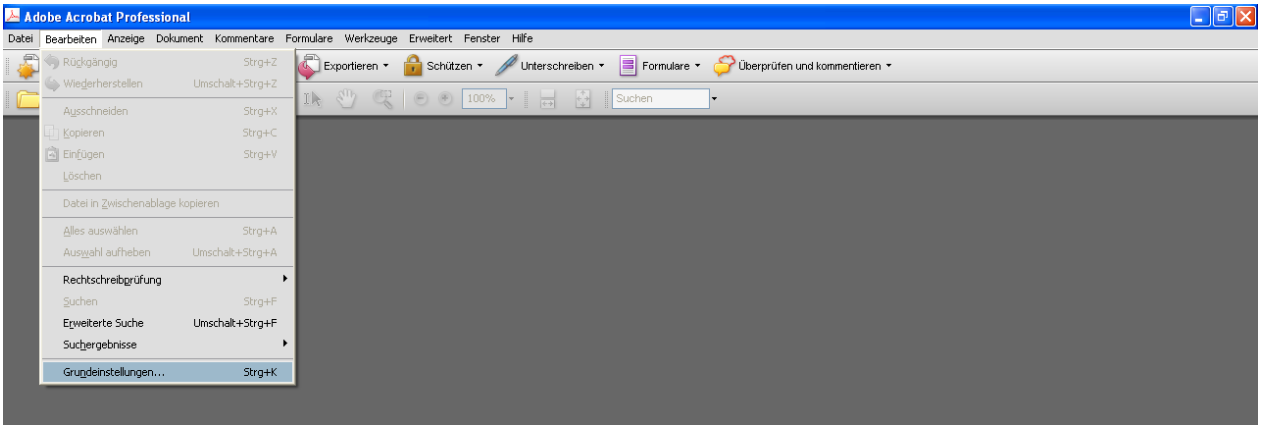
Text-based PDF/A-compatible documents typically fulfil these requirements.
When added to the application, the documents are checked automatically.
Documents that do not fulfil the requirements cannot be added to the application. In this case, a corresponding error box appears.

2. Create text-based PDF files

The text (e.g. the description of a patent) is created in an output program/text editor. If the application offers the option to create PDF documents, this option can be used. But it is necessary that the requirements set out in item 1 above can be fulfilled.
Another option would be to use an additional program to create PDF files. The printer selection typically provides an additional printer that allows to “Print to PDF”, i.e. create a PDF document. You may have to go to the configuration menu to adjust the printer settings in such a way that PDF/A-compatible documents are created (quick guides relating to various programs are shown below).

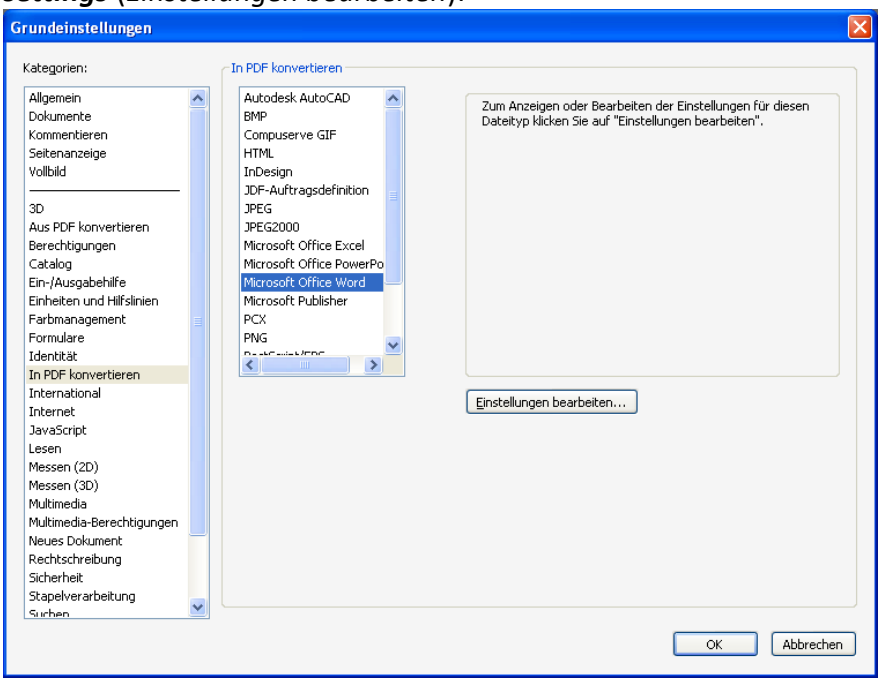
3. Embed fonts in Adobe Acrobat Professional

Select ***Preferences*** (*Grundeinstellungen*) in the ***Edit*** (*Bearbeiten*) menu of Acrobat Professional:



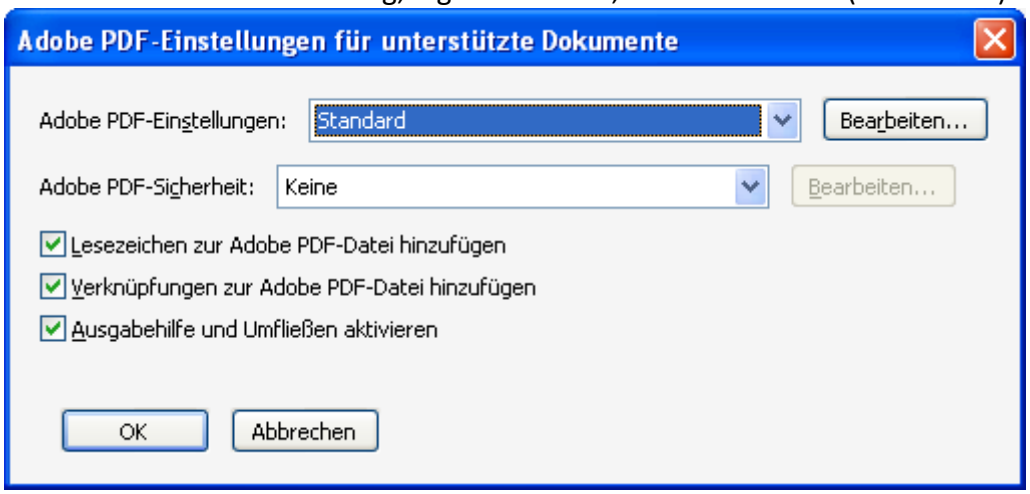
Picture 1: Acrobat - Select Preferences (*Grundeinstellungen*)

Select ***Convert to PDF*** (*In PDF konvertieren*) and ***Microsoft Office Word***, then click on ***Edit settings*** (*Einstellungen bearbeiten*):



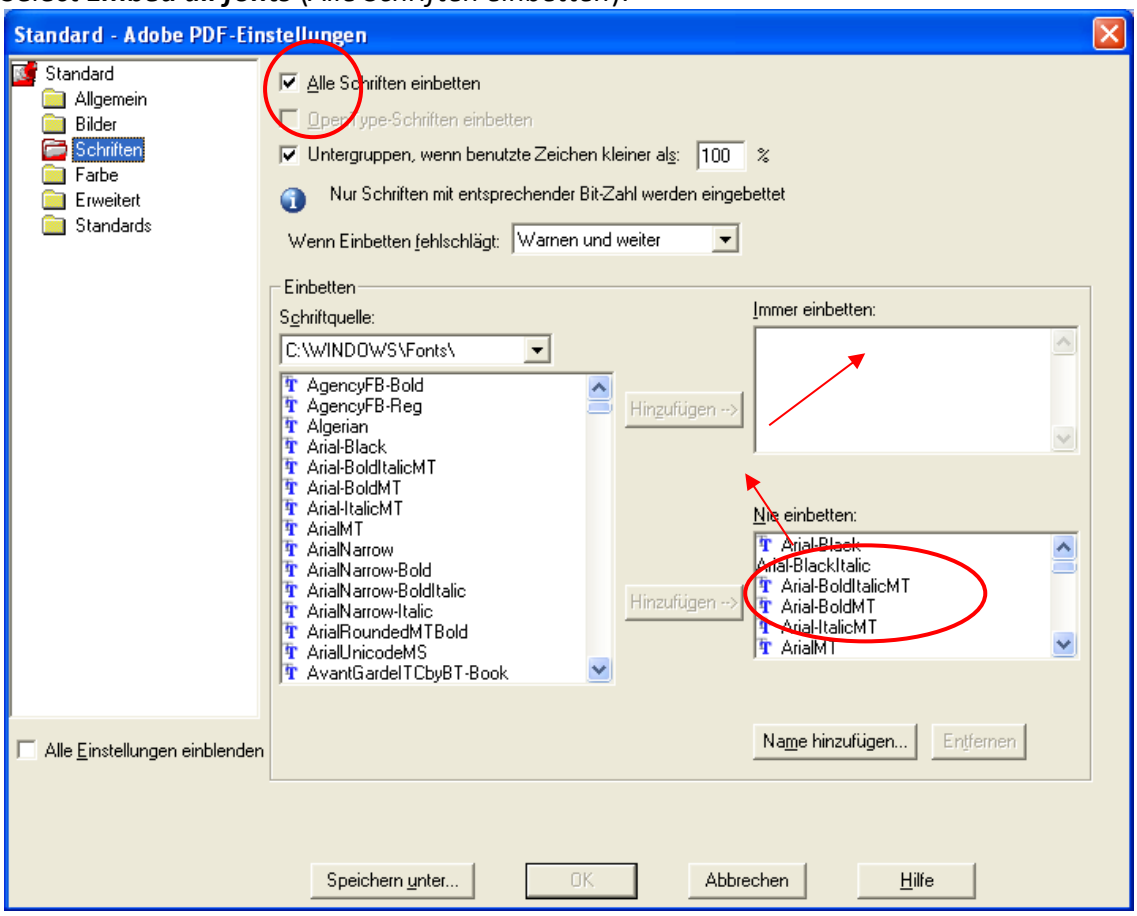
Picture 2: Acrobat – Select settings for editing

Select then the desired setting, e.g. “Standard”, and click on ***Edit*** (*Bearbeiten*):



Picture 3: Acrobat – Edit settings (*Einstellungen bearbeiten*)

Select ***Embed all fonts*** (*Alle Schriften einbetten*):

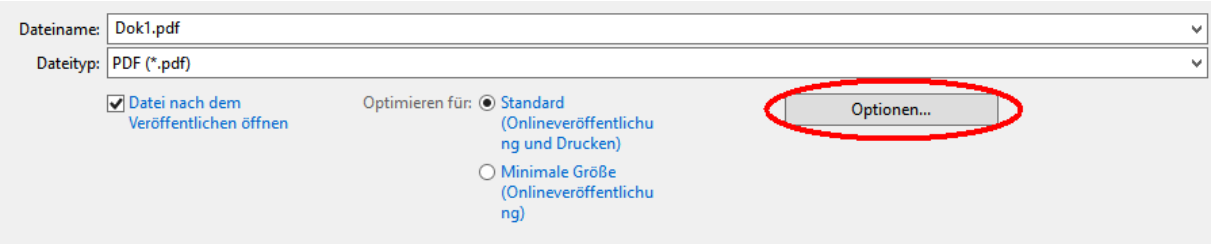


Picture 4: Acrobat – Embed all fonts (*Alle Schriften einbetten*)

You may have to move fonts from ***Never embed*** (*Nie einbetten*) to ***Always embed*** (*Immer einbetten*).
Click ***OK*** to save your settings preferably as ***Standard***.

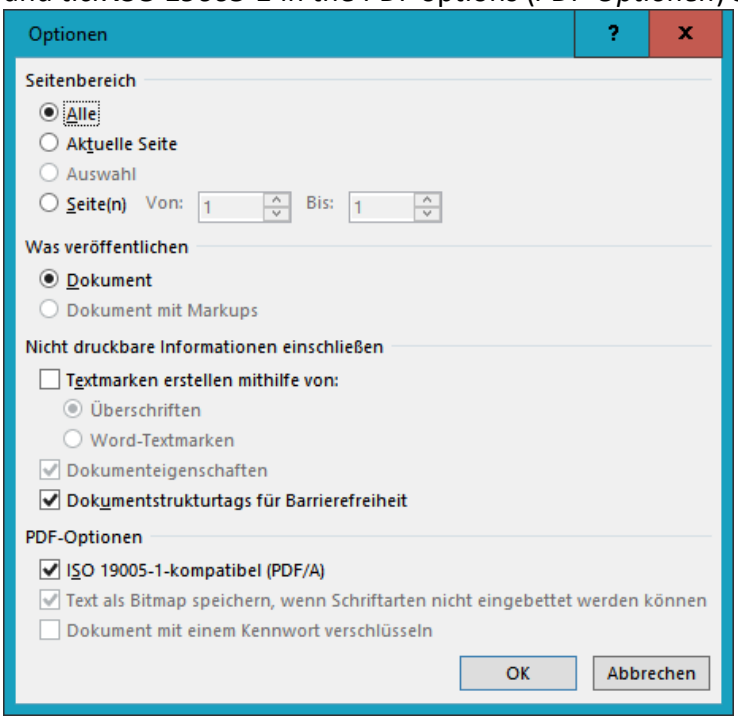
4. Create PDF/A in Word

You can also use Word to create PDF files you can add to DPMAdirekt without problems. Select ***Create PDF/XPS document*** (*PDF/XPS-Dokument erstellen*), which, depending on the Word version, you find in the ***Export*** (*Exportieren*) or ***Save as*** (*Speichern unter*) menu.
In the save dialogue box (see picture), click on the ***Options*** (*Optionen*) button



Picture 5: Word – Create PDF – Save dialogue box

and tick ***ISO 19005-1*** in the PDF options (*PDF-Optionen*) section at the bottom of the box.

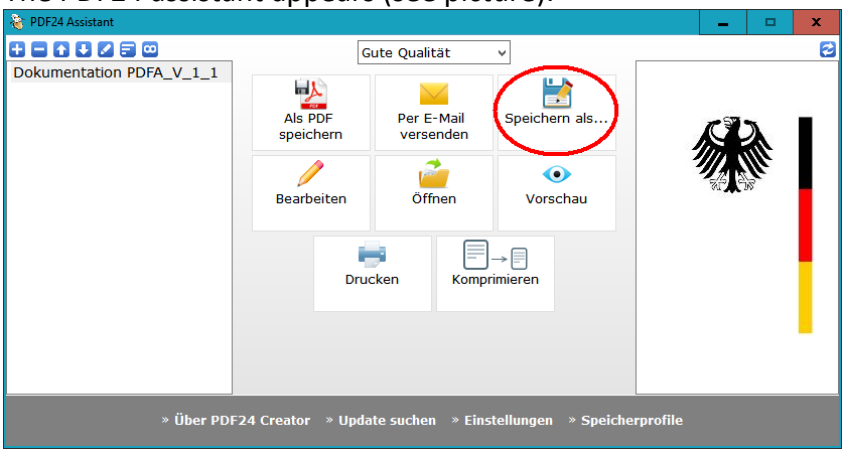


Picture 6: Word - PDF/A – Select compatible

These settings apply until changed. PDF files so created can usually be added to DPMAdirektPro without problems.

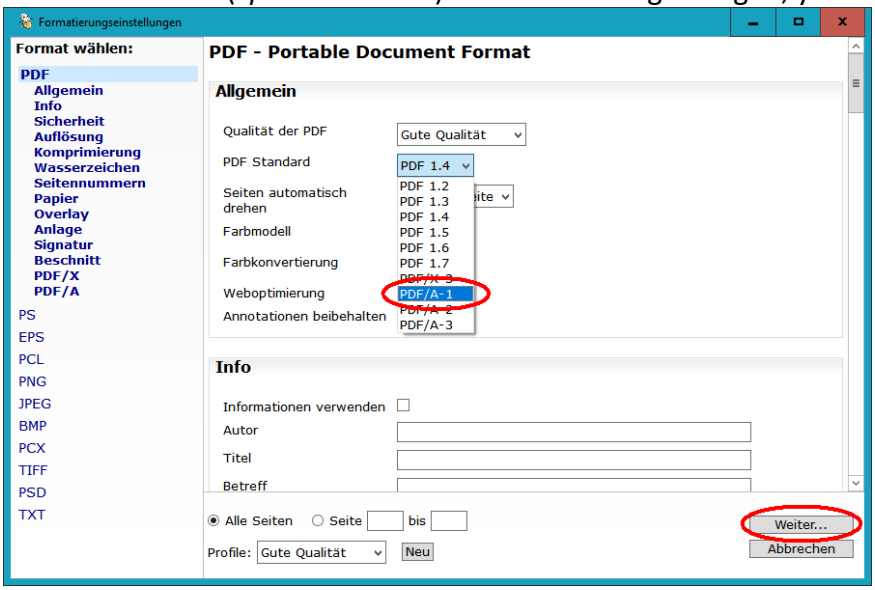
5. Create PDF/A with PDF24

An up-to-date version of PDF24 must be installed.
Go to the print menu of the program in which your file is opened, select the PDF24 printer and start printing.
The PDF24 assistant appears (see picture):



Picture 7: PDF24 – The PDF 24 assistant

Select ***Save as …*** (*Speichern als …*). In the following dialogue, you can select the format:



Picture 8: PDF 24 – Format settings

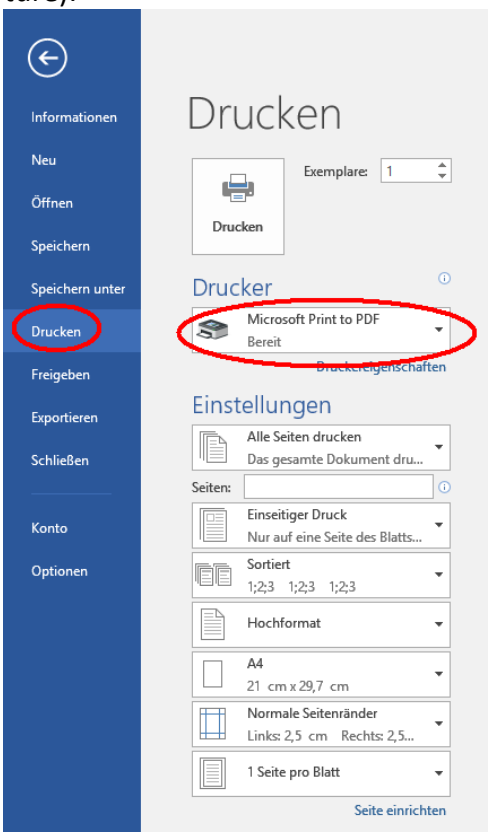
Select ***PDF/A-1*** from the PDF Standard menu and possible other settings. After your selection, click ***Continue*** (*Weiter*).
In the following save dialogue box, you can determine where to save and how to name the file.

6. Problems with MMxx forms for the international registration of marks

Having proceeded according to item 3 or 4 above and adding MMxx forms for the international registration of marks to DPMAdirekt, this may still result in an error box stating that the PDF document contains comments.

Our recommendation is that whenever possible you should to use and then create a PDF file from the word documents. Creating a PDF file from a Word document according to item 4 above (PDF24) has always been successful so far.

The “detour” via the “Microsoft Print to PDF” printer has also delivered good results. Select in the print menu of Word ***Print*** (*Drucken*) and the ***Microsoft Print to PDF*** printer (see picture):



Picture 9: Microsoft Print to PDF

Click then on the Print (*Drucken*) button and save the PDF file in the following dialogue box.