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Международная Организация по Стандартизации

Kevin McKinley
Deputy Secretary-General

Your ref.
Our ref.   ITSIG

Date   2005-07-20

**TO THE CHAIRS AND SECRETARIES
OF ISO TECHNICAL COMMITTEES AND
SUBCOMMITTEES**

**AND FOR INFORMATION TO THE ISO
MEMBER BODIES AND CORRESPONDENT
MEMBERS**

ITSIG recommendation on the use of Acrobat and PDF in the ISO system

Dear Sir or Madam,

As you will recall, it is a requirement that drafts (International Standards and other deliverables) are submitted in PDF format for processing at both enquiry stage (DIS) and approval stage (FDIS). At DIS stage, the PDF file of the draft is used as the source for the document prepared for ballot. At FDIS stage, the PDF file of the final draft serves as a reference copy. For certain cases, the document is also submitted in PDF for processing for publication. After processing by the ISO Central Secretariat (ISO/CS), PDF versions of the draft, final draft and published document are placed on the ISOSTD server for use by the member bodies.

As a consequence, it is essential that the PDF files submitted for the preparation of drafts, for balloting and for publication meet the needs of all parties involved in the standards development and publication process. A Task Force of the ISO Information Technologies Implementation Group (ITSIG) has reviewed the current situation and examined the need to upgrade the versions of the relevant software (Acrobat) and file format (PDF) used within the ISO system whilst continuing to assure the needs (including reading, compilation and editing) of the developers, publishers and users.

ITSIG has concluded that the following be applied henceforth:

- Acrobat version 4.05 and above may be used;
- distillation of files shall be to PDF compatibility level 1.3;
- to allow for the addition of digital rights management features, PDF files may be edited and saved as PDF version 1.5.

The ISO/CS will thus accept PDF files up to and including PDF version 1.5 provided that they have been distilled to PDF compatibility level 1.3.

For your information, the ISO/CS has recently migrated to Acrobat 6. Files produced in the ISO/CS Word and SGML production lines are, and will continue to be, distilled to PDF compatibility level 1.3. PDF files that are edited and saved will be PDF version 1.5.

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The ITSIG recommended job options have been altered to reflect the above recommendations and are included with additional information in a revised version of the *ISO eServices Guide* available on the ISOTC portal (www.iso.org/ISOeServicesGuide).

Effective immediately, I kindly ask that TC and SC Secretaries apply these recommendations and that you forward this information to the relevant persons within your Committee.

I thank you in advance for your cooperation.

Yours faithfully,

Kevin McKinley