***After the Event, Step 1 workflow:***

*Converting Descriptive Information Forms from PDF files to PDF/A files*

To save the PDF versions of the Descriptive Information Forms as PDF/A files using Adobe Acrobat Pro, follow these steps:

* 1. Open the scanned form(s) in Adobe Acrobat Pro.
* 2. Select “File” / “Save As” from the top menu to open the “Save As” dialog box.
* 3. Make sure you’re saving the file in the *Descriptive Information Forms* folder on the Event Hard Drive (in bold below).

Event Hard Drive

* event#-YYYYMMDD-event-name
  + preservation-copies-f0
    - all-items
      * Copying Backup1 Mid-Day
        + Copying Station 1
        + Copying Station 2
        + Copying Station 3
      * Copying Backup2 End-of-Day
        + Copying Station 1
        + Copying Station 2
        + Copying Station 3
      * **Descriptive Information Forms**
      * Emailed Items
      * Event Registration and Permission Forms
* 4. Select PDF/A (\*.pdf) from the “Save As” type drop-down list.
* 5. Name the new PDF/A file: If you used an Event Number for your participatory archiving event, the RoPA Developers recommend saving the digitized Descriptive Information Forms using the following file name: “eventnumber-descriptive-information-forms.pdf”
  + Example: “63-descriptive-information-forms.pdf”
  + Note: If you need to create multiple PDF files when digitizing the forms because of the number of forms, simply add a number to the end of the file name. For example: *63-descriptive-information-forms1.pdf*, *63-descriptive-information-forms2.pdf*, etc.
* 6. Close Adobe Acrobat Pro.