

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.