***After the Event, Step 15 workflow:***

*Saving PDF files as PDF/A files in the all-items folder on the Digital Preservation Hard Drive*

To save PDF files as PDF/A files in Adobe Acrobat Pro, follow these steps:

* 1. Open the PDF file 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 *all-items* subfolder in the *preservation-copies-f0* folder on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

* event#-YYYYMMDD-event-name
	+ items
		- preservation-copies-f0
			* **all-items**
		- production-copies-f1
	+ metadata
* 4. Select PDF/A (\*.pdf) from the “Save As” type drop-down list. Click “Save.”
* 5. Since you are saving a PDF/A file with the same file name as the existing PDF file, you should encounter a pop-up noting that this file already exists. The window will ask if you want to replace it. Click “Yes.”
* 6. Repeat the above steps for other PDF files in the *all-items* folder.
* 7. Close Adobe Acrobat Pro.