

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.