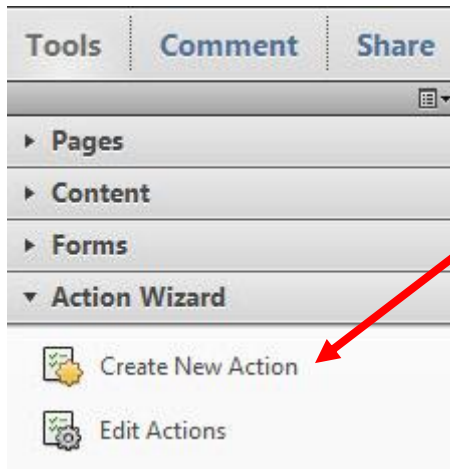
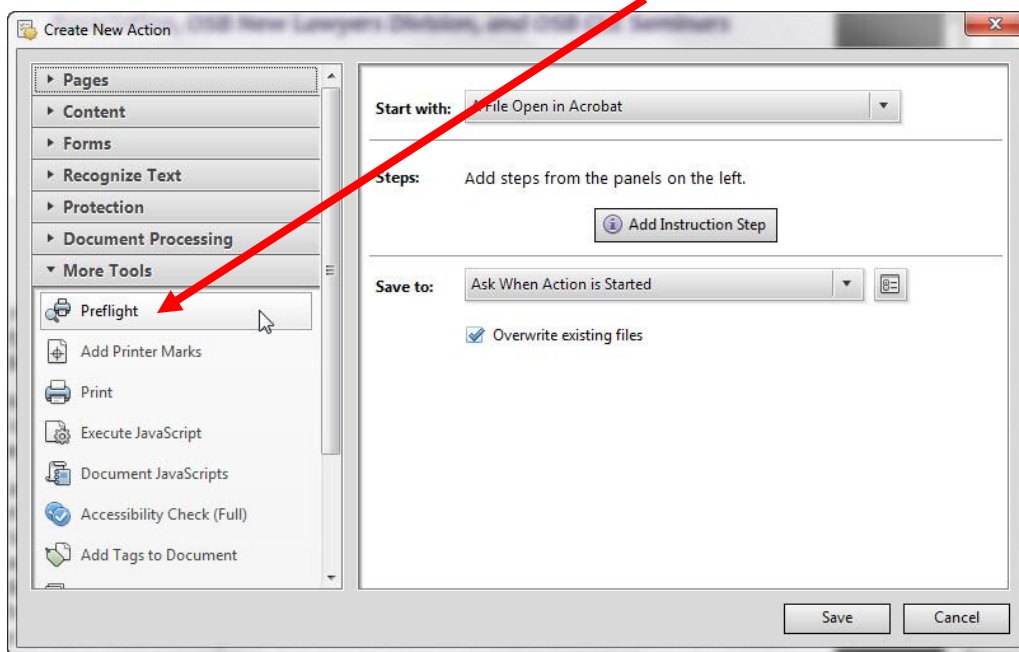


TO CREATE AN ACTION IN ACROBAT TO SAVE A FILE IN PDF/A FORMAT:

1. In the Tools Panel, click on the Action Wizard. Select Create New Action:



2. In the Create New Action dialog box, click on More Tools ▾ and select Preflight



3. Notice in the three options in the right pane:

Start with:

Steps:

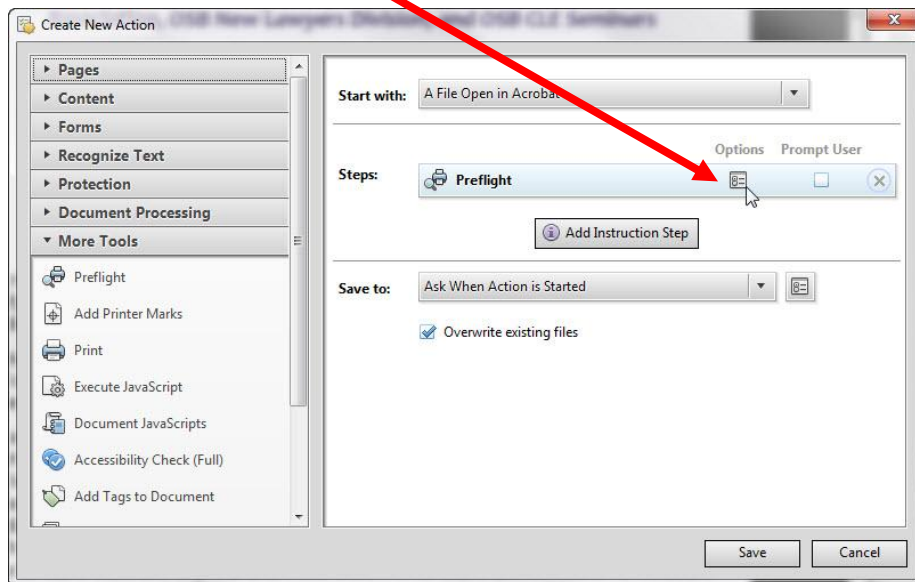
Save to:

The default setting for **Start with:** is A File Open in Acrobat ▾

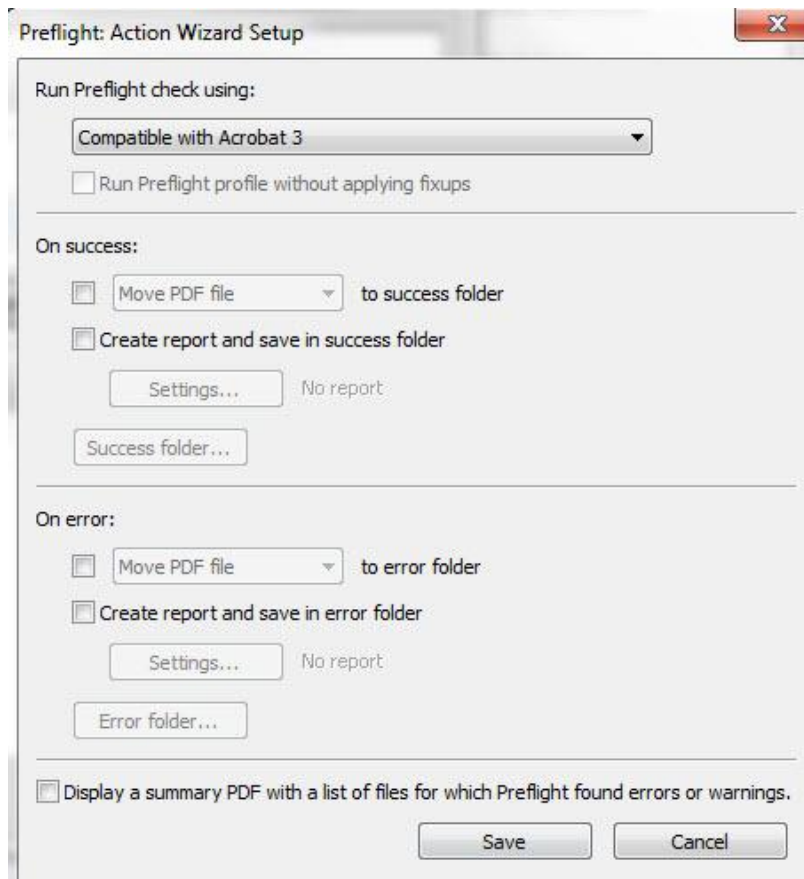
The default setting for **Save to:** is "Ask When Action is Started" ▾

Leave the default settings.

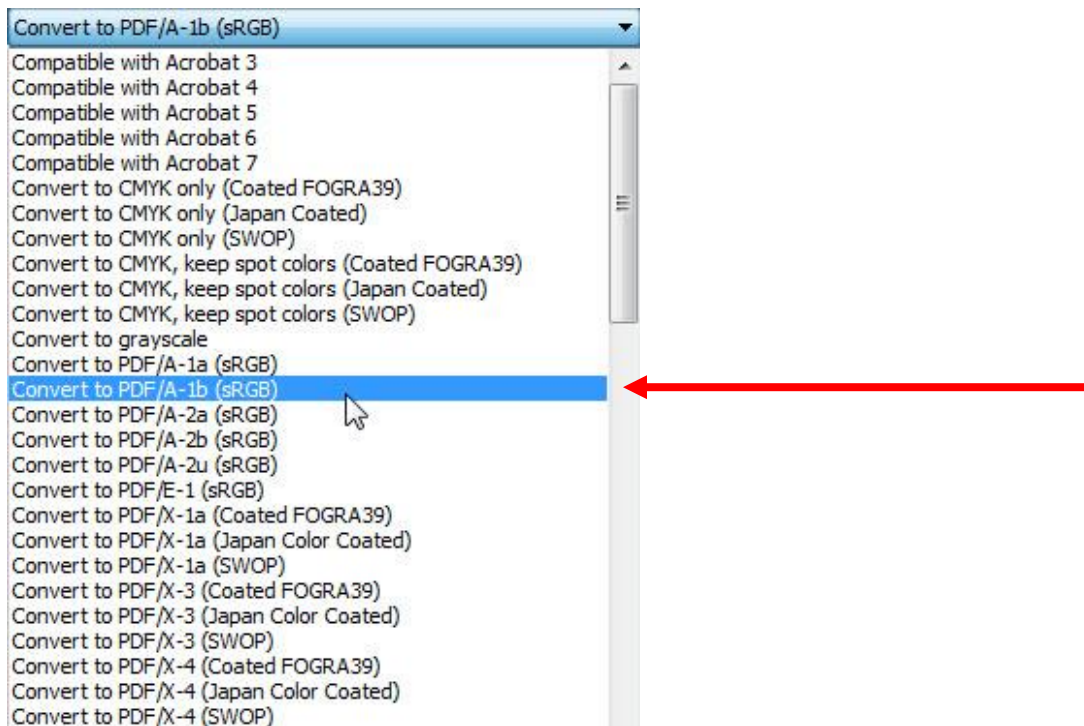
4. Under **Steps:**, click on Options:



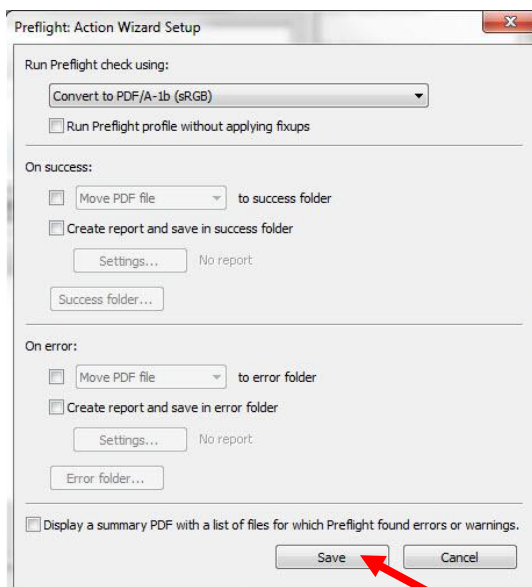
5. The Preflight: Action Wizard Setup dialog box opens:



6. Click on the drop-down, “Run Preflight check using:” and choose “Convert to PDF/A-1b (sRGB):”

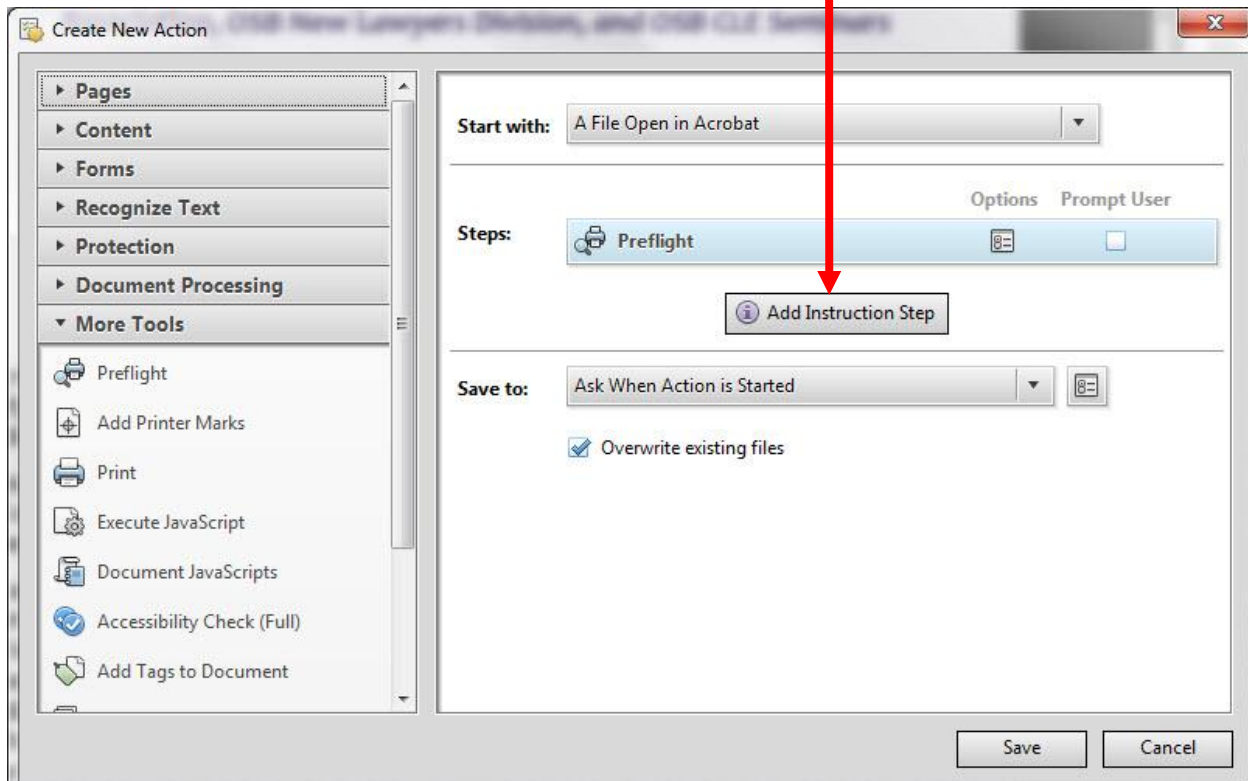


7. Check other options if desired. These include moving a successfully converted PDF to a specified folder or creating an error report if the file cannot be converted:



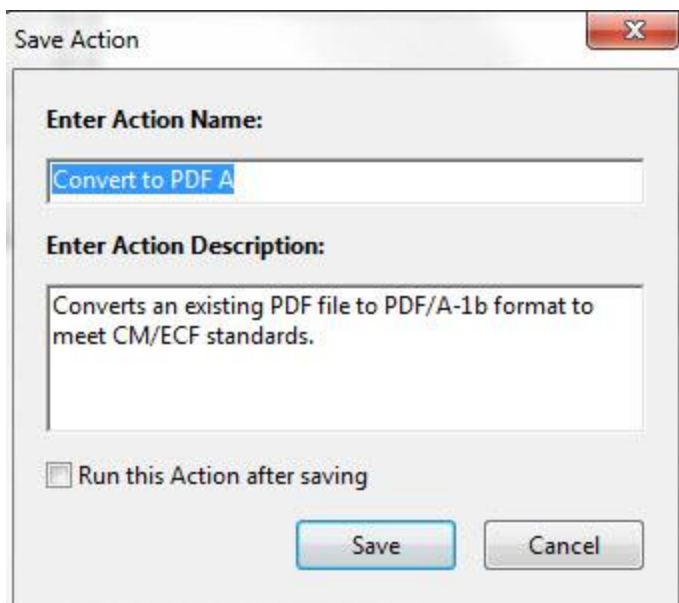
8. When you are done selecting options, click Save.

9. You are now back at the “Create New Action” dialog box. If desired, click on “Add Instruction Step” and add an explanation about the PDF/A conversion.

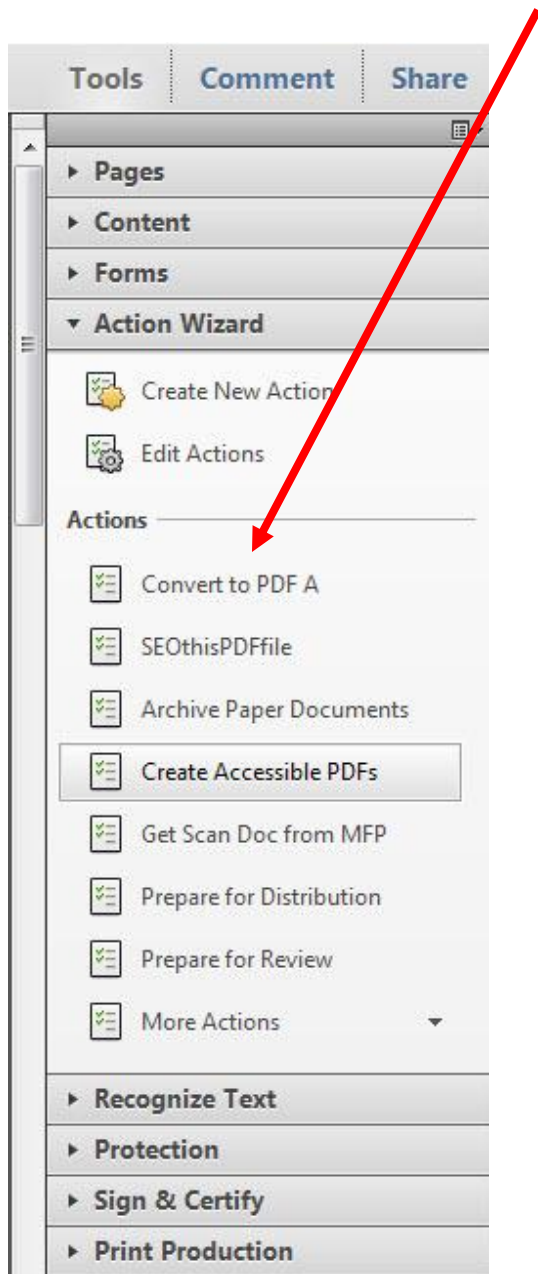


When done, click Save.

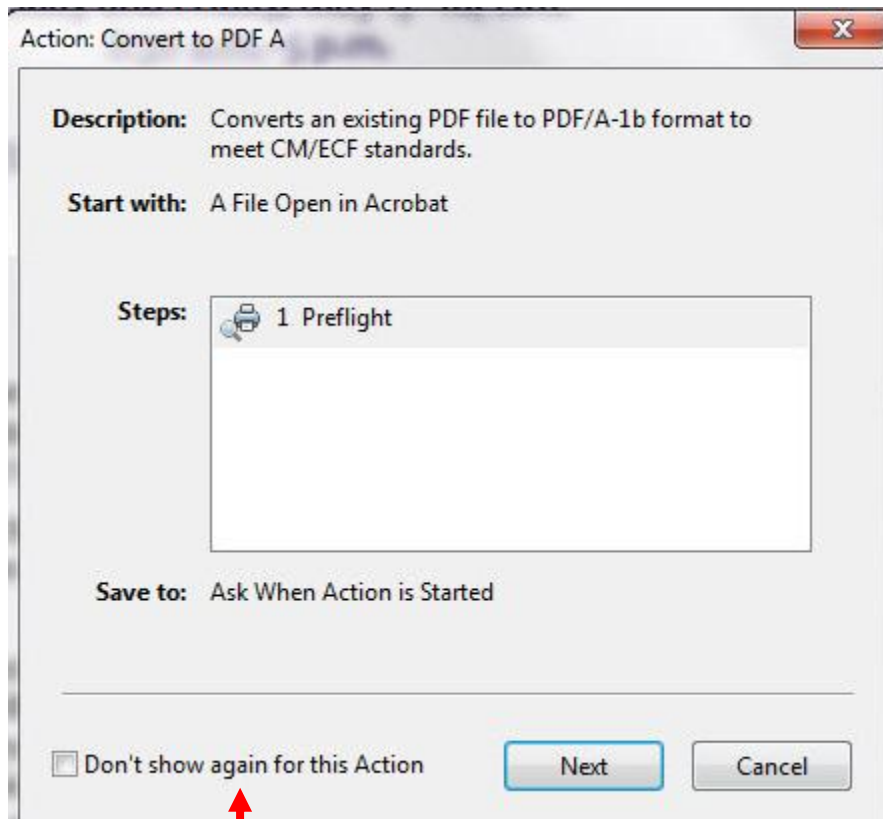
10. Enter the Action name and Description, then click Save.



11. The Action is now saved in the Action Wizard:

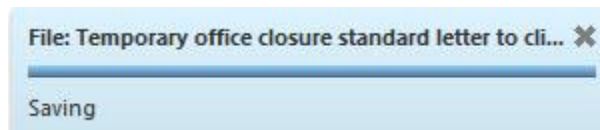


12. To run the Action, click on “Convert to PDF A” in the Action list. The following prompt appears:

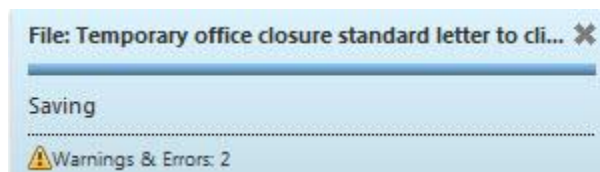


If you do not wish to see this explanation for future PDF/A conversions, check “Don’t show again for this Action.” Otherwise, click Next.

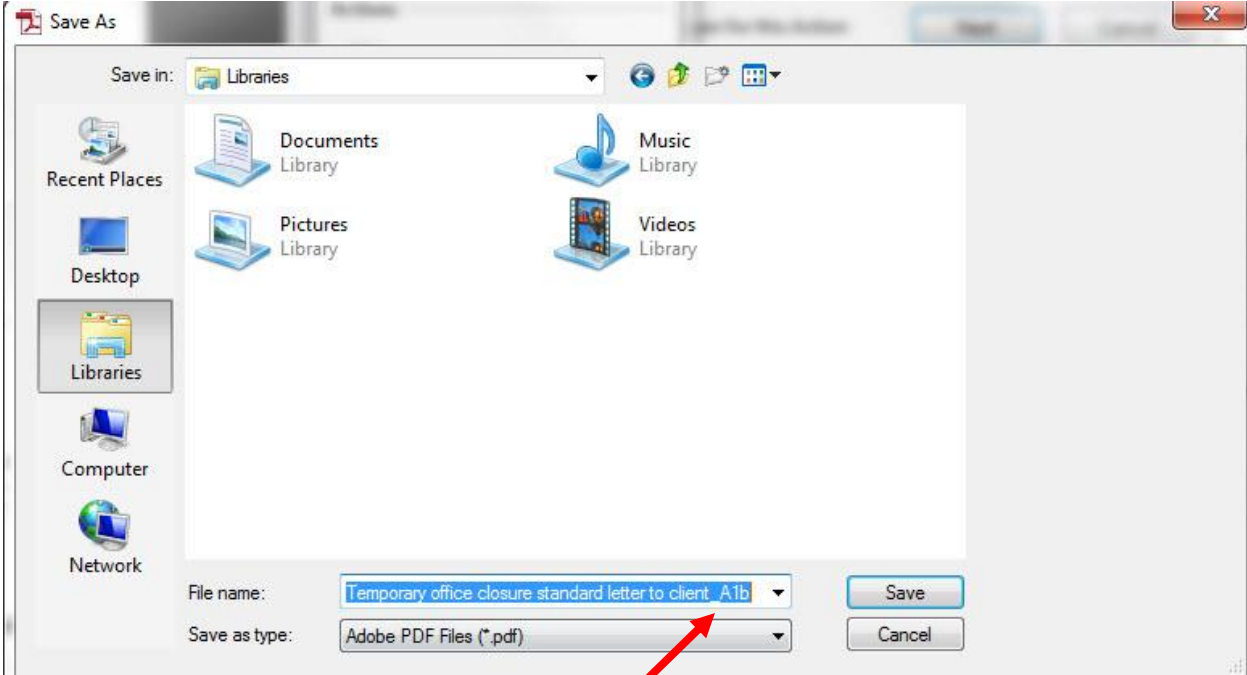
The following progress bar appears:



If there are issues with converting the file to PDF/A format, you will be informed of any warnings or errors even if you did not check the optional error boxes in Step 7.

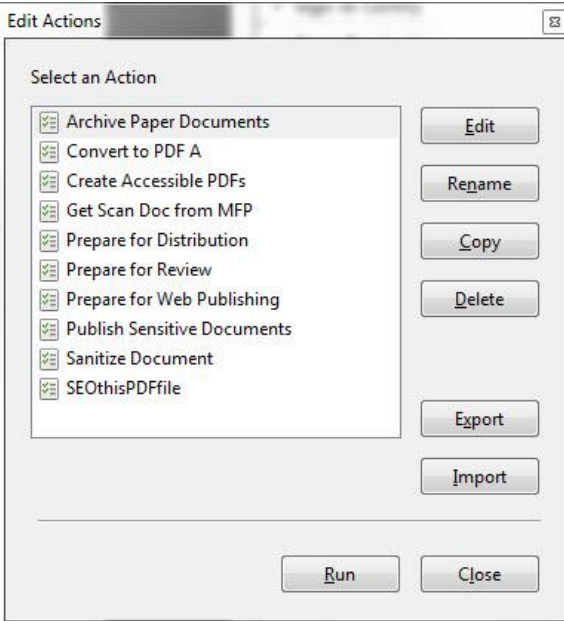


13. When the conversion to PDF/A is complete, the Save As dialog box appears:

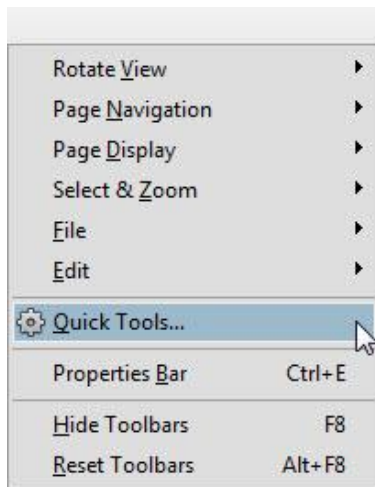


Click Save. Notice your file name has been appended with the designation _A1b

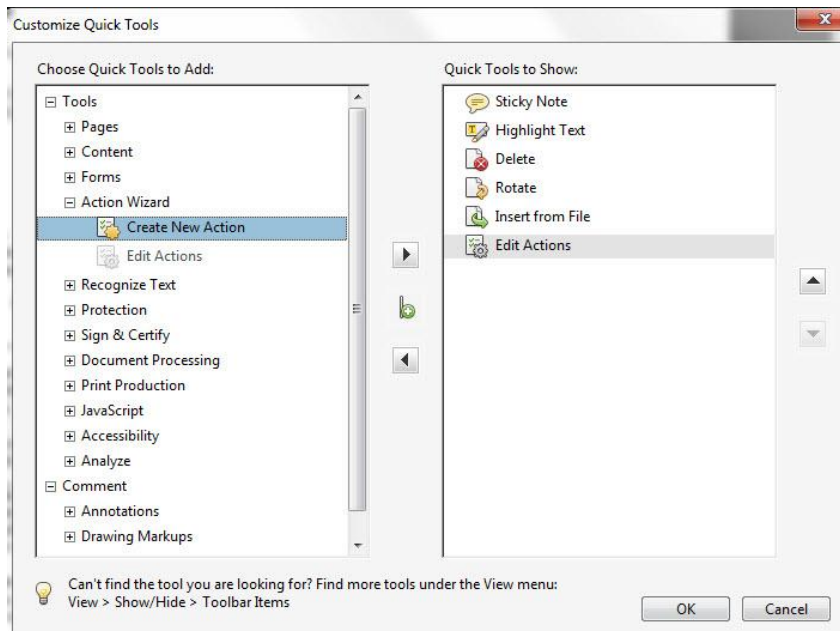
14. To quickly access the Convert to PDF A Action, use the keyboard shortcut <Alt> F W E (capital letters are used here for illustration only.) The shortcut <Alt> F W E brings up the "Edit Actions" dialog box. From here you can quickly select Convert to PDF A and click Run.



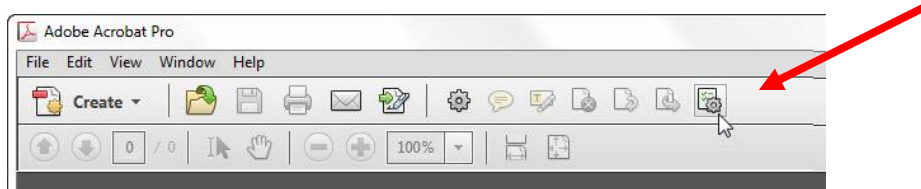
15. You can also add “Edit Actions” to your Quick Tools... toolbar. Right-click in the Toolbar area and select Quick Tools...



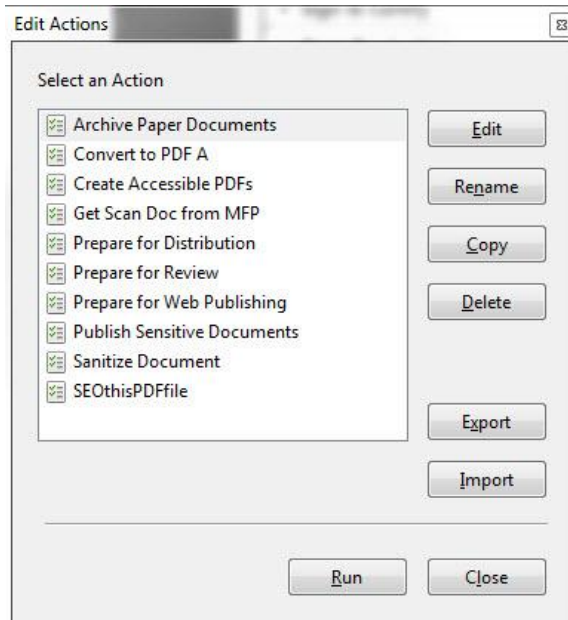
In the Customize Quick Tools dialog box in the left pane, click on +Action Wizard, select Edit Actions, click the right arrow to move Edit Actions to the right pane entitled “Quick Tools to Show,” then use the up and down errors in “Quick Tools to Show” to determine the order of the Quick Tools on your toolbar. Click OK.



The Edit Actions button is now saved to your Quick Tools toolbar:



16. Run the Convert to PDF A Action by clicking the “Edit Actions” button on your Quick Tools toolbar. Select Convert to PDF A and click on Run:



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<http://oregonlawpracticemanagement.com/>

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