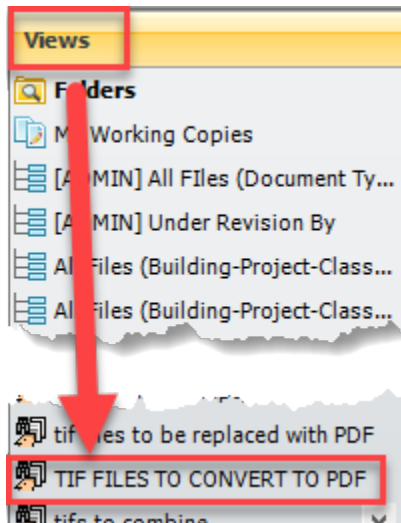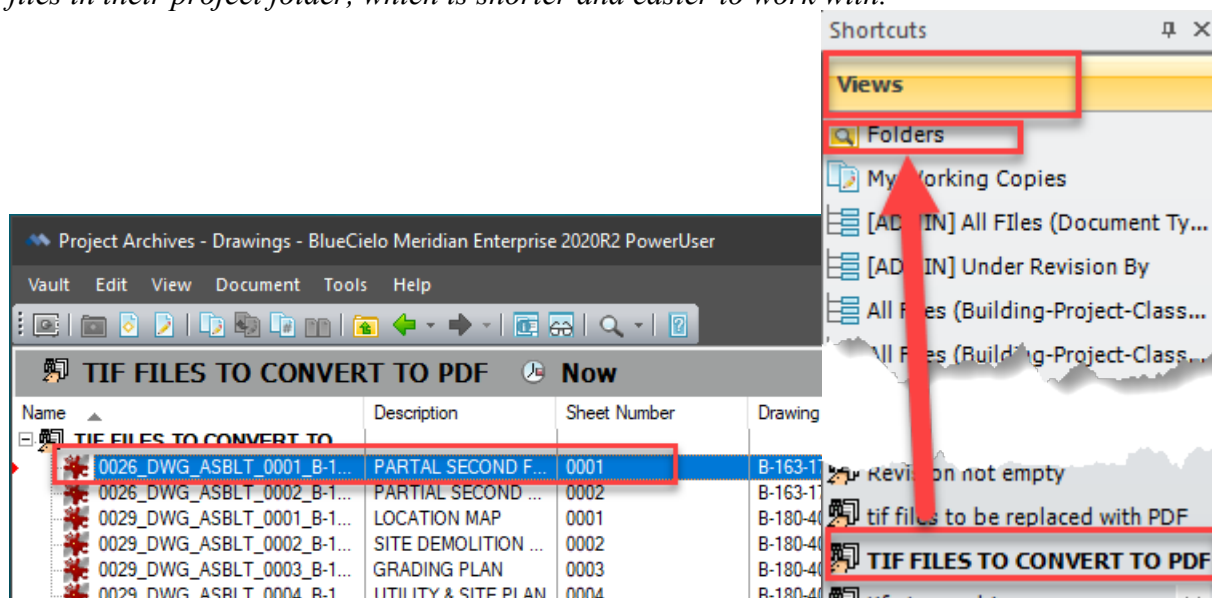## Procedure

1. In the Meridian Project Archives – Drawings vault, open the **TIF FILES TO CONVERT** collection in your Views list. *It will take a second to load because there are so many files.*

2. Select the first file in the list and then click on **Folders** in your Views menu. *This will take you to the files in their project folder, which is shorter and easier to work with.*

3. Create working copies of the files in Meridian.
   a. Select all the files in the **ASBLT** folder and click **Create Working Copy** (*You can also right-click to select Create Working Copy*).
   b. Click **Yes**
   c. click **OK**.
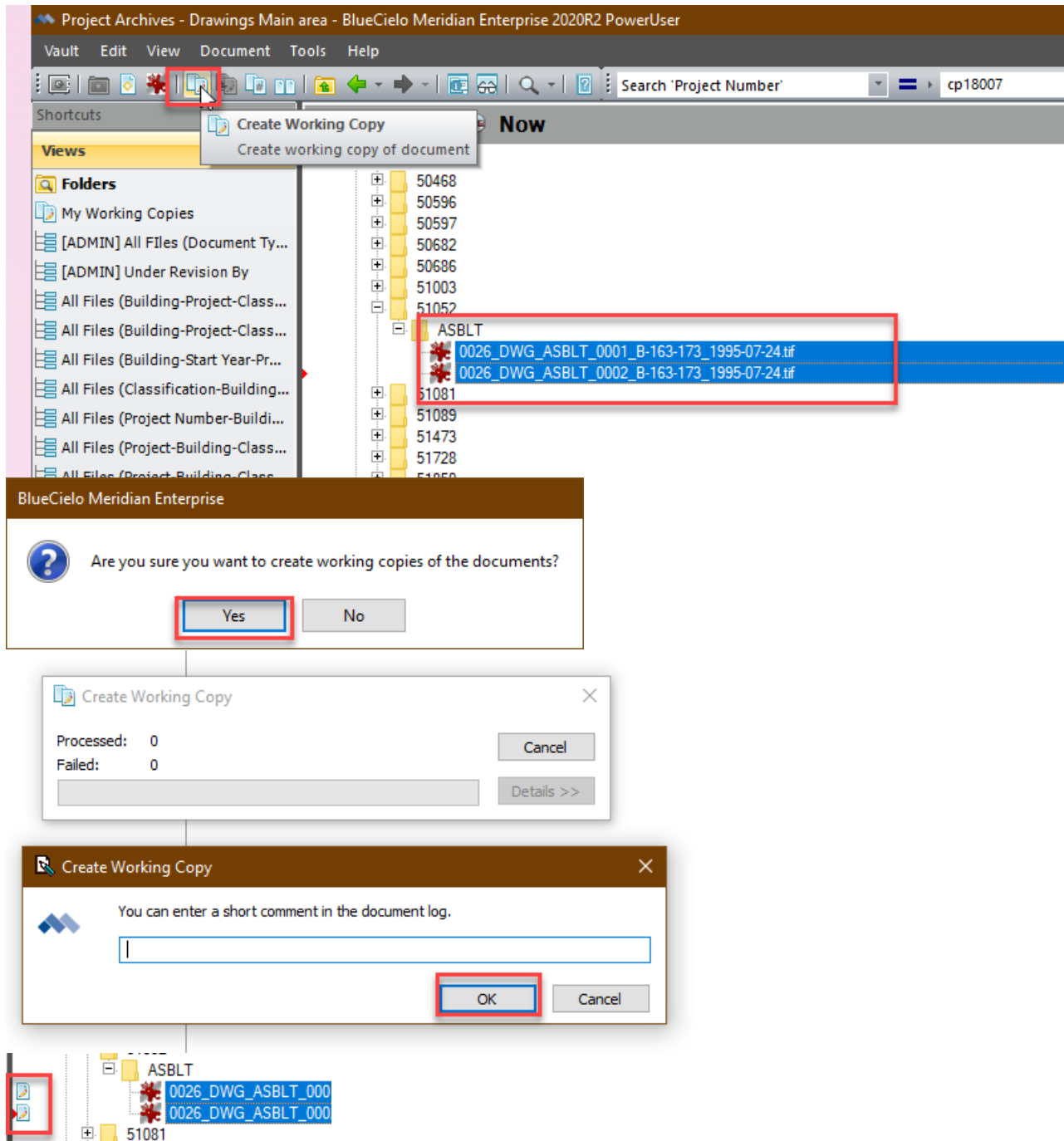

this icon means they are now checked out to you.

4. With the files still selected, copy or drag them into the CONVERT TIF TO PDFA folder:
   M:\PROJECT ARCHIVES - DRAWINGS\DRAWINGS TO ADD TO MERIDIAN\ABBEY\CONVERT TIF TO PDFA
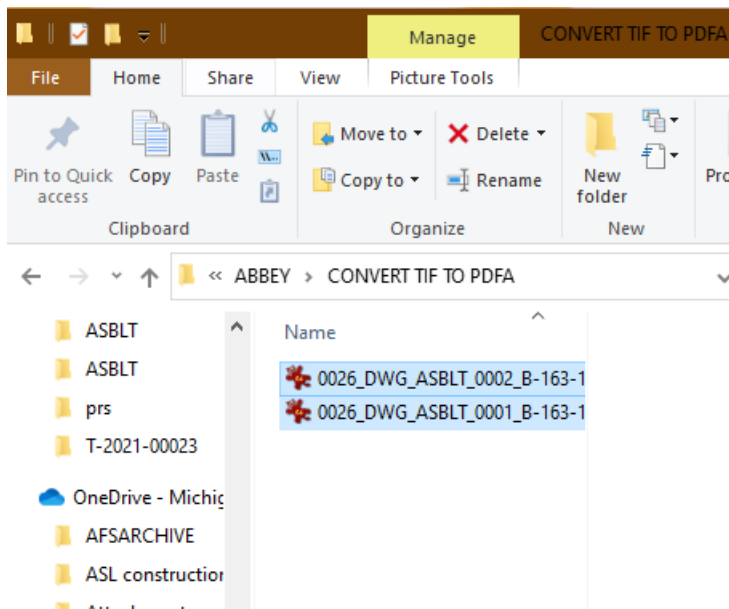
5. Convert the files to PDFs (you can do one at a time or multiple at a time) by right-clicking on the selected files and selecting **Convert to Adobe PDF**.
   a. *You may have to do the converting to PDF (step 5) and the following steps in chunks if there are many files in a particular project.*
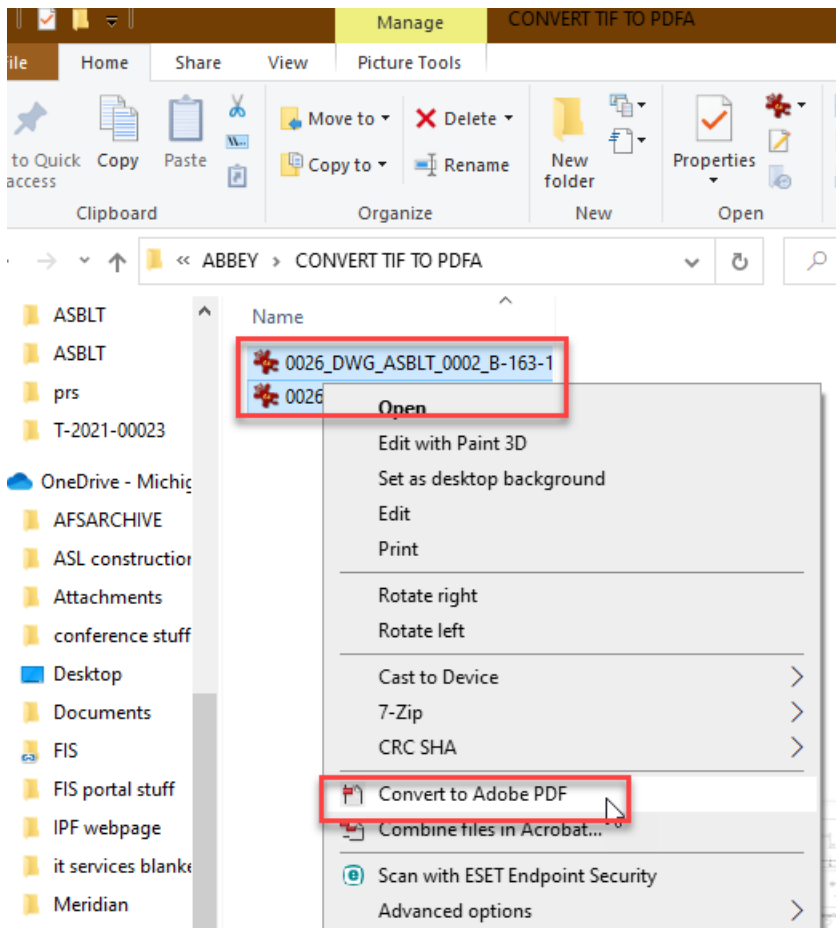
6. The Adobe file will open. If you converted multiple files at once, they will open as separate tabs.
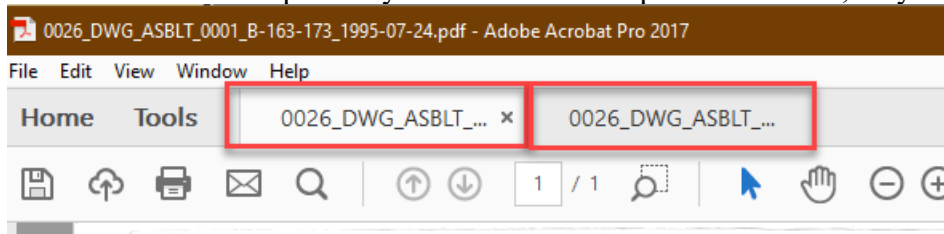
7. Convert to PDF/a by running preflight on each PDF tab that is open. **Save them into the same folder where you copied the tif files**. The first time, you will have to navigate to the correct folder. For ease, keep the names the same.
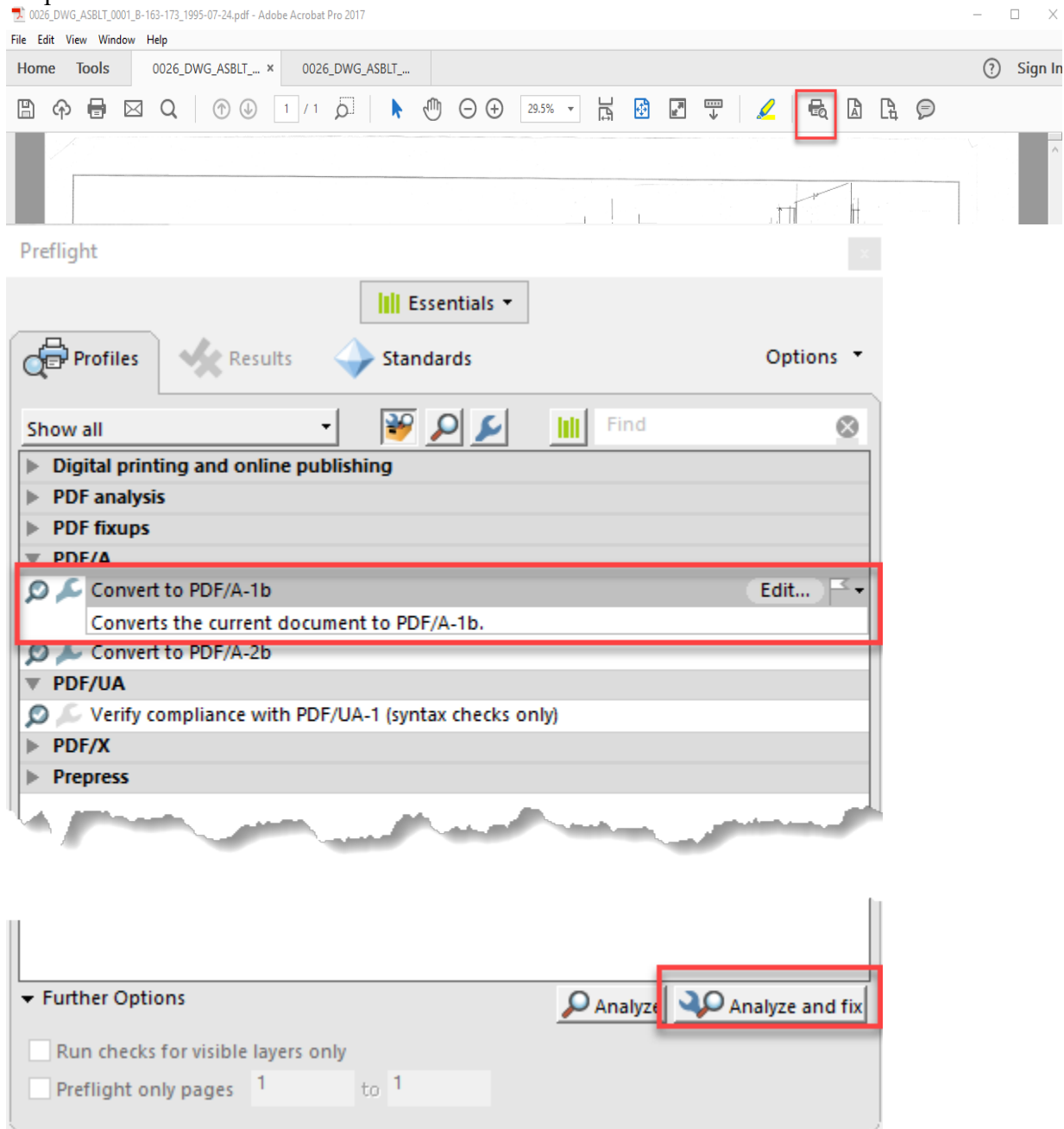

8. Verify it worked and if it looks good, close the tab.
    a. If you converted multiple files at once, run preflight on the next tab until they are all converted.

b. If you only converted one file at a time, repeat steps 5-8 until all the files for that project are converted.

c. *You may have to do the converting to PDF (step 5) and the following steps in chunks if there are many files in a particular project.*
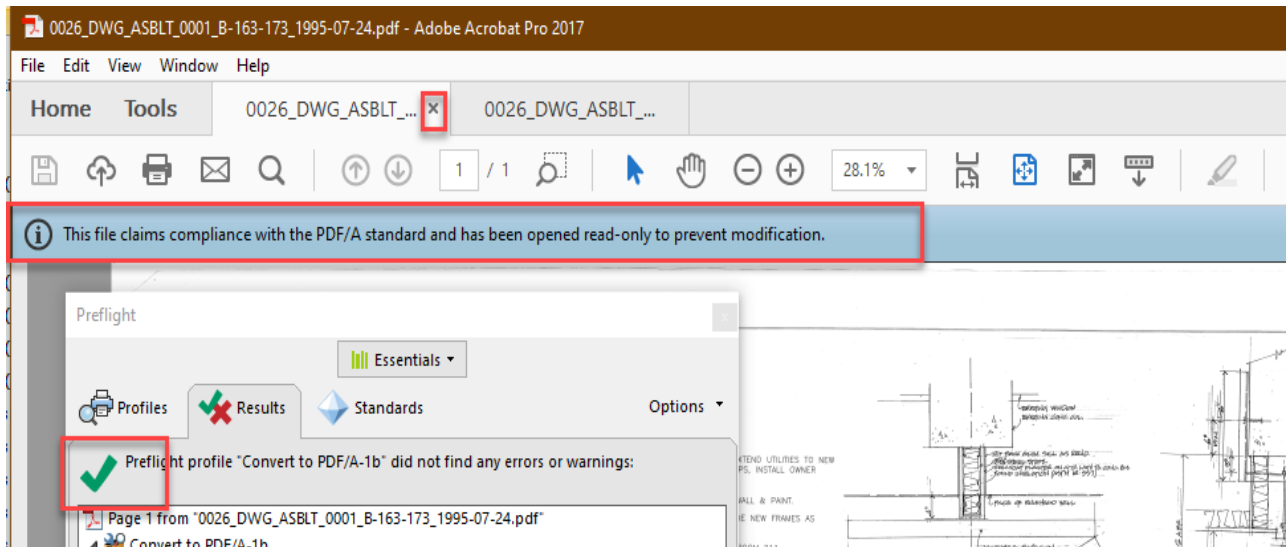

9. Once you are done converting all the tif images to PDF/a files, you will add them back into Meridian. *You can delete the tif images so they are out of the way, they aren't needed any longer.*
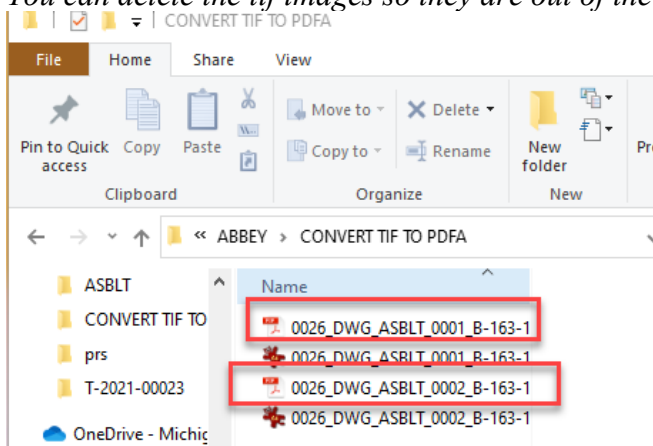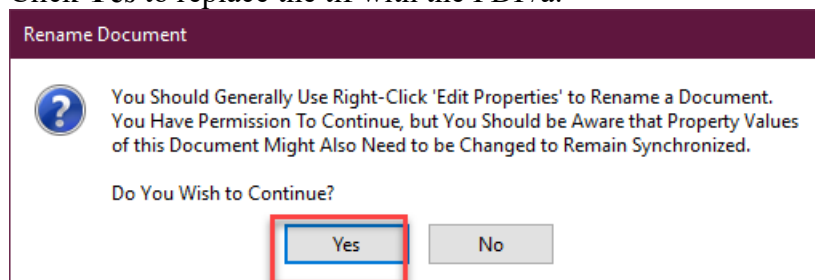

10. One at a time, take one PDF/a file and drag it directly on top of the tif file in Meridian with the exact same name. Drop the file on the file in Meridian and select **Replace Document Content**.

Make sure it is the EXACT file you are supposed to be replacing!!! It is VERY easy to mess this part up.
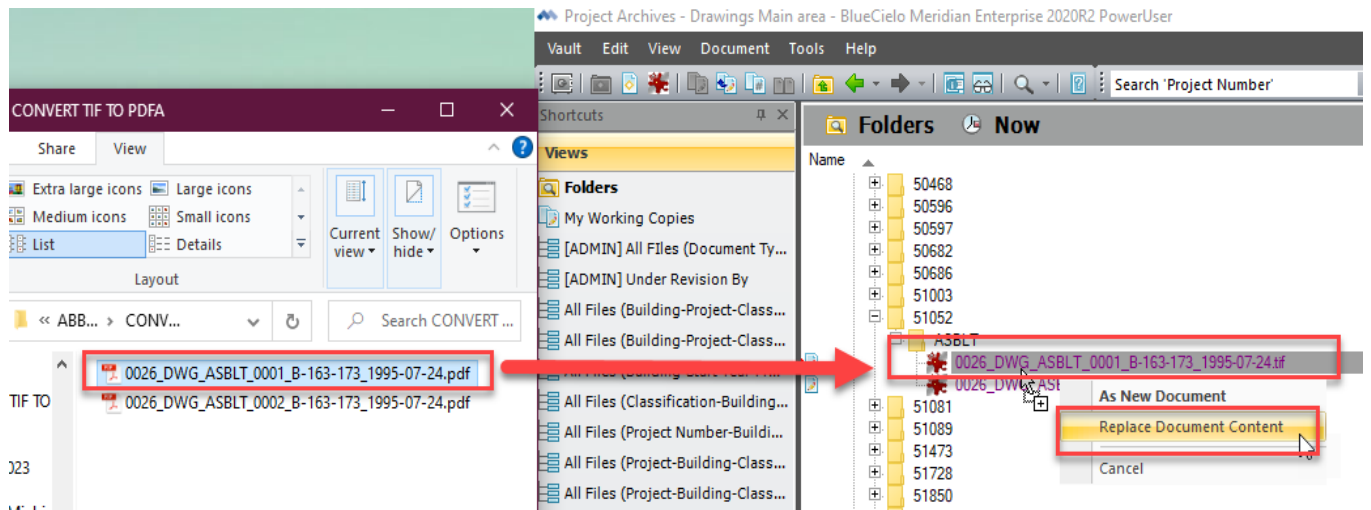
11. Click **Yes** to replace the tif with the PDF/a.

12. Repeat steps 10-11 until all the tif files are replaced. *You can add them to the delete folder when you have replaced the file in Meridian. This will help keep the list clean if there are many to keep track of.*
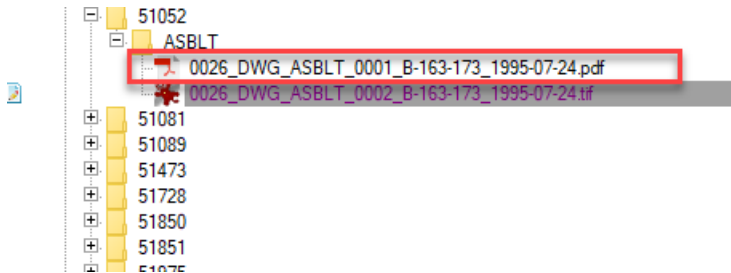
13. Once all the PDF/a files are in Meridian, you can submit the working copies. *You can do them one at a time, or all of them at once.*

    a. Select the files you are done with, then click on **Submit Working Copies**.
    b. Click **Yes**
    c. Click **OK**
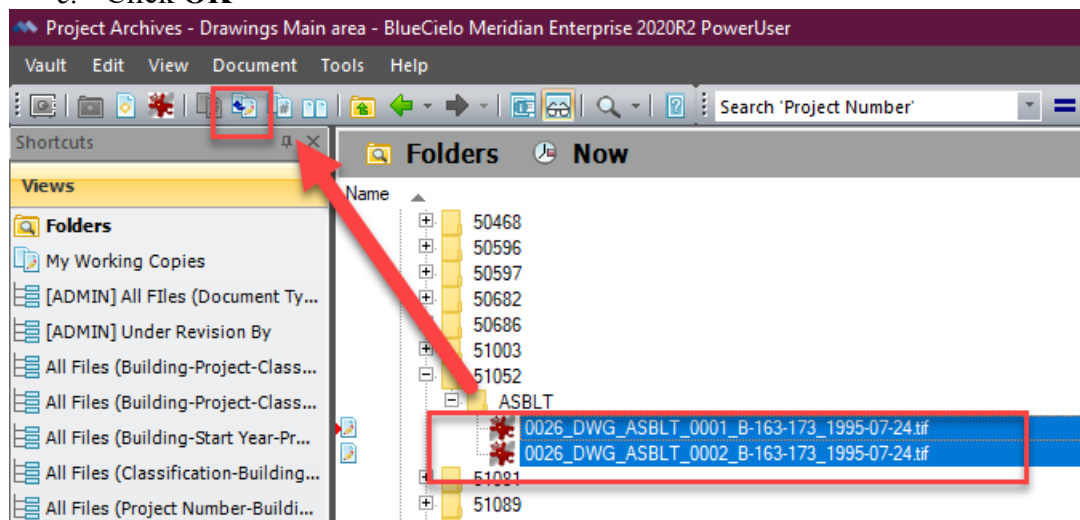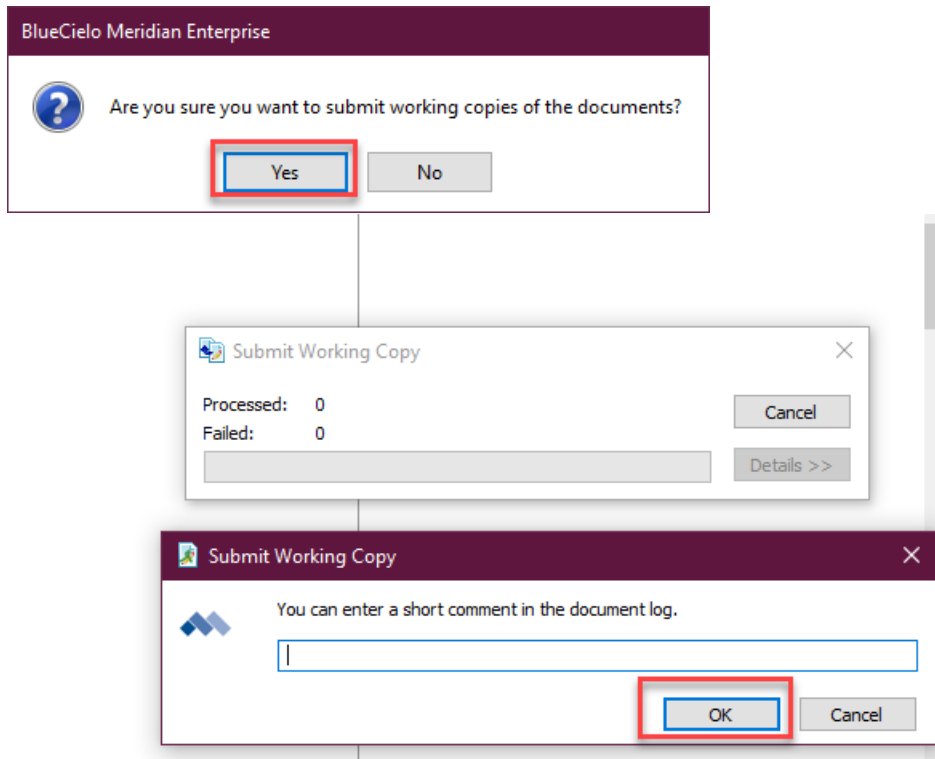
14. If all went as planned, the icons should change from the tif to pdf icon, as well as the file name extension.
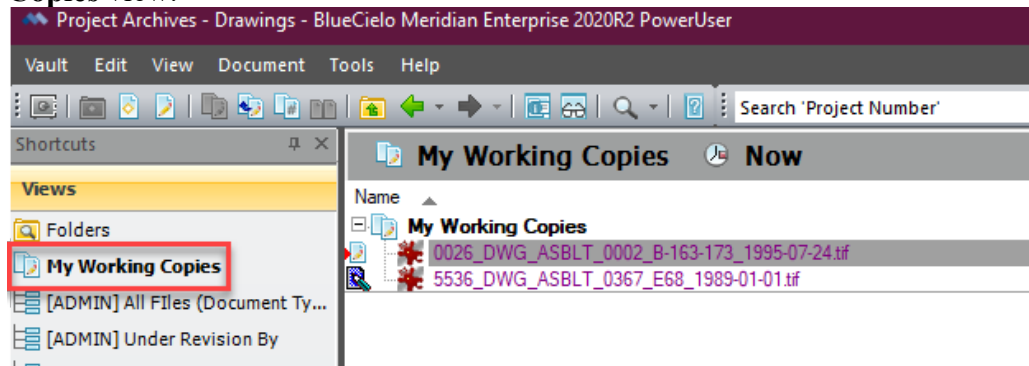

15. You can delete the pdfs in the M drive folder.
16. Now start over at step 1 to convert tifs from another project.

Helpful Hints

- You can always access the files you have checked out (working copies), by going to the **My Working Copies** view.

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- When you are replacing document content, it is hard to know if it worked or not because nothing changes in Meridian. If you need to verify any of them, you can open the viewer in Meridian. The file will show if it is the pdf/a or still the tif. The file name will still say it is a tif, but the image should be a pdf and have the blue compliance bar at the top if it is a pdf/a.
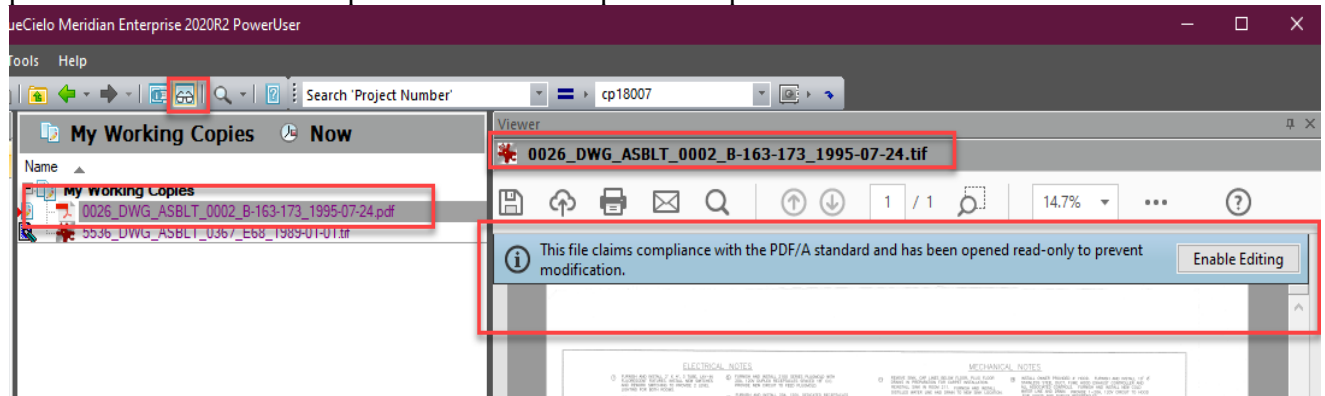
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