

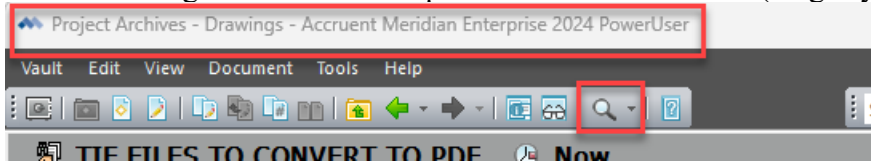


Meridian – Converting TIF files to PDF/a files – Building Specific search

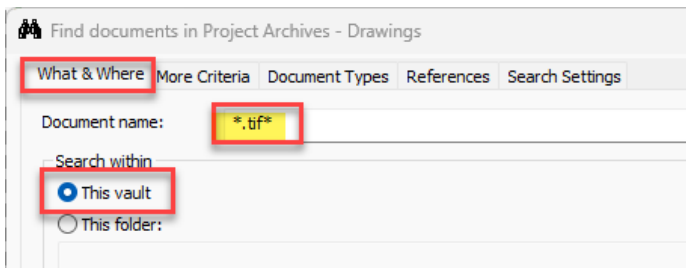
Procedure

1. First time set-up: Create a Collection template for finding all the TIF as-built drawings for a specific building in Meridian

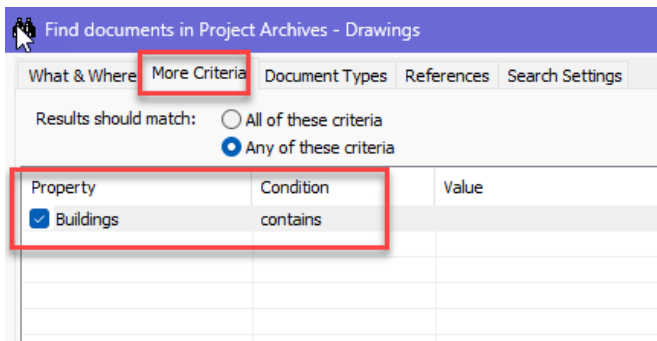
- a. In the Drawing Archives Vault open the Advanced Search (magnifying glass icon)



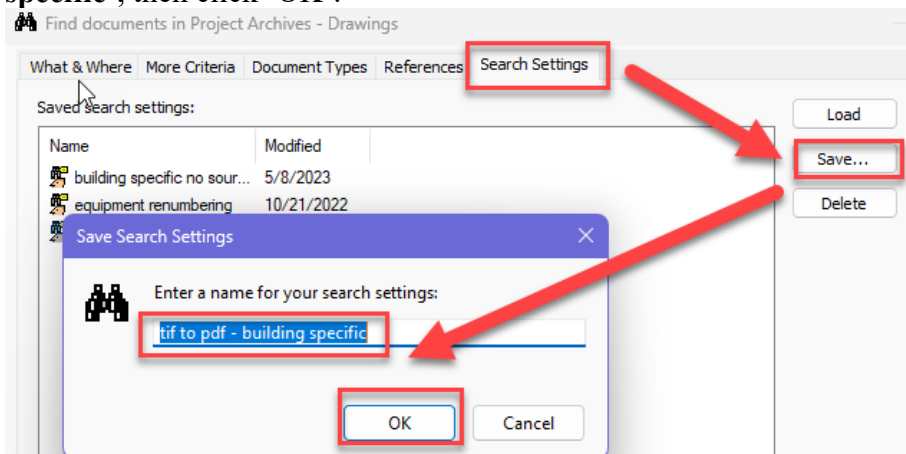
- b. On the 'What & Where' tab, type ***.tif*** in the document name and select 'This vault'.



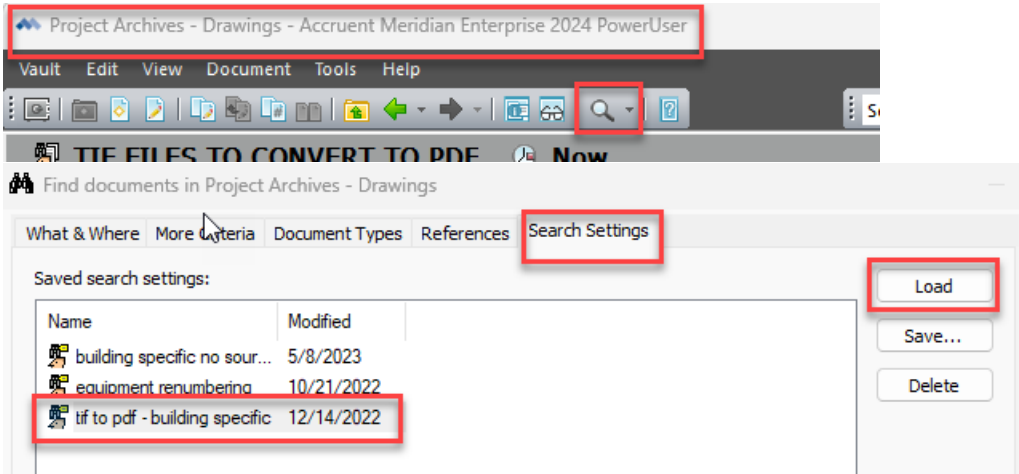
- c. On the 'More Criteria' tab, select Property: 'Buildings' and Condition: 'contains'



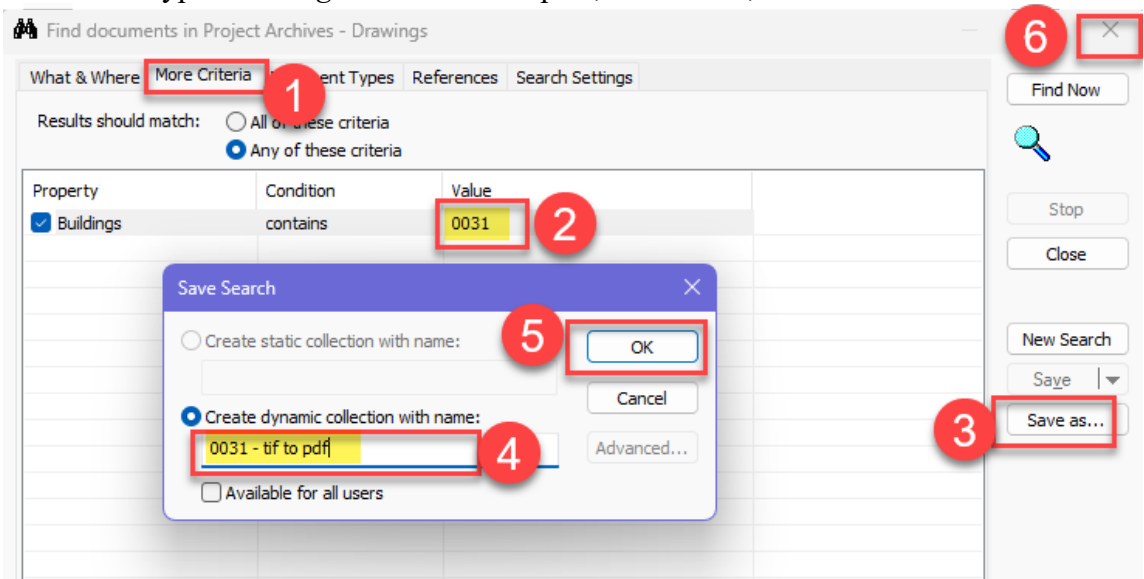
- d. On the 'Search Settings' tab, click 'Save..', then name your search '**tif to pdf – building specific**', then click 'OK'.



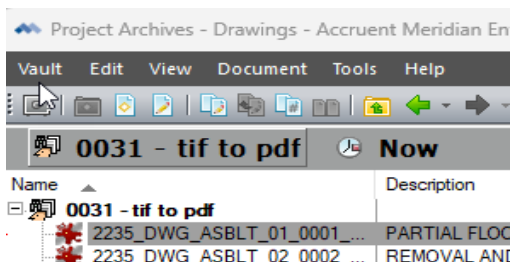
2. **Create a building specific Collection:** each time you start a new building you will do this step.
 - a. Open the buildings – [microfilm and as-built processing.xlsx](#) file (you may want to create a favorite for this folder location and pin the excel file to your task bar) and find a building that says ‘COMING SOON’ in the tif to pdf column.
 - i. Put your initials and WORKING ON in the cell.
 - ii. In the [CONVERT TIF TO PDF](#) folder, make a folder for that building.
 - b. In the Meridian Project Archives – Drawings vault, open the ‘Meridian Advanced Search’.
 - i. Go to the ‘Search Settings’ tab. Select the ‘tif to pdf – building specific’ saved search and hit the ‘Load’ button.



- ii. Open the ‘More Criteria’ tab and type the **building number** of the building you selected on the excel. Then click ‘Save as...’, select the ‘Create dynamic collection with name:’ and type ‘*building number* – tif to pdf’, click ‘OK’, then close the window.

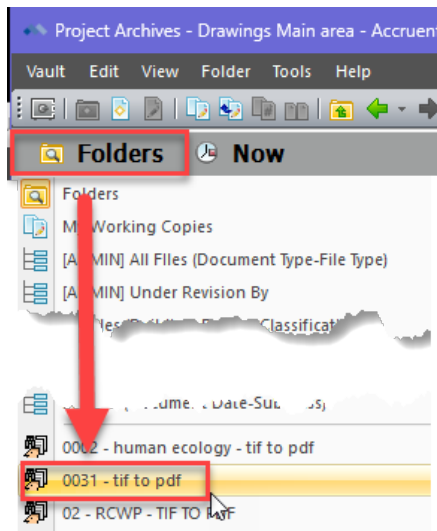


- iii. This should now open the collection you created for the specific building to work on converting the files.

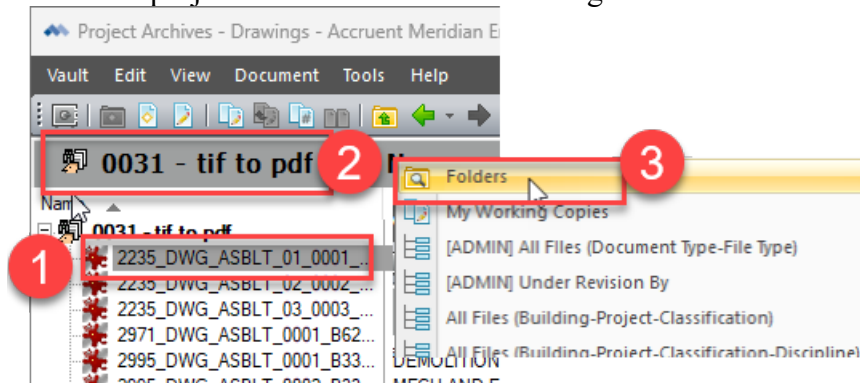


3. Opening the Collection for daily work:

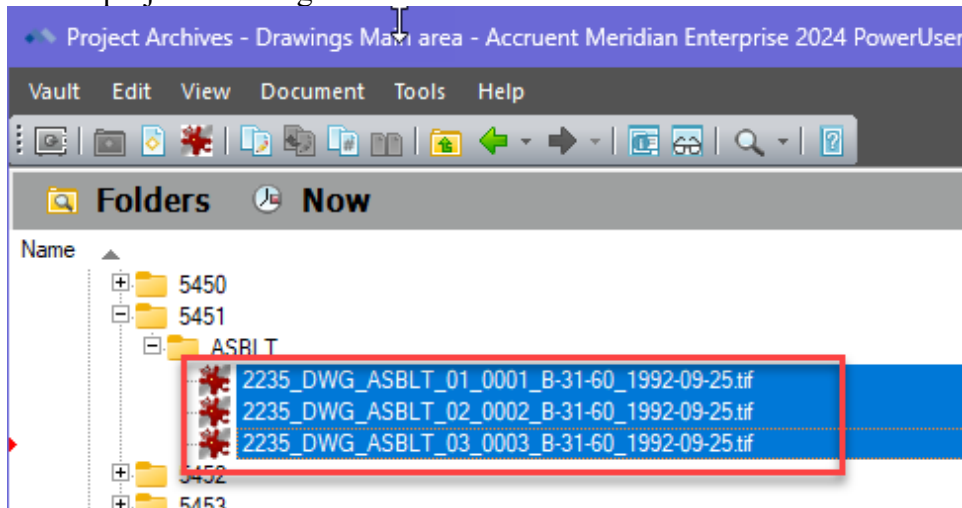
- a. In the Meridian Project Archives – Drawings vault, open the **building specific collection** in your Nav Views list (scroll to bottom).



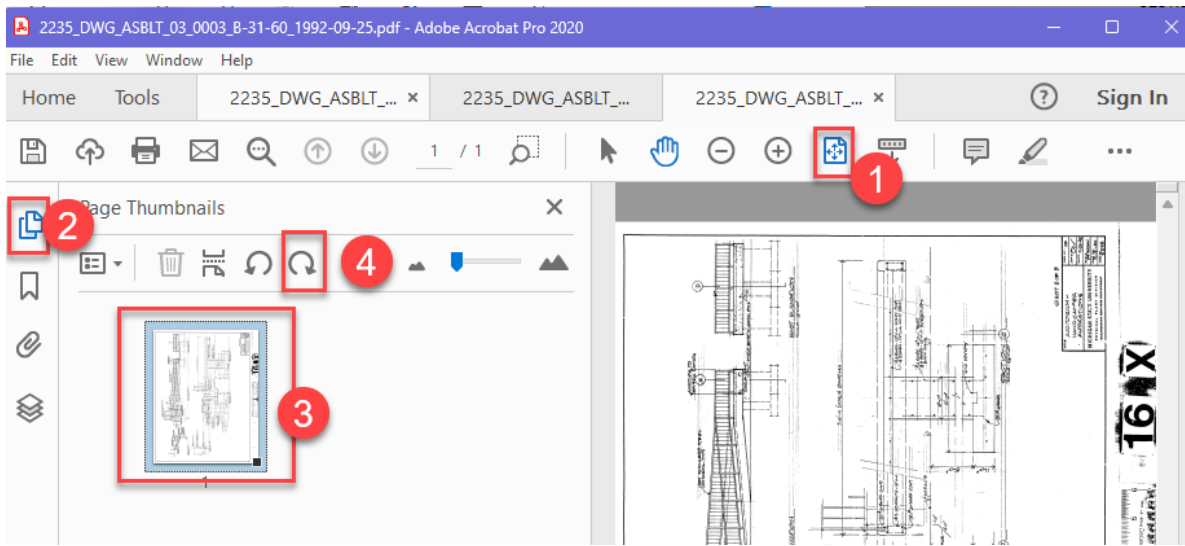
- b. Select the first file in the list and then select **Folders** in your Views menu. This will take you to the project files and be easier to manage and work in.



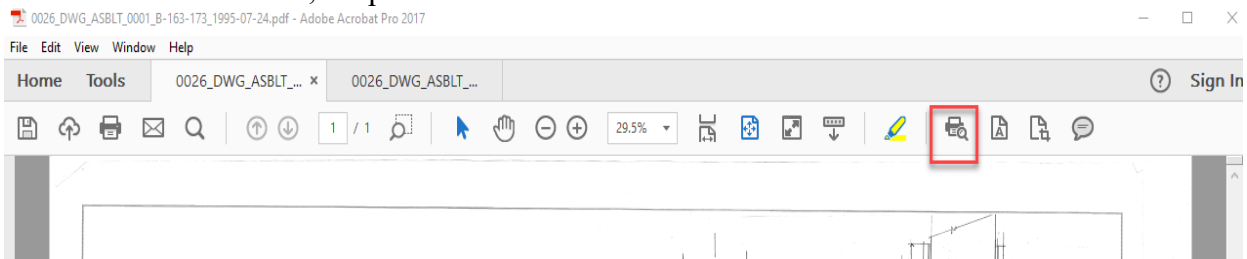
- c. Create a folder in the building folder for that **project number**. Select all the tif files in that project in . Drag them out to the folder.

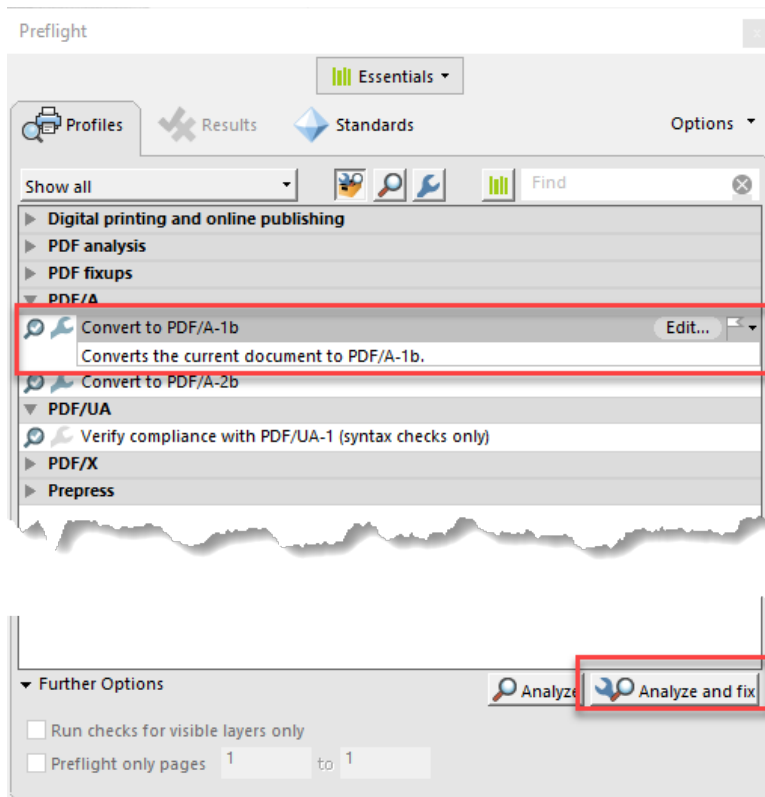


- d. Convert the files to PDFs (you can do one at a time or multiple at a time) by right-clicking on the selected files and selecting Convert to Adobe PDF (if windows 11 – you may have to select ‘show more options’ in the right-click menu).
 - i. *You may have to do the converting to PDF and the following steps in chunks if there are many files in a particular project.*
- e. The Adobe file will open. If you converted multiple files at once, they will open as separate tabs.
 - i. Most of the tif files are rotated sideways and need to be fixed. **This HAS to be done before they are converted to PDF/a files.**
 - ii. Open the page thumbnails and select the thumbnail image (you may have to select the fit one full page to window’ setting first), then click the correct rotate arrow.

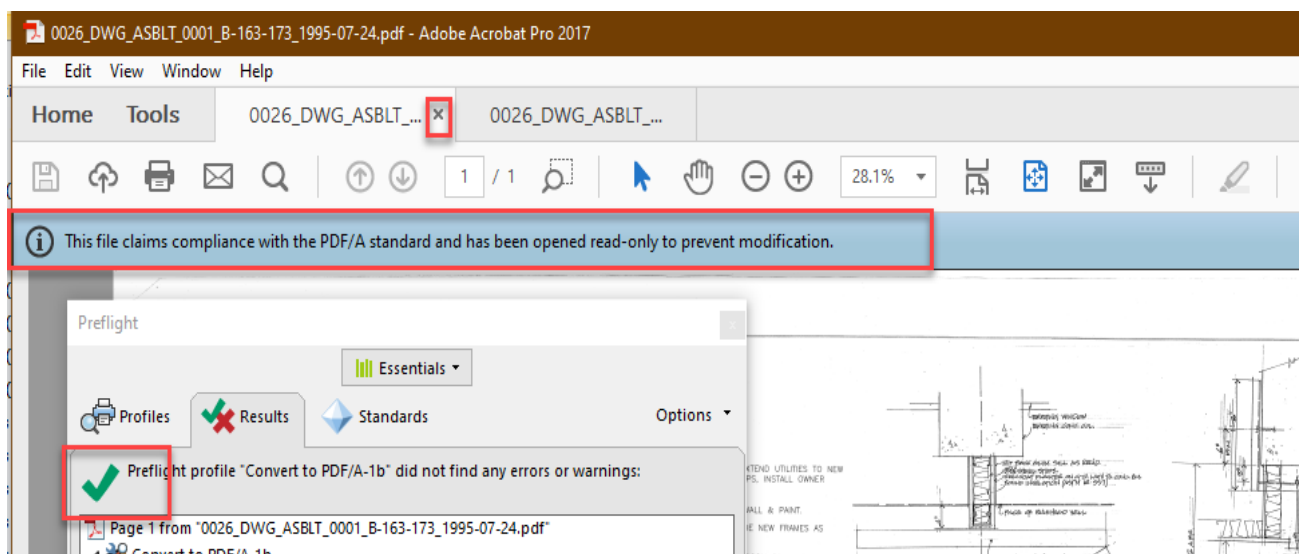


- f. Convert to PDF/a by running preflight on each PDF tab that is open. **Save them into the same folder where you copied the tif files.** The first time, you will have to navigate to the correct folder. For ease, keep the names the same.





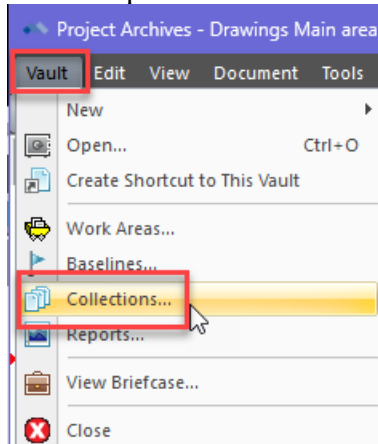
- g. Verify it worked and if it looks good, close the tab.
 - i. If you converted multiple files at once, run preflight on the next tab until they are all converted.
 - ii. If you only converted one file at a time, repeat steps until all the files for that project are converted.



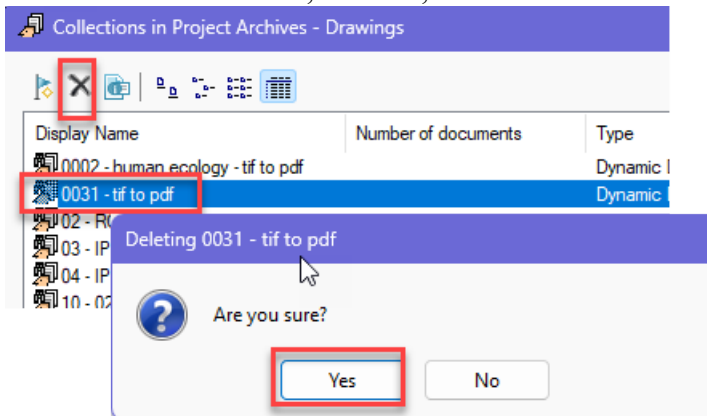
- h. Now start over at step 3 to convert tifs from another project.
 - i. Once you are done with all the projects for that building, update the excel and select another building and start the process over again from step 2.

4. You can modify the collection instead of the advanced search options if prefer or delete the completed building out of your collections list.

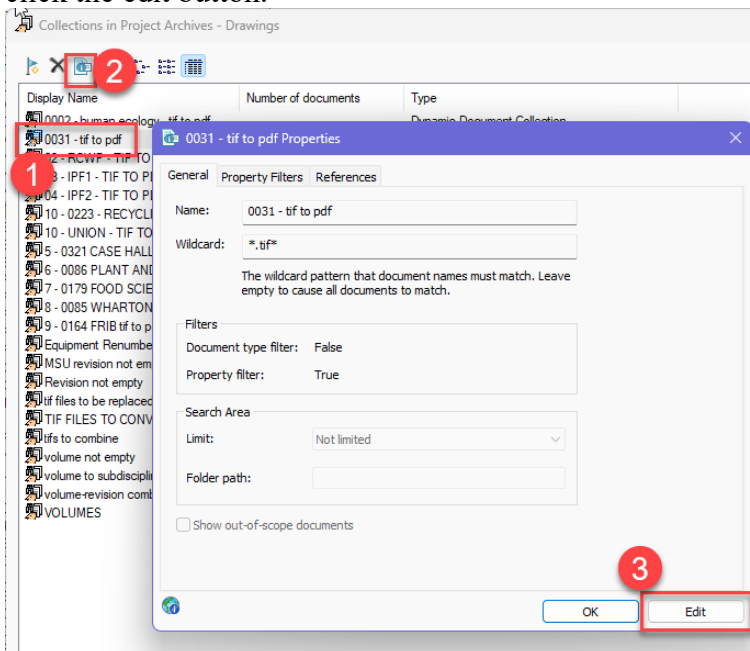
a. Open the Vault menu and select 'Collections...'



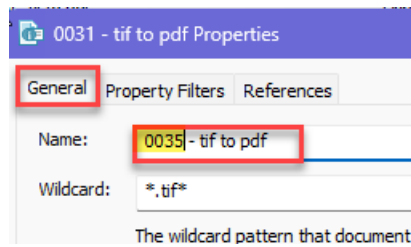
b. To delete the collection, select it, then click the X icon.



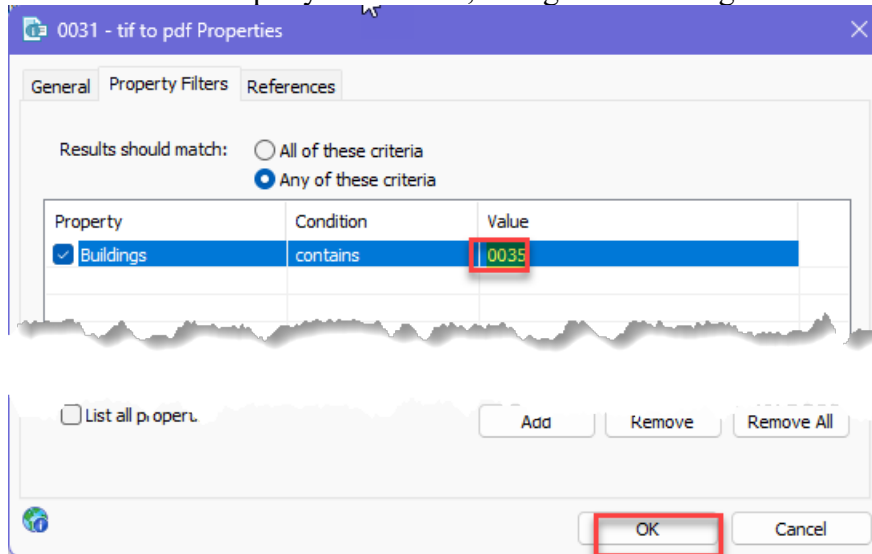
c. To change the collection to a different building, select the collection, click the edit icon, then click the edit button.



i. On the 'general' tab, change the building number in the name.



ii. On the 'Property Filters' tab, change the building number.



iii. Click OK.

iv. Now your collection is updated to the new building you will be working on.

v. Repeat all steps to convert the tif images to pdf/a.

Revision History and Owner of Document

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