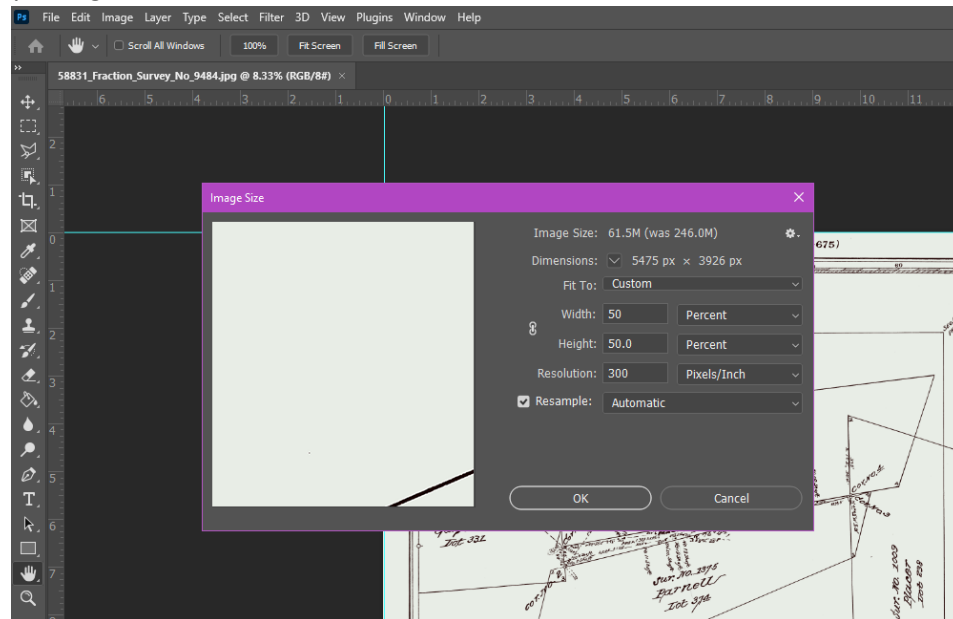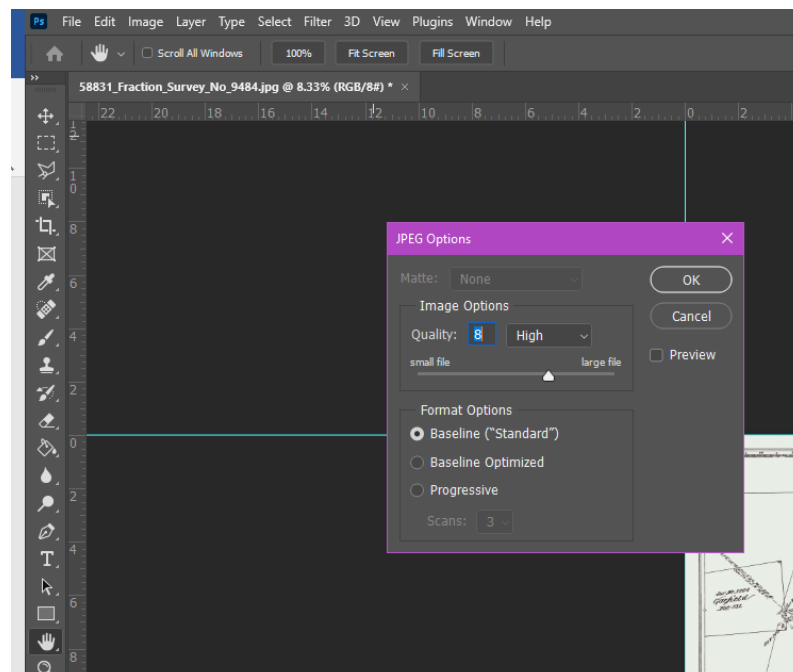## Maps – Creating a PDF/A file from a JPG file:

After converting the Tiff file to a JPG file (save the original JPG image at a quality of 12 when prompted):
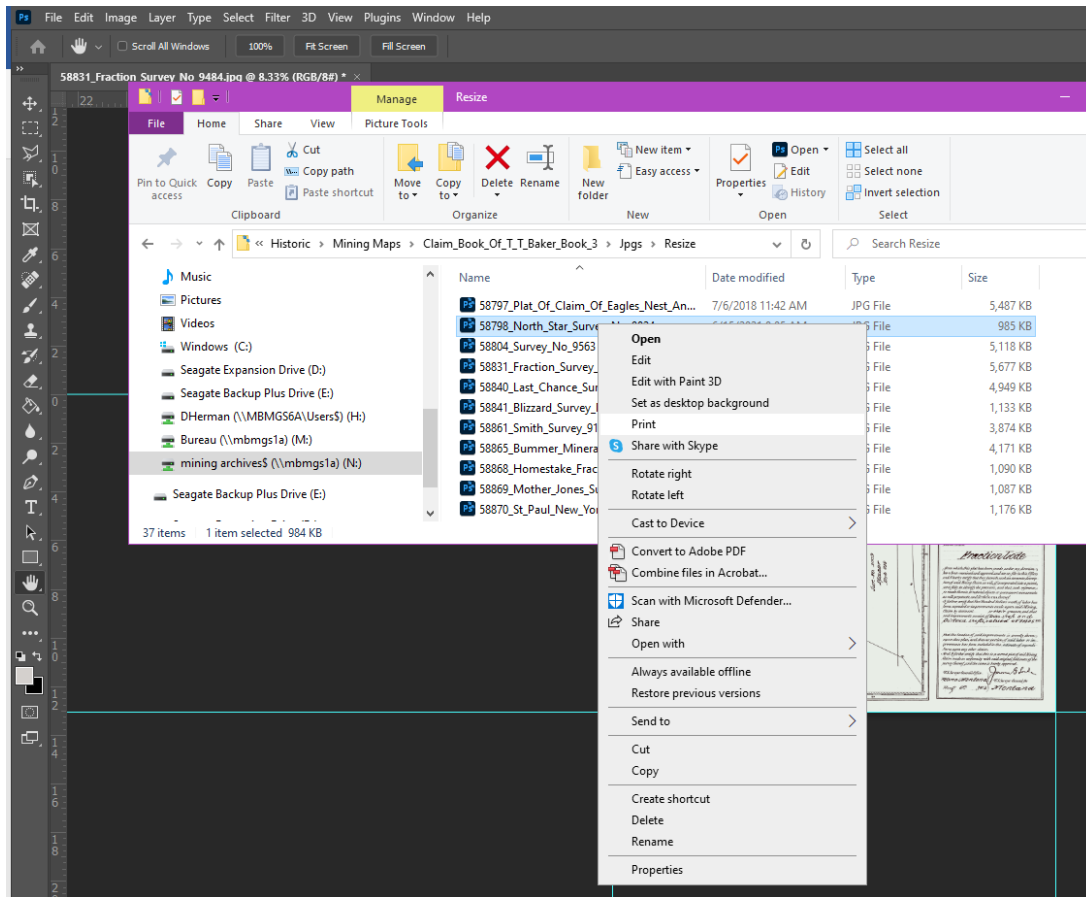
1. Open Mining Archives >Historic >Mining Maps directory (\\mbmgs1a\mining archives$\Historic\Mining Maps), and locate the JPG image you created.
2. Open the JPG image in Photoshop.
3. In the **Image** drop-down menu select **Image Size**. Change **Width** to read as a percentage instead of inches; the other fields will automatically change. Change the resolution from 600 dpi to 300. The width and height fields will automatically change to 50%.
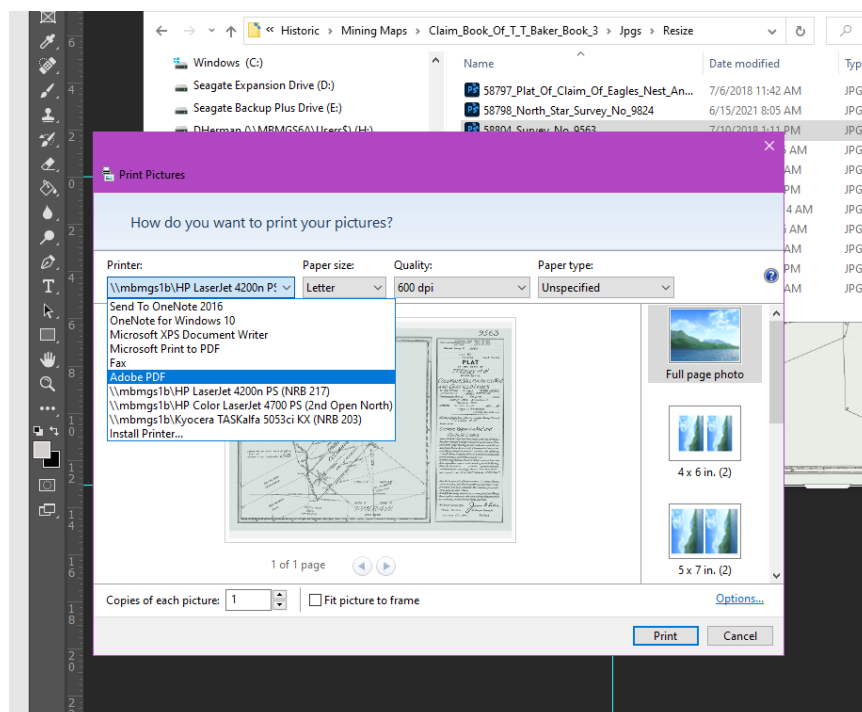

4. Create a folder named **Resize** within your current JPG folder. Objects in the Resize folder will be deleted after the Quality Assurance is completed, but you will always retain all other JPGs.
5. Save your file with **Save As** into the **Resize** folder. Enter 8 for Quality in the **JPEG Options** box and click **OK**.

6. Leave the resized image in Photoshop.
7. Locate the resized JPG image in the file explorer folder where you saved it, and right click on the file. Select **Print** from the drop-down menu.
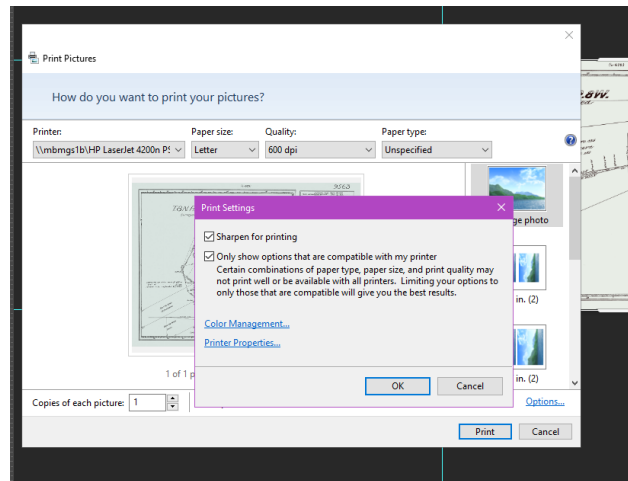

8. In the new Print Pictures screen, select **Adobe PDF** from the **Printer** drop-down menu, select **Adobe PDF** (you will only need to do this one time unless you change the print peripherals again).
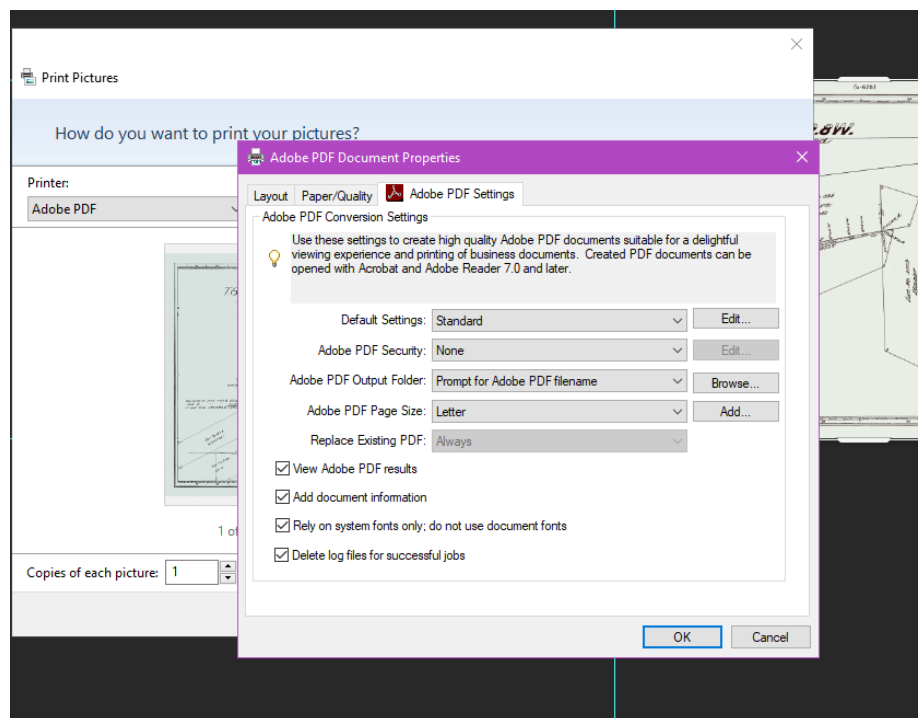
9. Select **Options** at the lower right corner (above Cancel)

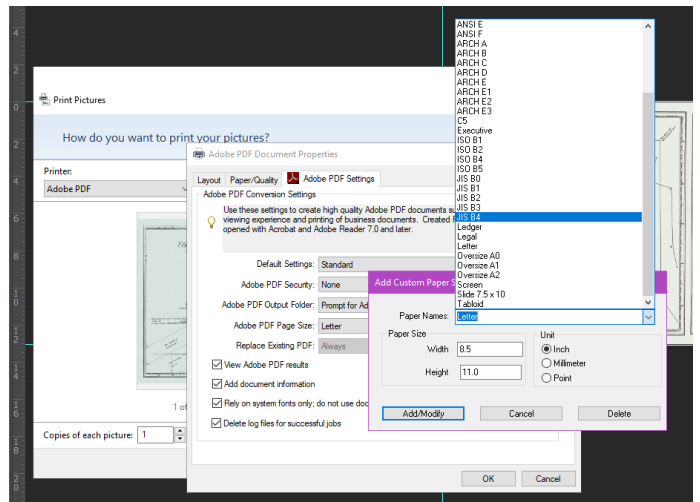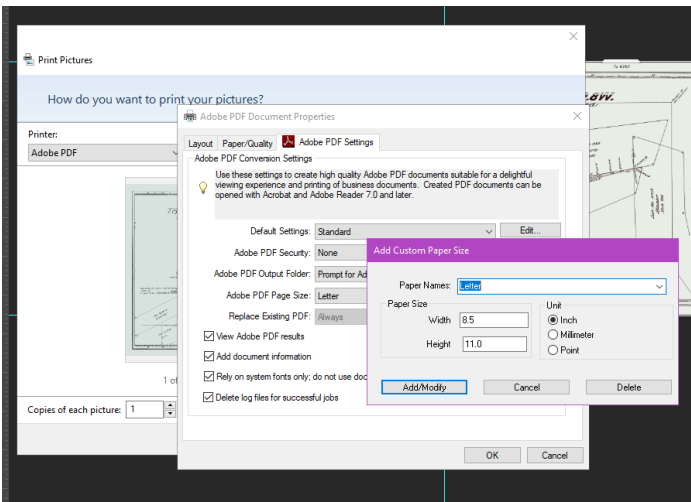   *Note: You will have to repeat from Step 9 through Step 25 for every map.

10. Select **Printer Properties.** You should be in a page with **Adobe PDF Settings** selected out of the three headings.
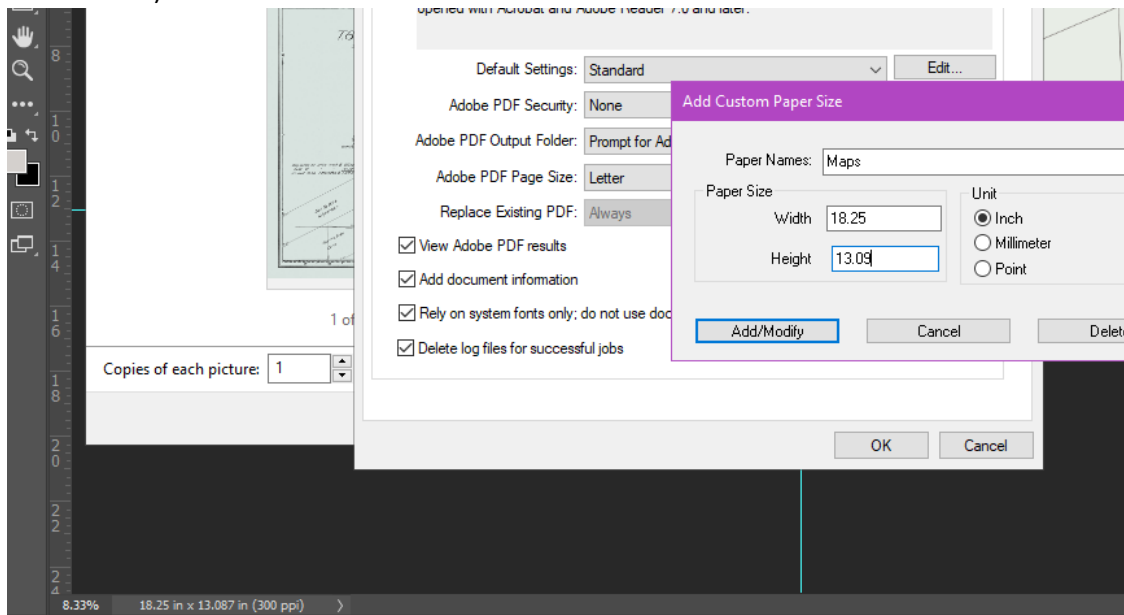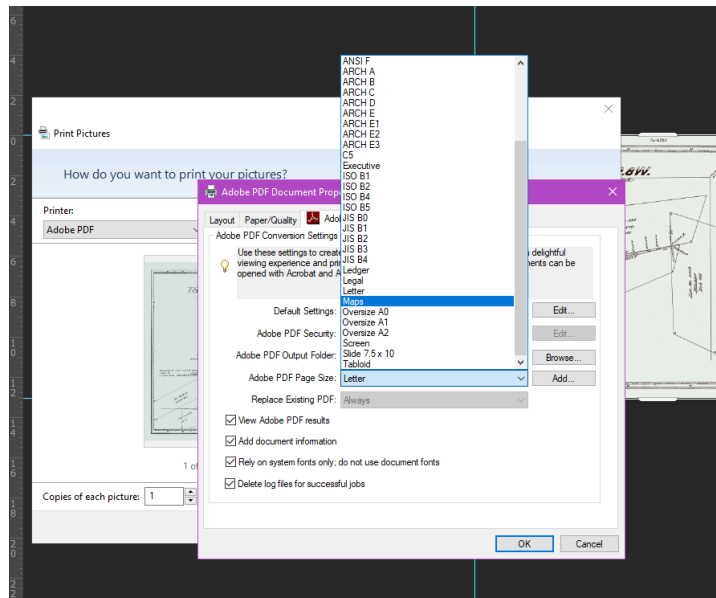11. Under the "Adobe PDF Page Size:", click on **ADD**.

12. In the **Add Custom Paper Size** window, click the drop-down menu for **Paper Names**. If there is not a listing for "Maps", create this paper name for your custom sizes.

13. Change the **Width** and **Height** of the paper size to match the document size that shows on the bottom of the Photoshop screen. Round up to the nearest 100th (ex. This map is 18.25 x 13.087. Your Paper Size would be 18.25x13.09).

14. Click **Add/Modify**.

15. Select your newly added page size, and verify that all the boxes at the bottom of **Adobe PDF Document Properties** window are checked. Click **OK**.
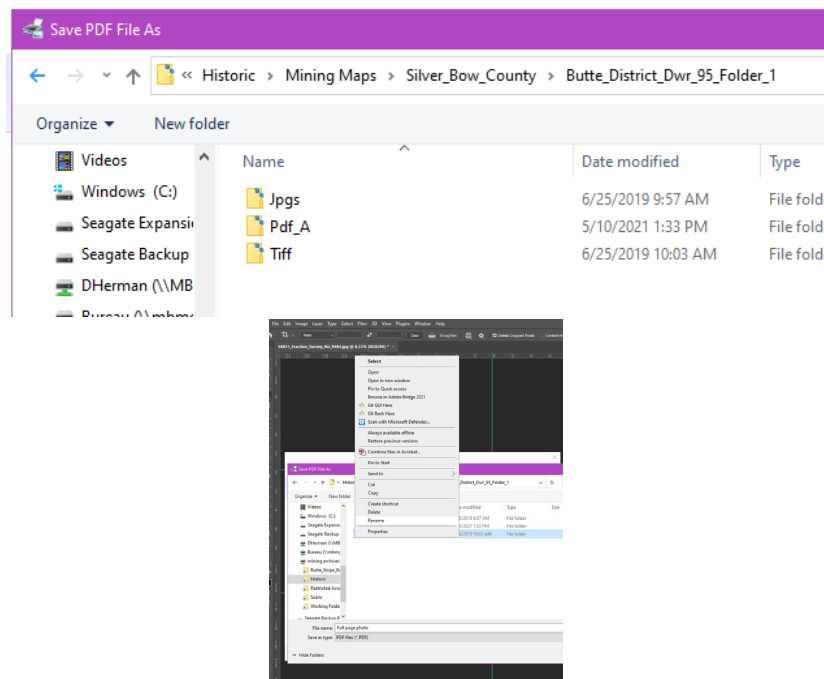
16. Deselect "**Fit picture to frame**".
17. Click **Print**.
18. Save the file in /Historic/Mining Maps/ in the correct folder for the county, possibly mining district, and mine. The folder should contain three subfolders--Jpgs, Pdf_A and Tiff. Create a Pdf_A folder if it is missing. Rename the file **EXACTLY** as the JPG file was named. Copy and past the file name to avoid errors.
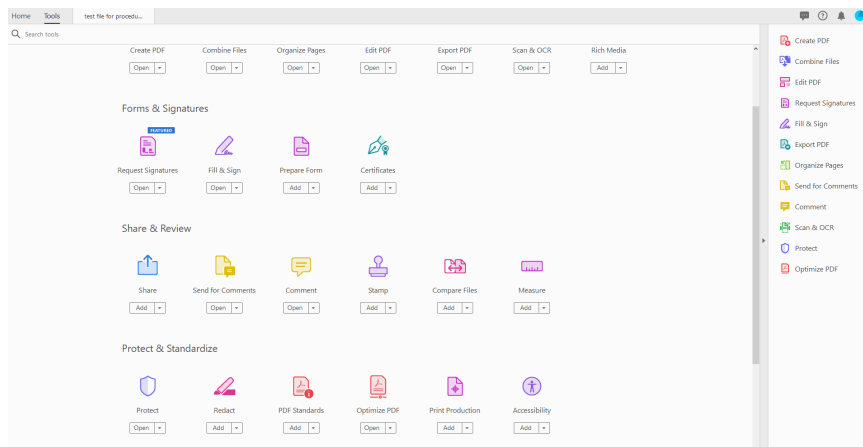
    *Note: To copy a file name, right click, select Rename and copy (Ctrl C). Click out of the renaming box, and paste (Ctrl V) into the File Name box in the Save PDF File as window.

19. Save the Pdf file.
20. Once the Pdf file is created and it appears in Adobe Acrobat, click on **PDF Standards**.

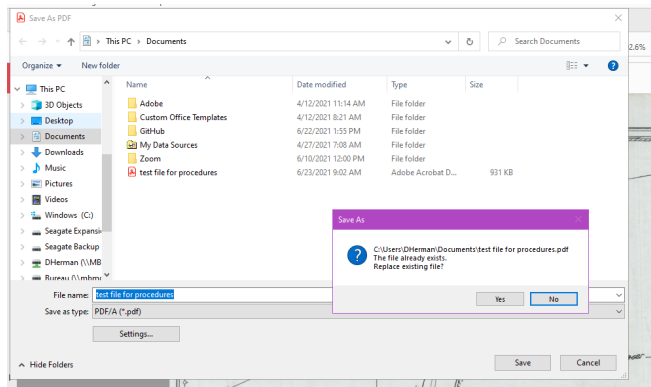   *Note: You can drag and drop frequently used tools in Adobe Acrobat to the tool bar on the right of the window.
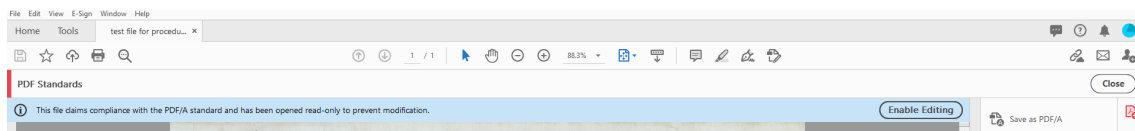
21. Click **Save as PDF/A**.

22. In the **Save as PDF** screen, click **Save**.
23. A **Save As** box will appear asking to "Replace existing file?", click **Yes**.

24. Once the file is saved, make sure that there is a blue banner across the top of the map that says "**This file claims compliance with the PDF/A standard and has been opened in read-only to prevent modification**".

25. Close Adobe Acrobat.