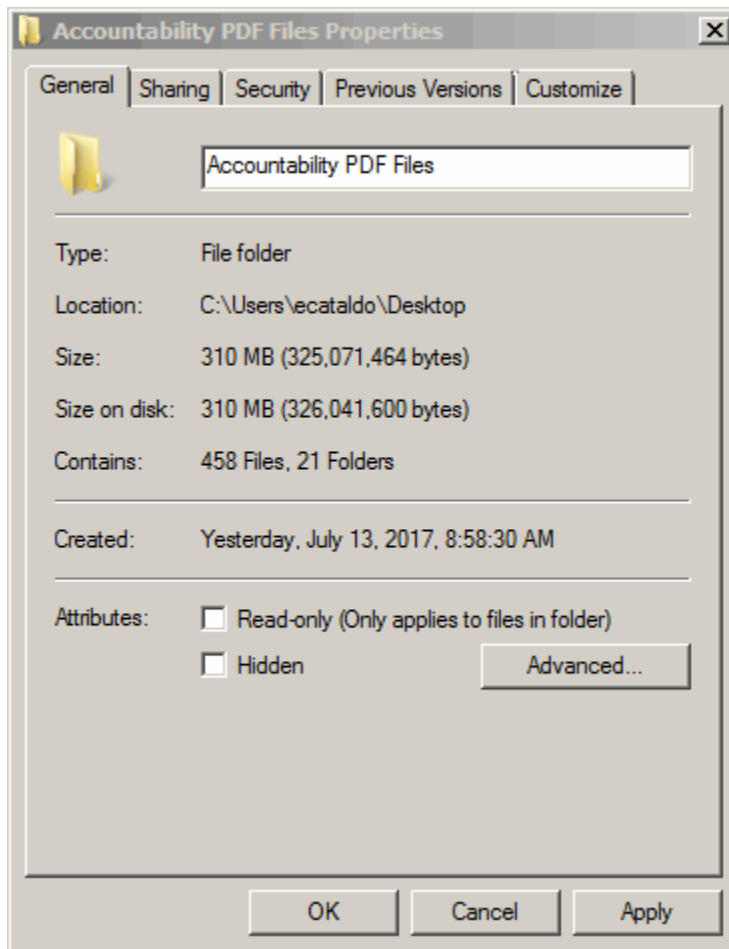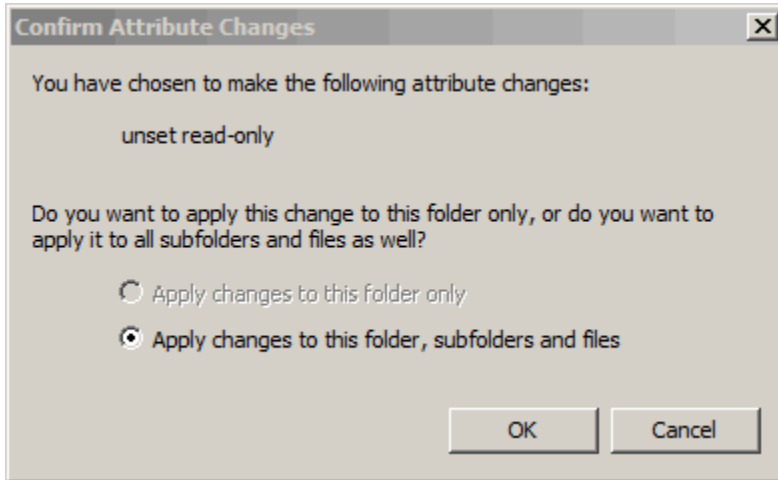# Copy Files from the Web Server (Y: Drive)

Note: These instructions can be used to copy the files from the Y: drive to a folder on your PC. Or the files can be copied to a program office network drive.

1. Create a Program Office PDF file folder on your PC Desktop or program office network drive. For example, Accountability PDF Files

2. Copy the files from the Y: drive to your PC desktop or a network drive.

3. Go through the folders and remove any file that is not a PDF file. You can quickly do this by sorting the Type column, within the folder. Then delete whatever is not a PDF file. You can also delete any folders named images, _baks, _notes, etc.

4. Remove any PDF files that were created or revised in 2017.

5. In Windows Explorer, right-click on that PDF file folder.
   a. Scroll down to Properties
   b. Under Attributes, remove the checkbox for Read-only (Only applies to files in folder)
   c. Click OK

d. You will then see a Confirm Attribute Changes window. Select Apply changes to this folder, subfolders and files

e. Click OK

Confirm Attribute Changes

You have chosen to make the following attribute changes:

unset read-only

Do you want to apply this change to this folder only, or do you want to apply it to all subfolders and files as well?

○ Apply changes to this folder only

◉ Apply changes to this folder, subfolders and files

OK   Cancel

- Run the Adobe Acrobat Batch Process with the PDF files.