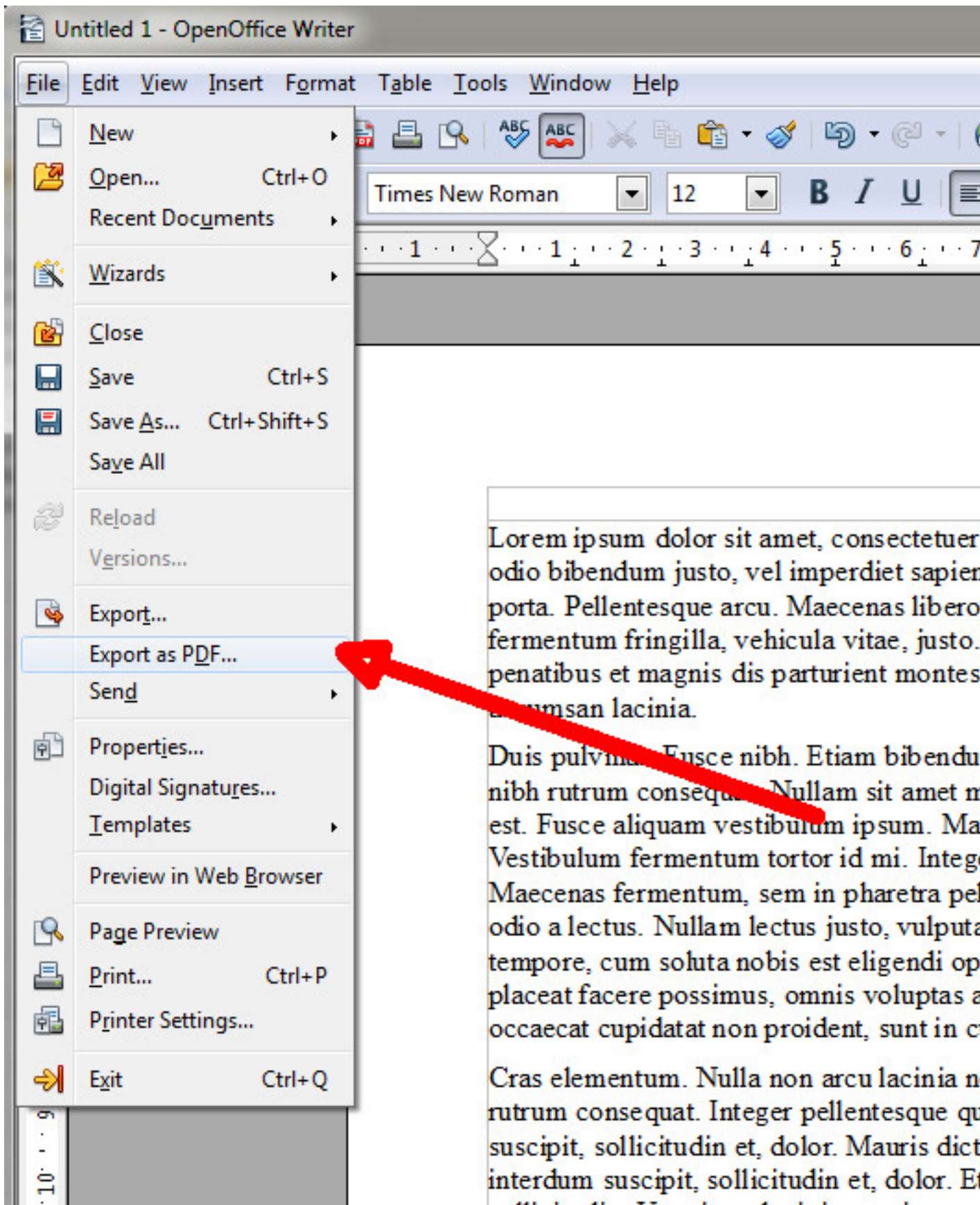
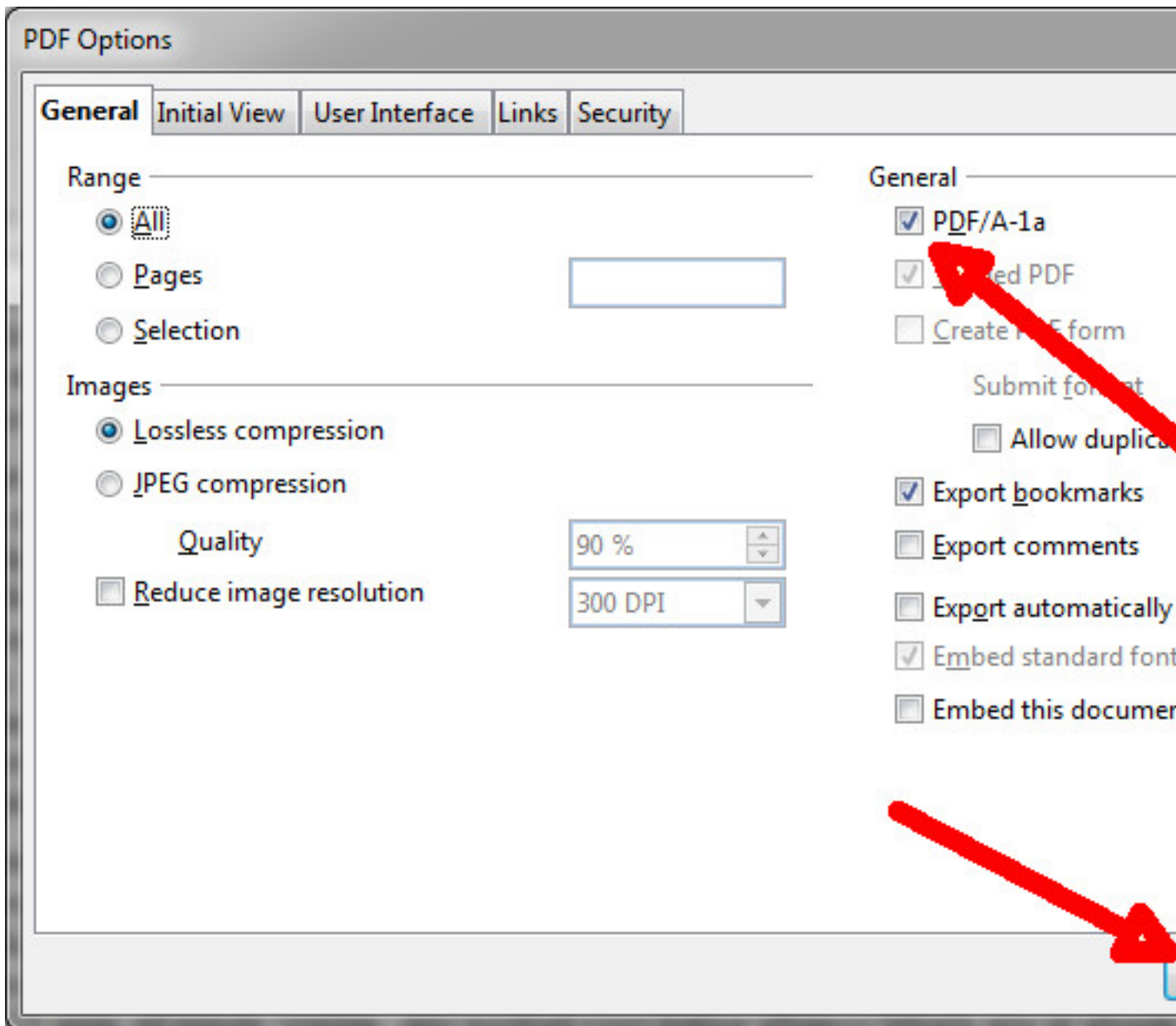

OpenOffice

1. Under "File", select "Export to PDF"



2. In the window "PDF options", select "PDF/A 1a" and export the document by clicking on "Export".



3. Save the document in the usual manner.

Warning: the "Direct export to PDF" button in the upper toolbar does not allow PDF file properties. Use "Export to PDF" from the "File" option.