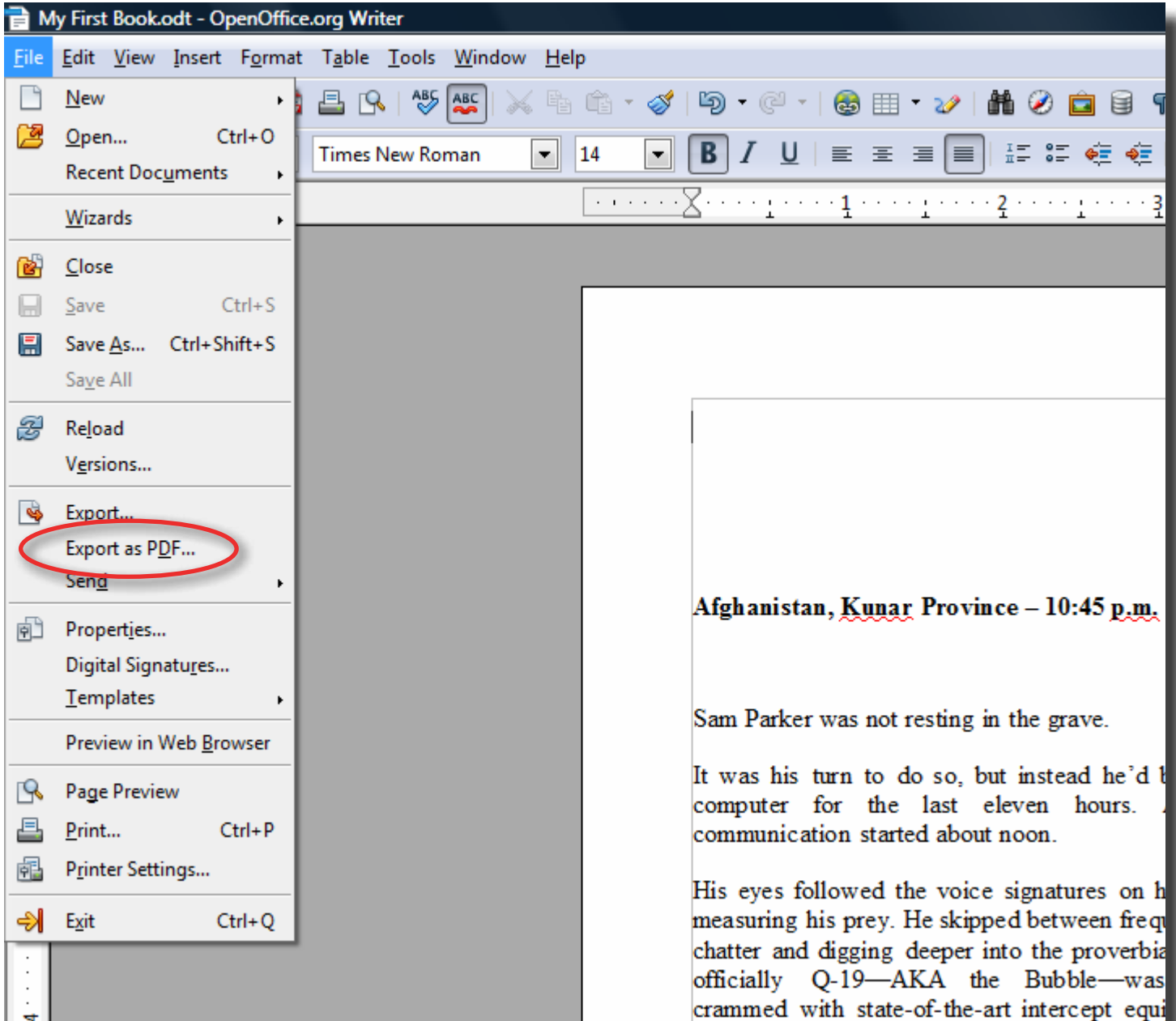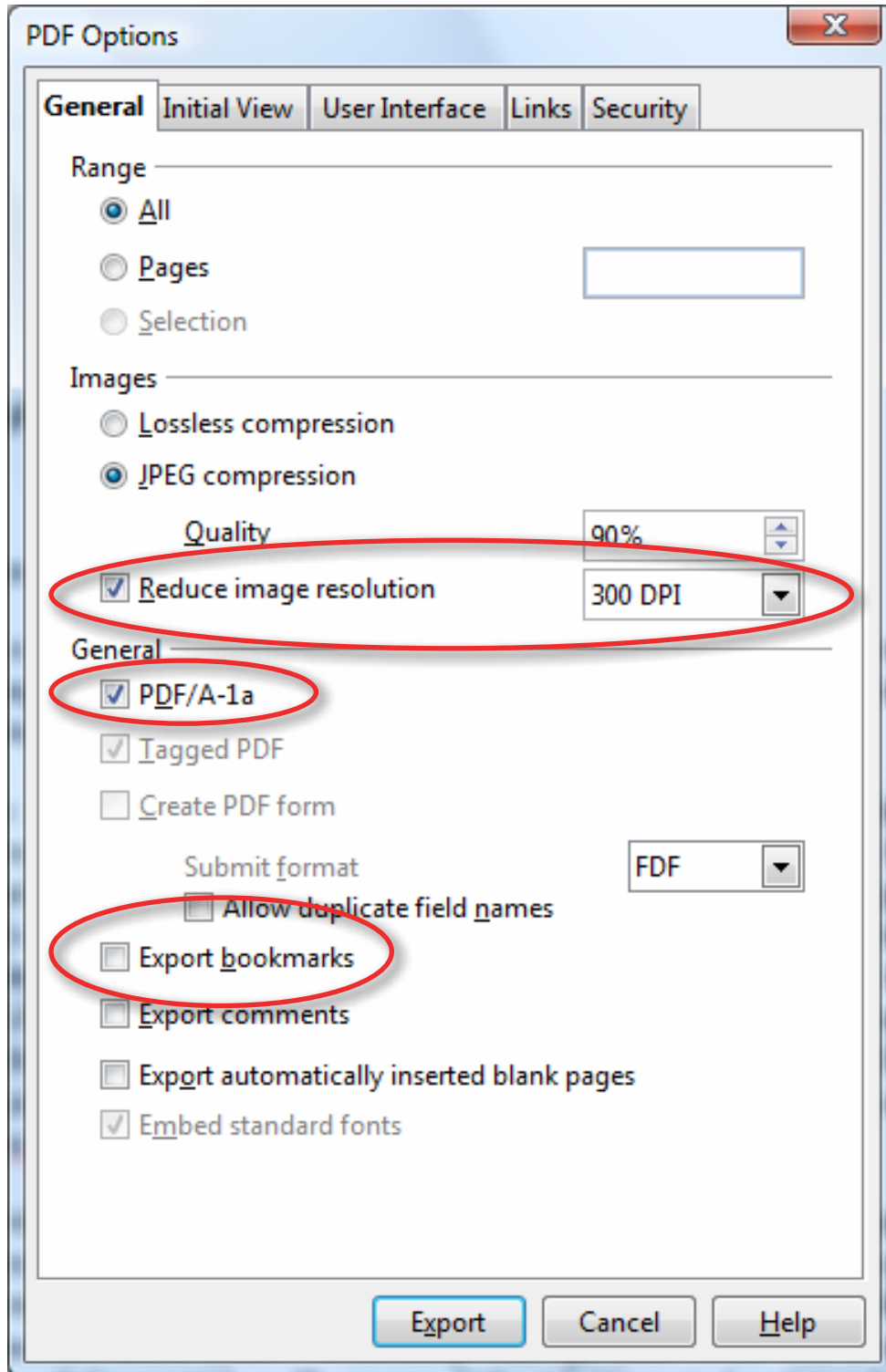# Creating a PDF From OpenOffice.org Writer

1. Open OpenOffice.org Writer
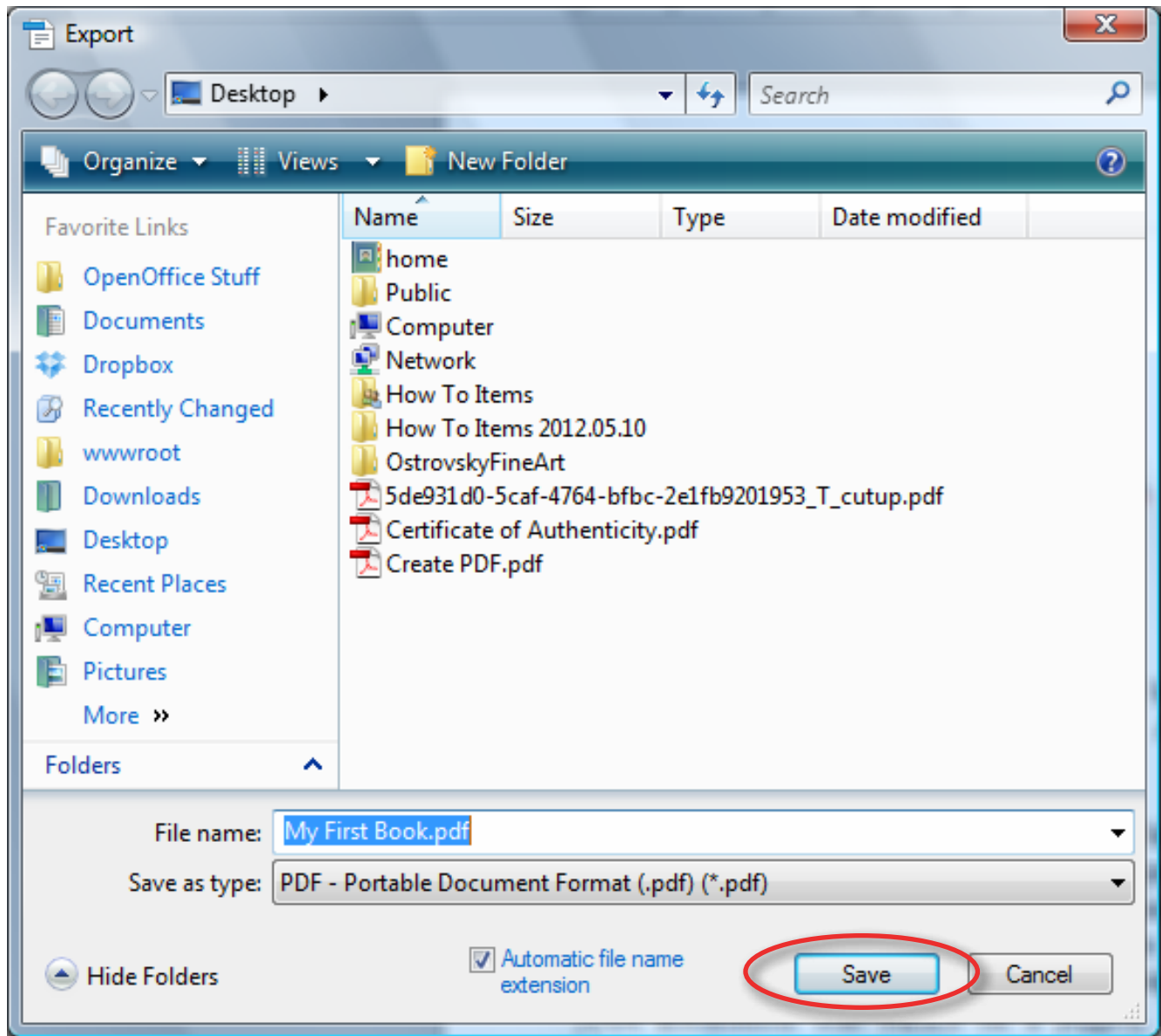
2. Click **File** > **Export as PDF...**

3. In the General tab in the PDF Options window
   a. Click the **Reduce image resolution** checkbox and set the value to the right to 300 DPI.
   b. Check the **PDF/A-1a** checkbox
   c. Uncheck the **Export bookmarks** checkbox

4. Enter a File name and click the **Save** button

5. Your PDF has been created