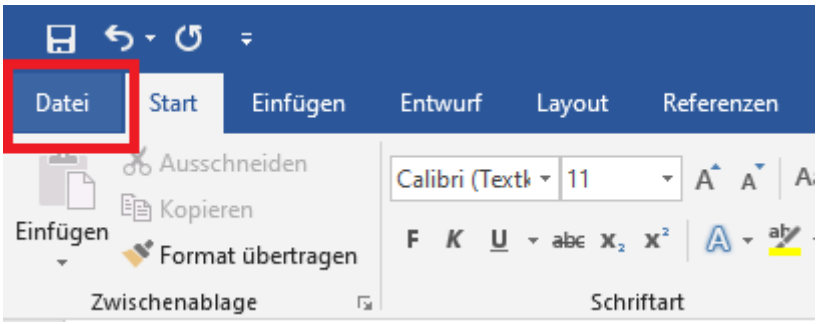
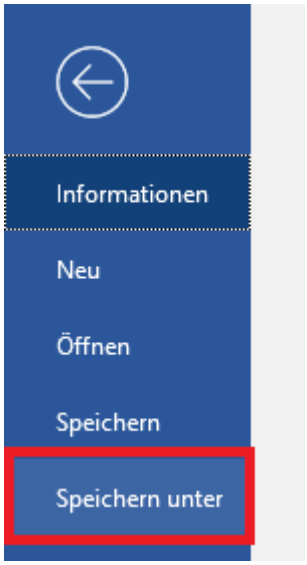
Create PFD/A files

PDF/A is a standardized file format that is designed for long-term archiving of documents. Below you will find instructions on how to create a PDF/A file directly from the application you are using for your work.
Please check afterwards whether the PDF/A file is identical in content to the original file.

Microsoft Word

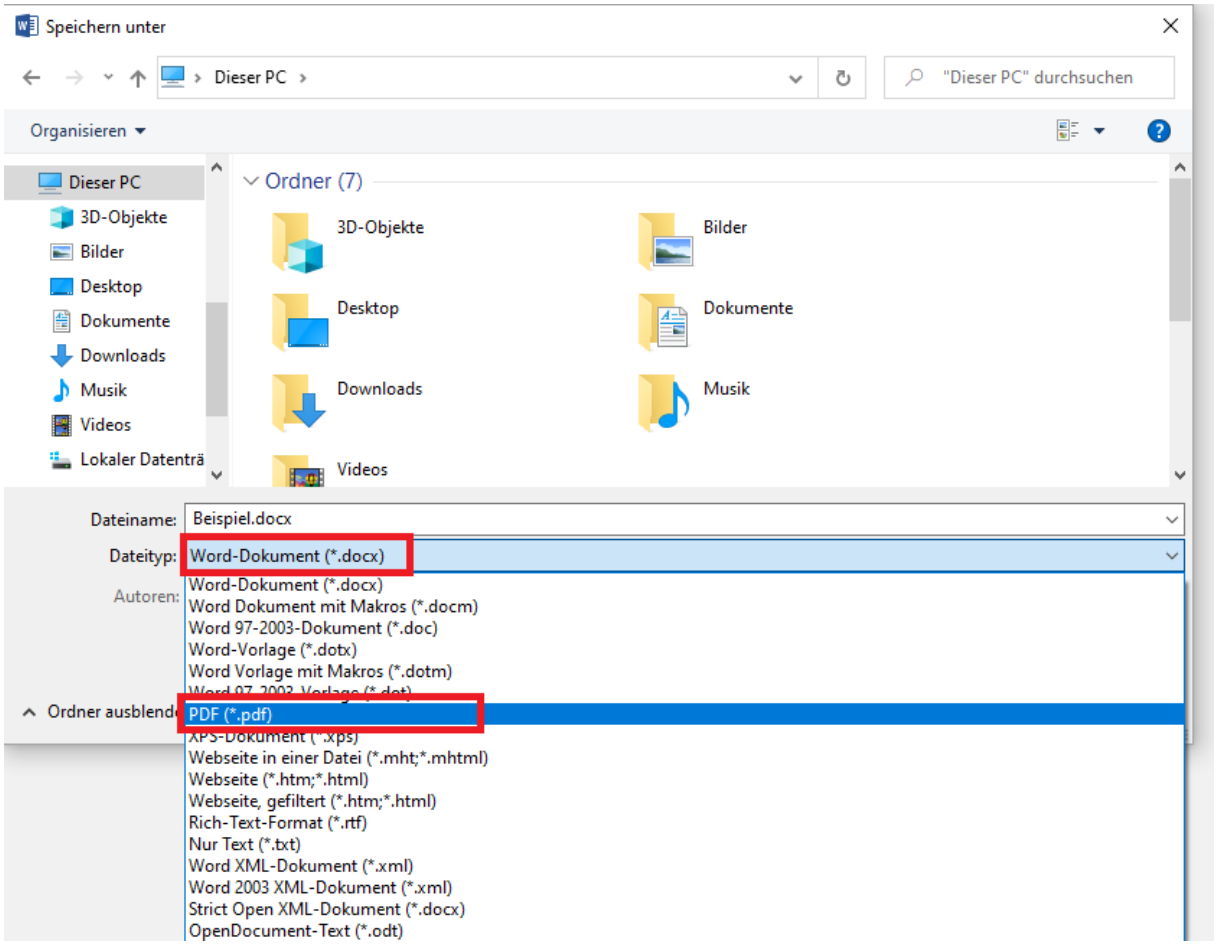
Click on "File" in the upper left corner.

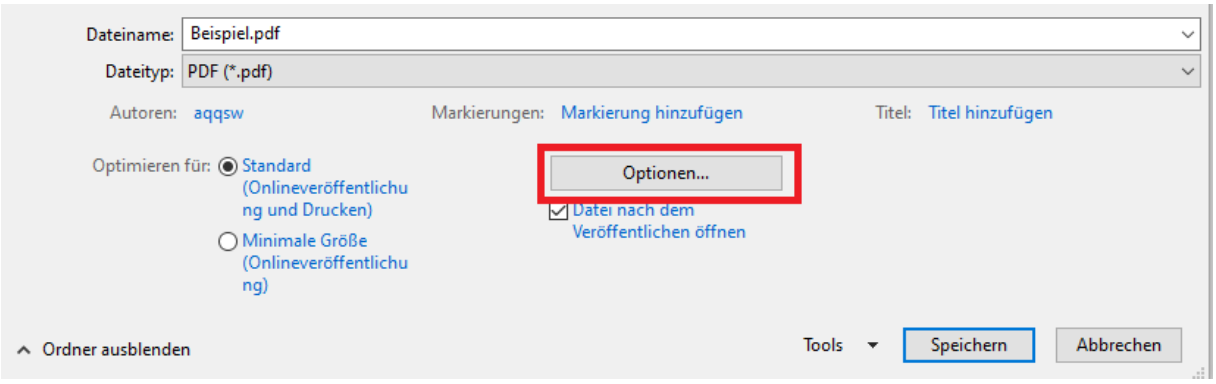




Now click on "Save as" and select the location where you want to save the file.

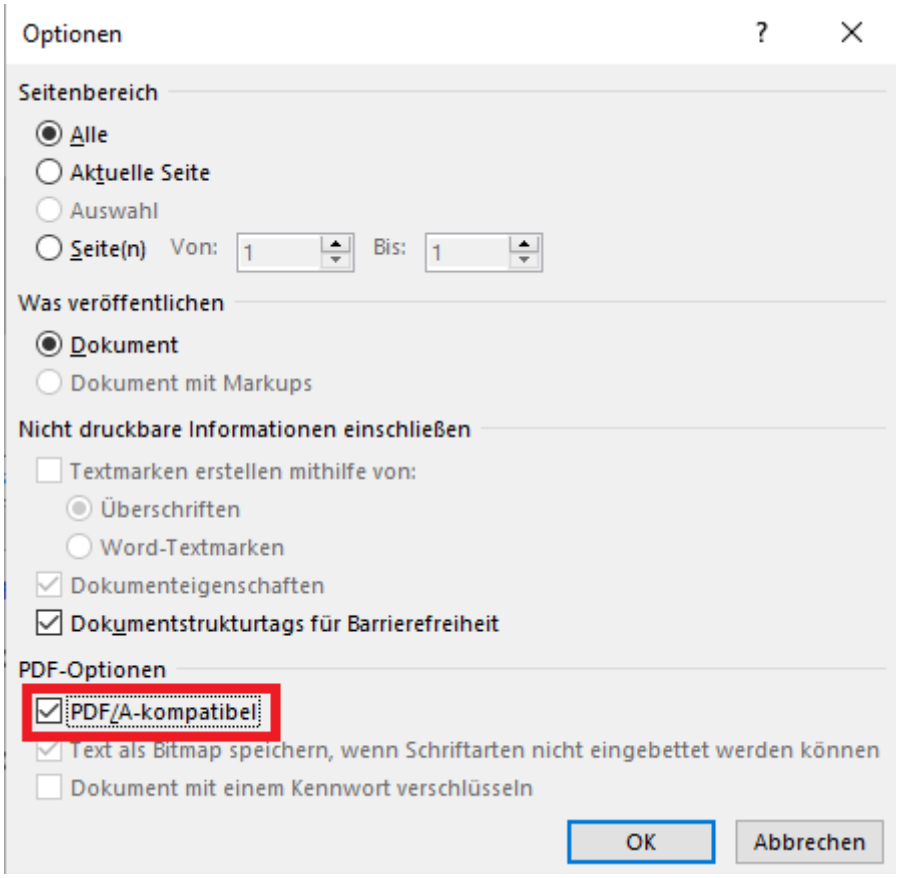
Click on the "File type" bar and select "PDF (*.pdf)".





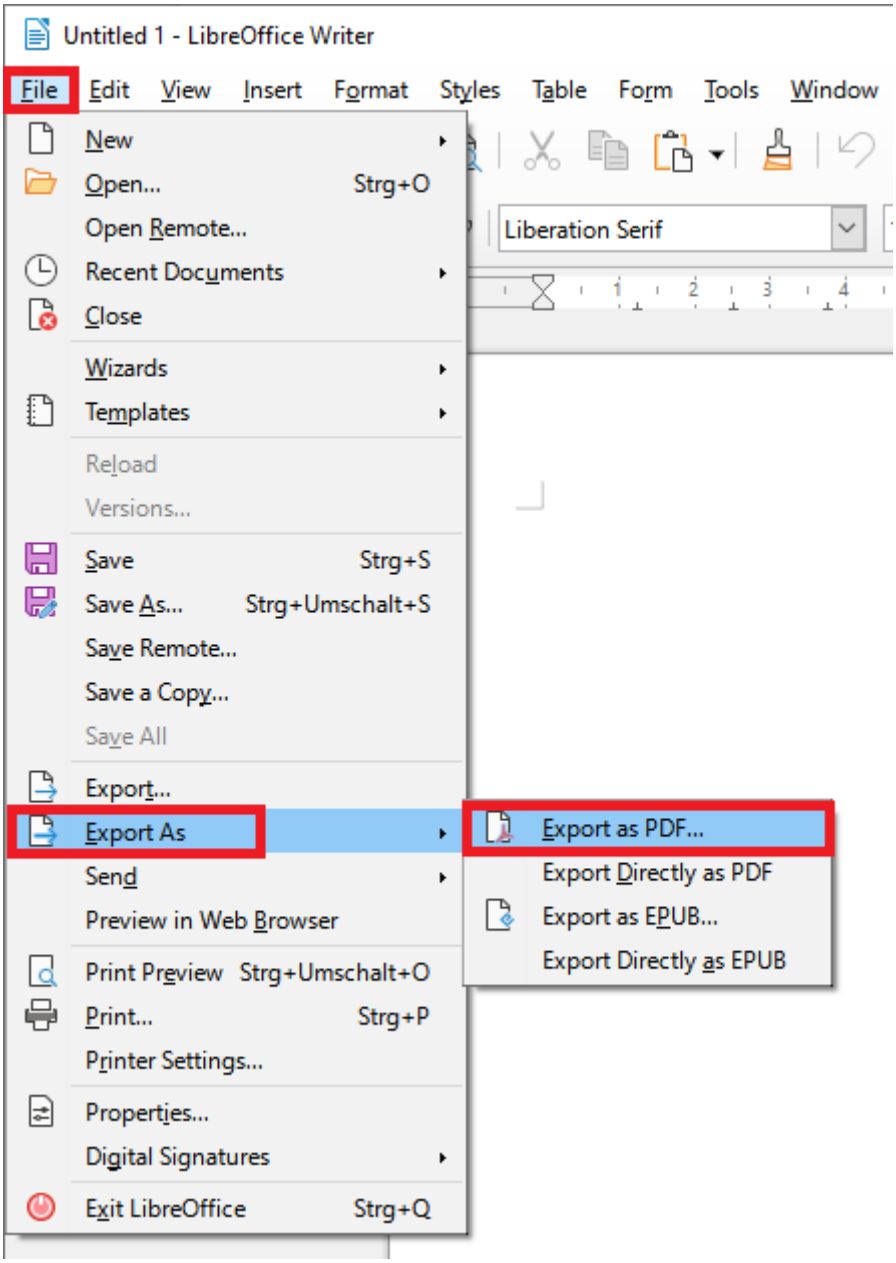
Then click on "Options".

A window will open, select "PFD/A compatible" under "PDF options", click "OK" and save the document.



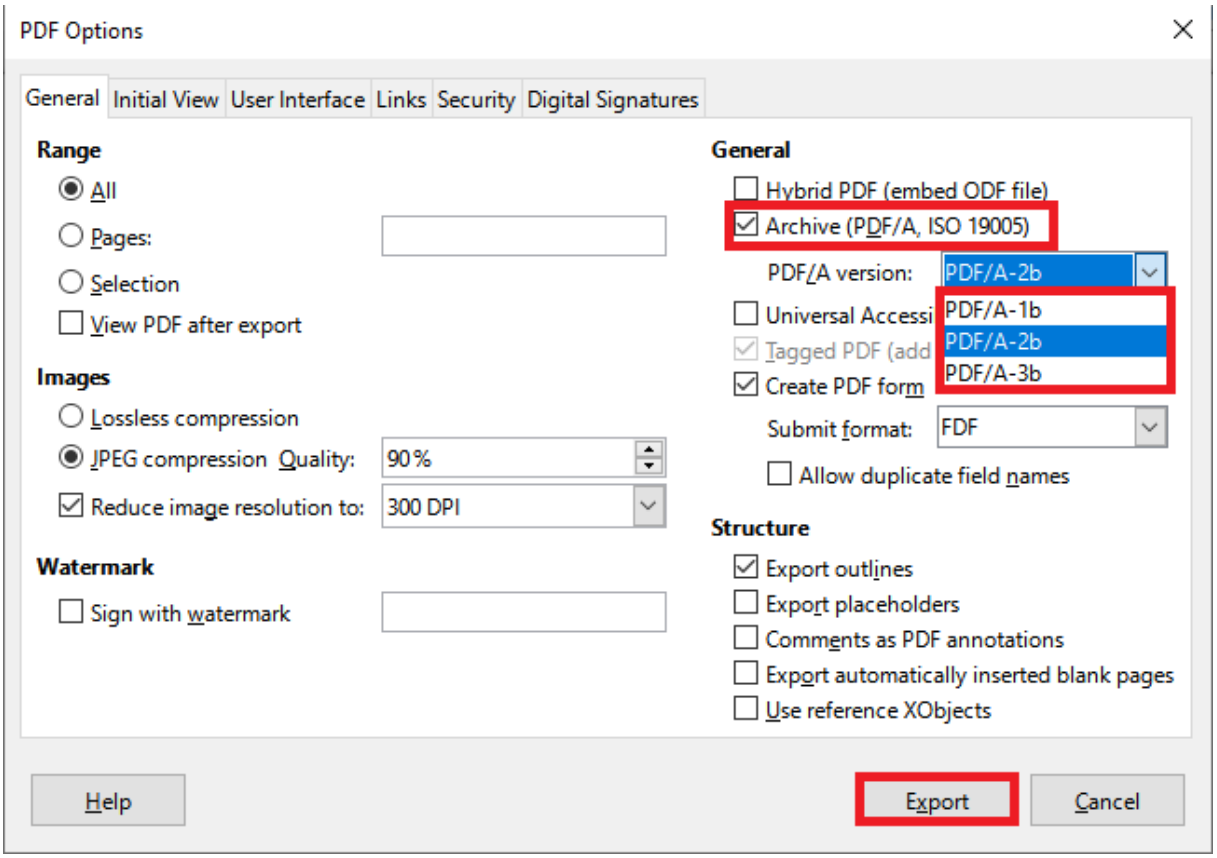
Libre Office

Click on "File" in the upper left corner, then on "Export as" and there on "Export as PDF..."



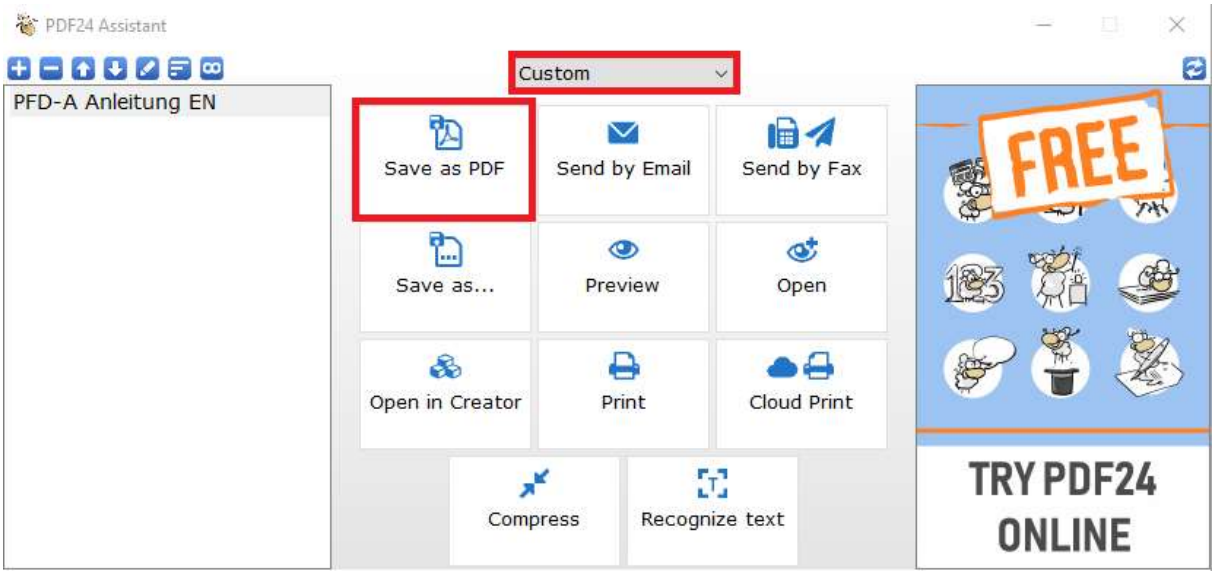
A window will open, select the checkbox "Archive (PDF/A [...])" and choose one of the available versions for "PDF/A".

Then click on "Export" and save the document.

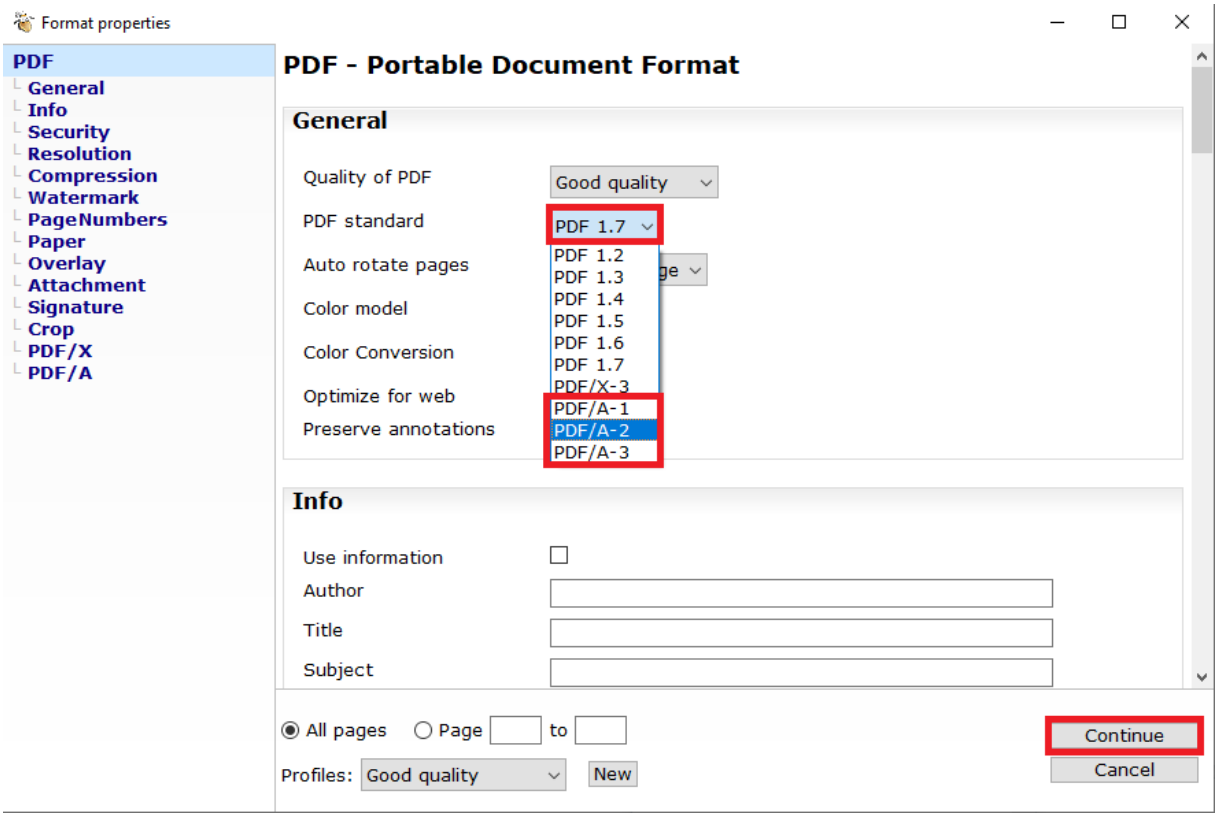


PDF 24 Creator

First open your file, in the application of your choice and go to "Print". You must select "PDF24" as the printer.



Now the "PDF24 Assistant" opens, select "Custom" and then press "Save as PDF".

Then select one of the 3 PDF/A versions at "PDF Standard" and click on "Continue".

You can now save the document.