

tags are written. If you select PDF/A-1a, the forbidden elements are grayed-out (not available). The **PDF/A-1b** option refers to the minimum compliance level with PDF/A-1, while the **PDF/A-2b** option refers to the minimum compliance level with PDF/A-2.

- **Tagged PDF:** Tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens, and when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.
- **Create PDF form – Submit format:** Choose the format of submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Allow duplicate field names:** If enabled, the same field name can be used for multiple fields in the generated PDF file. You can enter data in the first occurrence of the named field in the PDF document and all fields with the same name will carry your entry. If disabled, field names will be exported using generated unique names.

Structure section

- **Export outlines:** Exports headings as an outline (table of contents list) displayed by most PDF viewers, including Adobe Reader. In Writer 7.0 and earlier, called *bookmarks*.
- **Export placeholders:** The PDF will include any defined placeholder fields, which can be filled in by users.
- **Comments as PDF annotations:** If selected, comments are included in the PDF as annotations.
- **Export automatically inserted blank pages:** If selected, automatically inserted blank pages are exported to the PDF. This is best if you are printing the PDF double-sided. For example, books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, Writer inserts a blank page between the two odd pages. This option controls whether to export that blank page.
- **Use reference XObjects:** If you don't know what this means, leave this box unchecked.

Initial View tab of PDF Options dialog

On the *Initial View* tab (Figure 155), you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.

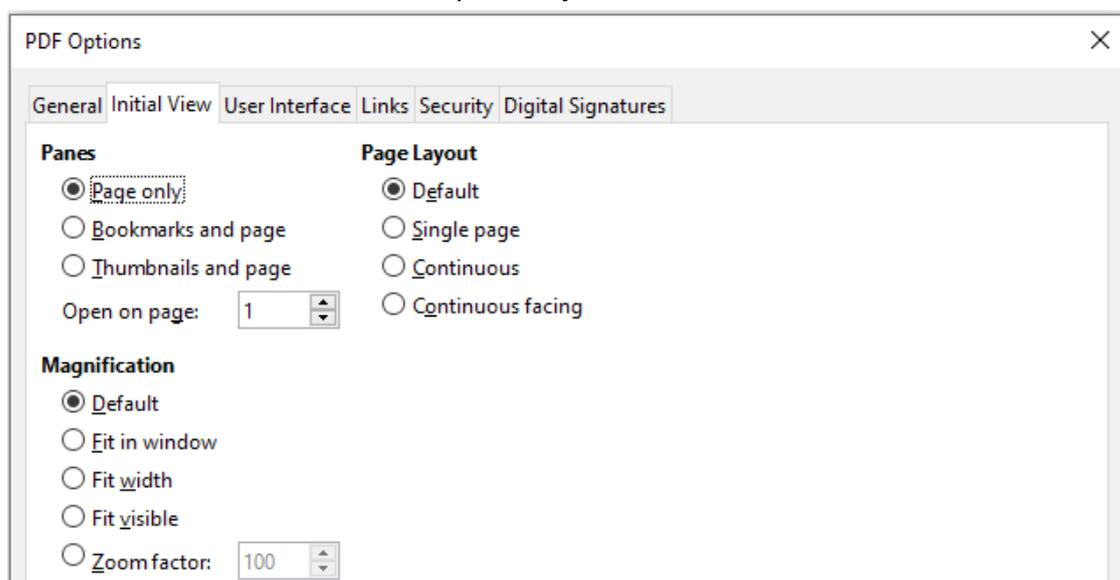


Figure 155: Initial View tab of PDF Options dialog