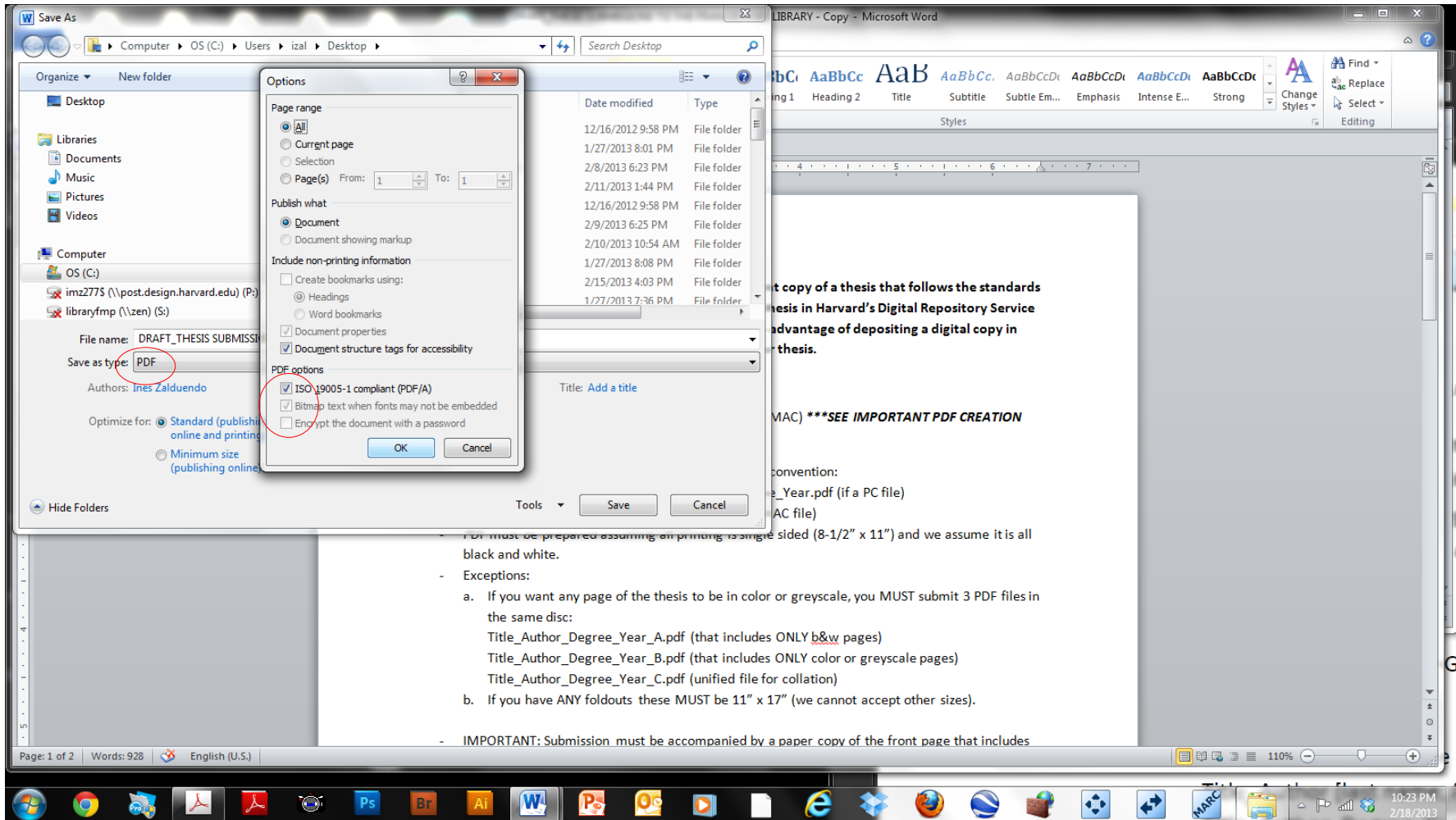***PDF CREATION EXAMPLES***

A. **If you are using Microsoft Office Word 2010**:
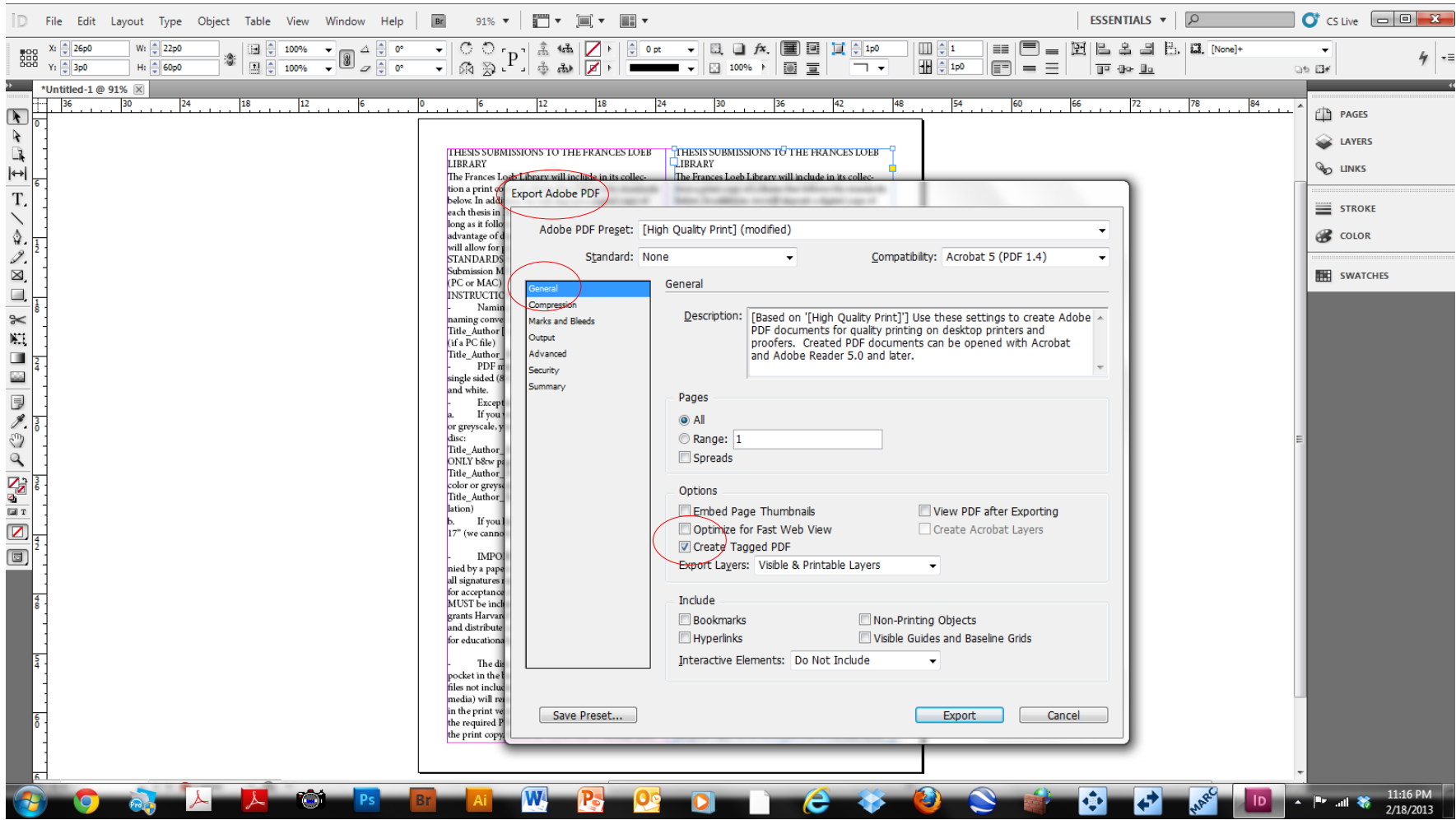   1. On the File Menu do not set Permissions of any sort.
   2. On the File Menu click "Save As"
   3. Under Save as File Type choose "PDF"
   4. Under Options, make sure "ISO 19005-1 compliant (PDF/A)" is checked; and that "Encrypt document with a password" is not checked. Then hit "OK", and then "Save".

B. **If you are using Adobe InDesign**:
   (Possible workflows may include Sketchup to Photoshop to InDesign; or Google Earth Pro to Photoshop to InDesign)
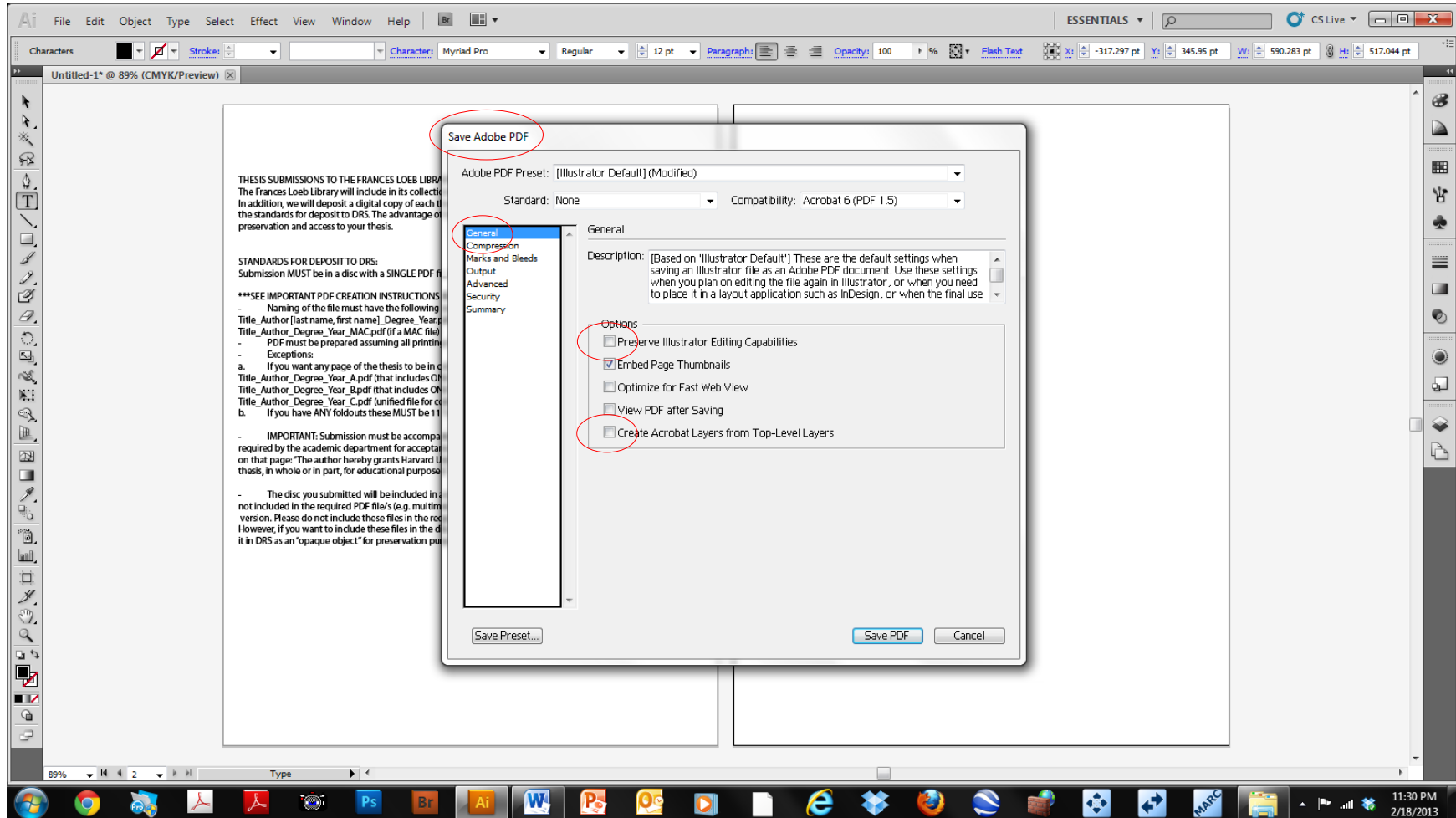   1. In the File Menu click 'Export'.
   2. Save as 'Adobe Export PDF (Print)'.
   3. In the 'Adobe Export PDF' window, under 'General tab' uncheck 'Optimize for Fast Web View', and check 'Create Tagged PDF'.
   4. Make sure no options are checked in the 'Security' tab, and then hit 'Export'.

C. **If you are using Illustrator**:

(Possible workflows may include work done in AutoCAD, Rhino, 3ds Max, and ArcGIS, and edited in Illustrator).

1. Make all edits in Illustrator.
2. In the File menu, Save As 'Adobe PDF'
3. In the 'Save Adobe PDF' window, uncheck 'Preserve Illustrator Editing Capabilities', and also uncheck 'Create Acrobat Layers from Top-Level Layers'.
4. Make sure no options are checked in the 'Security' tab, and the hit Save PDF.

D. If you are using OpenOffice:

1. On the File menu click on 'Export as PDF…'

2. As shown in the screenshot below, in the 'PDF Options' pop-up check 'PDF/A-1a' and then click on the 'Export' button.