



U.S. GREEN BUILDING COUNCIL – COLORADO

The Green Building Community

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Directions for Downloading Secure PDF Study Guide Using Windows Vista

PRINT THIS DOCUMENT out prior to purchasing your study guide and use it to help you through the purchase and print process.

If you have worked through this document and the FAQ page and are still having problems, please contact USGBC Colorado at guide@usgbccolorado.org.

After purchasing the pdf study guide online, you will get a “Thank You” page. Scroll to the bottom of the page to where you see “**Steps**”. Follow the steps outlined in the exact order presented:

1. First, download the appropriate Locklizard Secure PDF viewer and install this application on your computer.
 - a. Click on the appropriate link
 - ❖ Windows Locklizard Secure PDF viewer
 - ❖ Macintosh Locklizard Secure PDF viewer
2. Next, download your license key and double click on the license file to activate your Locklizard Secure PDF viewer.
3. Last, download your secure PDF document and either open or save the document to your desktop.

Note: IF these instructions do not work for you, follow the detailed instructions outlined below.

1. Step One: Download LockLizard software

Download LockLizard software by selecting the link (Windows LockLizard Secure PDF viewer for PCs OR Macintosh LockLizard Secure PDF Viewer for Macs) on the “Thank You” page obtained after purchasing the study guide pdf.

1. A message will appear: “Open File Download Security Warning”.
 - i. Select “RUN”.
2. A message will appear: “Internet Explorer Security Warning”.
 - ii. Select “RUN”.
3. A message will appear: “User Account Control”.
 - iii. Select “CONTINUE”.
4. A message will appear: “Select Setup Language”.
 - iv. Select your language, then select “OK”.
5. A message will appear: “Setup Lizard Safeguard PDF Viewer”.



- v. Select "NEXT".
6. A message will appear: "Setup Lizard Safeguard PDF Viewer".
 - i. Read through the agreement, highlight the "I accept the agreement" circle and click "NEXT".
7. A message will appear: "Setup Lizard Safeguard PDF Viewer".
8. LockLizard pdf viewer will automatically be saved into: "C:\Program Files" and will be named "Lizard Safeguard PDF".
9. A message will appear: "Setup Lizard Safeguard PDF Viewer".
 - ii. A shortcut will be automatically created in the "Start" menu folder named: "LockLizard\Lizard Safeguard\PDF Viewer".
 - iii. Select "NEXT".
10. A message will appear: "Setup Lizard Safeguard PDF Viewer".
 - iv. Select "INSTALL".
11. The same message will appear: "Setup Lizard Safeguard PDF Viewer".
 - v. Select "FINISH". **You have successfully downloaded the LockLizard viewing software.**

2. Step Two: Download License Key

Download your license key by selecting the link on the "Thank You" page obtained after purchasing the study guide pdf.

12. A message will appear: "File Download".
 - i. Select "OPEN".
13. A message will appear: "Internet Explorer Security".
 - ii. Select "ALLOW".
14. A message will appear: "Registration Successful".
 - iii. Select "OK". **You have successfully downloaded your License Key.**

3. Step Three: Download the Secure PDF Study Guide (pdf) file

NOTE: If you complete Step Three, the computer to which you download your PDF document is the ONLY computer on which you can view it. If you are NOT at the computer you intend to view the PDF on, DO NOT complete directions 12-14.

When you arrive at the computer at which you want to view your PDF, go to the following link: <https://www.usgbccolorado.org/catalog/login.php>, and complete



Steps 1, 2, and 3. (NOTE: You will need to re-download the LockLizard Software and License Key – Steps 1 and 2.)

Download the secure pdf by selecting the link ([PDF document](#)) on the “Thank You” page obtained after purchasing the study guide pdf.

15. NOTE: If your PDF does not automatically open, exit the “Online Store”.
16. Log into your account again.
17. Go to “My Account”.
 - i. Click on “VIEW” (the button the right of your order).
 - ii. Scroll down to the bottom of the page.
 - iii. You will be directed to a page titled, “My Account Information”.
 - iv. On this page, you will see “Previous Orders” and “View” (to the right) Click on “**View**”.
 - v. You will then get a page titled “Order Information”. This page contains the same directions contained on the “Thank You” page, towards the bottom of the page under “Steps”.
 - vi. Scroll down to the bottom of the page.
 - vii. Select the PDF document link.
 - i. A message will appear: “File Download.
 - ii. Select “SAVE” (NOTE: We suggest you save the file to your desktop for easy retrieval).
 - iii. Select “SAVE”.
 - viii. A message will appear: “Download Complete.”
 - iv. Select “OPEN”.
 - ix. A message will appear: Internet Explorer Security”.
 - x. Select “ALLOW”.
 - xi. NOTE: If you need to search for the Study Guide PDC file later, it will (automatically) be named “**LEEDStudyGuide.pdc**”.
 - xii. **You have successfully saved your secure PDF (PDC) Study Guide to your desktop/file.**

4. Trouble-shooting Measures

If the above directions still are not working for you, open the email that was automatically emailed to you (if you purchased the study guide online) that contains two attachments; a .llv file and a zip file. Follow the instructions below. You may call 303-454-3393 for assistance.



1. Click on the link found under "Installing the Viewer".
2. Follow the prompts. When you get prompted to "run" or "save", click on "run".
3. Double-click on the .lv attachment found in this email (the file contains your name with the file extension of .lv).
4. Follow the prompts. You'll be prompted to "open" or "save". Click on "save".