OPENLAND CONTRACTS

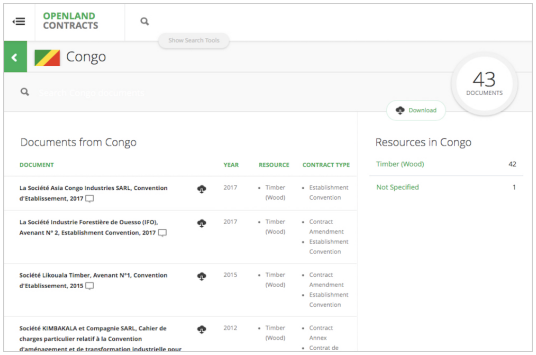
Columbia Center on Sustainable Investment
A JOINT CENTER OF COLUMBIA LAW SCHOOL AND THE EARTH INSTITUTE, COLUMBIA UNIVERSITY

OpenLand Contracts - How-To Guides

OpenLandContracts is an online repository of publicly available contracts and related documents for agriculture, forestry, and other land-based investment projects. The site was created by the Columbia Center on Sustainable Investment (CCSI) and its partners to promote greater transparency of land-based investments and facilitate a better understanding of the contracts that govern them.

To search, view and download documents in the repository and to learn more about using the site, visit openlandcontracts.org.

How-To Guides

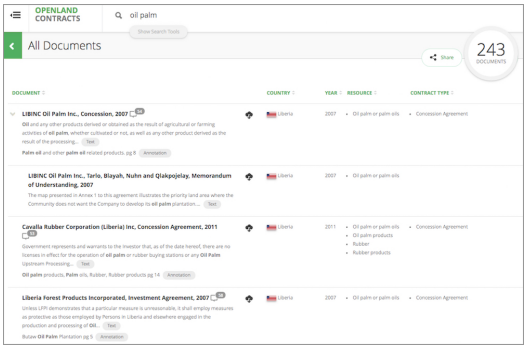


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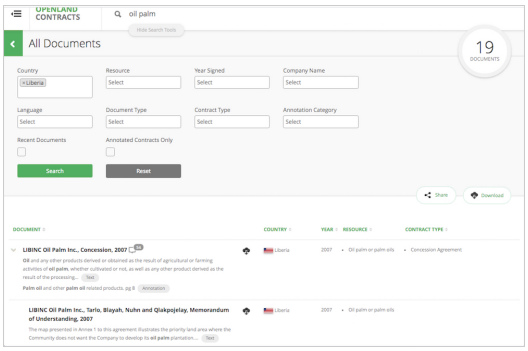
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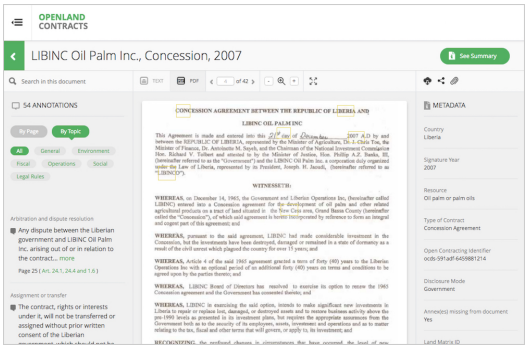


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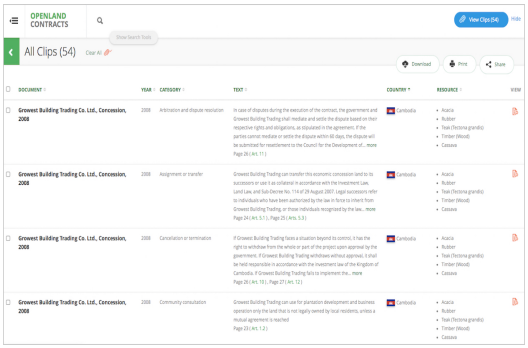
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- OpenLandContracts.org features **Annotations** (i.e. plain-language summaries) on the left of the page that explain key provisions throughout the document.
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- OpenLandContracts features hundreds of contract **Annotations:** plain-language summaries that help to explain key provisions and to locate certain topics within a contract.
- Annotations are listed **alongside a contract** on the left as you view the document, and marked with yellow boxes on relevant pages as you scroll through the contract PDF. Click on an Annotation to skip to the relevant page in the PDF viewer.
- Annotations are organized by the Topic of the related contract provision. Topics include: **Environment, Fiscal, Legal Rules, Social, Operations and General**. You can view a contract's Annotations by Topic or in order by page.
- Every Annotation has its own **unique web address (URL)**, to make it easier to bookmark, cite, and share specific contract provisions.
- Please note that Annotations offer short summaries that explain contract terms. **They do not interpret or analyze the terms** or the overall contract. For more about contract analysis and our methodology, see the FAQ page.

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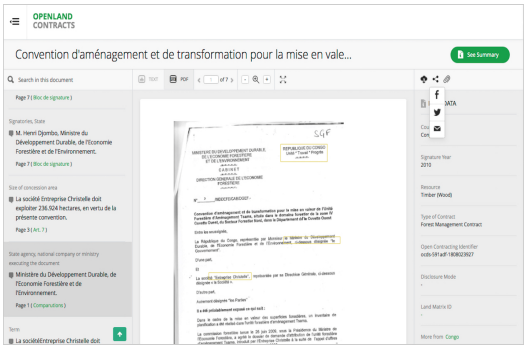


Compare Using Clips Tool

- You can **compare the text of terms in different contracts**, by using the **Clips tool** to select, view, or download multiple Annotations from multiple contracts.
- Click the paper clip button at the top right of any contract page to turn on the Clips function, then **select any Annotation** to add it to your saved Clips. You can **continue adding Clips from any document** as long as the Clips tool is on.
- To review your selected Clips, click the blue “View Clips” button to go to the **All Clips** page. You can sort and share this list of Clips like any other OpenLandContracts list.
- To make it easier to compare terms, the **All Clips** page also offers enhanced print and download bundles. Select **Print** to create a document with the full text of all the Annotations in your Clips. Select **Download** to save a file including the document with the full Annotation texts, a spreadsheet with text, metadata and URLs for each Annotation, and a PDF that compiles the contract pages that correspond to each Annotation you clipped.
- To **quickly compare a small number of Annotations** on your screen, you can also use the red View buttons in the last column of the All Clips page. Click the buttons to display each relevant contract page as a pop-up window. If you want to compare more than four or five contract provisions, we recommend using the Download button on the All Clips page instead.

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