**PREPARING COMMITTEE AND BOARD AGENDAS**

**IN PDF FORMAT TO EMAIL**

February 14, 2013

After the physical agenda book has been assembled, the pages used for copying are scanned using the “color,” “compact” and “OCR” features of the PDF scanner associated with the network printers.

They should be scanned in sections so each file you name will be labeled according to the Section or Subsector title. The name you give each of the scanned files will be the Bookmark name used for the tab in the Adobe software.

When all the pages for the book have been scanned, open the Adobe Acrobat Pro v.11 software. Choose “combine files into PDF.” Click on “add files” and select from their file location. When all are merged, select “file, save as” and give an appropriate name.

The name of each file is pulled in automatically as a bookmark. To add additional bookmarks, click on the “Bookmarks” icon. Move to and click on the page you want to bookmark. Select the “new bookmark” icon and type in the name. To create the next bookmark, repeat this process. To re-designate the page to display for a bookmark, right-click on the bookmark’s name and select “redefine destination.”

To nest this bookmark within an existing bookmark, click on the bookmark icon at the left of the bookmark’s name and drag it slightly up and to the right and drop in place. Nesting bookmarks can be renamed and moved as often as you need to. To align left with one out of current view, drag up to the level you need and it will stay in the same horizontal order but vertically align where you’ve placed it.

If changes are made to any page, you will need to rescan the page. To delete a page(s), click on the “page” icon; then right click in that section and indicate the page range in the pop-up menu. To insert a page(s) position your curser at the point of insertion while in the “pages” view. Right click to bring up the menu and choose insert. The next menu will ask you to choose before or after the page your curser is currently on; select accordingly.