

Uploading School Board Meetings and Minutes

The process of uploading the School Board Meetings and Minutes to the website consists of two steps.

Step 1: Create a PDF File of the Document

1. Open the document in its original format and program (ex. Microsoft Word).
2. Check over the document for mistakes and make final formatting.
3. Once finished, select File → **Print**

4. Select the appropriate PDF creator, Adobe or CutePDF. They will appear as a printer. Then click print.
5. Once you have printed it as a .pdf it will ask you where you want to save the .pdf file and what to name the file. This can be anywhere you choose, but remember the location because you will have to find the file in Step 2. Name the file according to whether it is an Agenda or Minutes and the date. This will make it easier to locate on the web. (ex. Business Services Meeting Agenda June 6, 2008 would be named agenda06-06-08). You will be able to figure out what kind of agenda it is in the future because you will upload it to the Business Services, June 2008 resources in Step 2.

