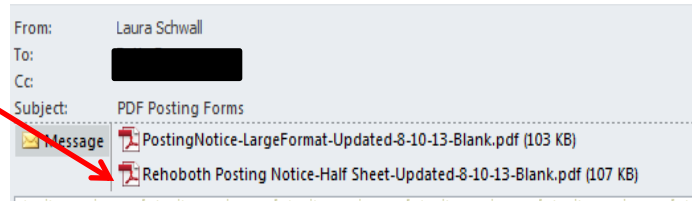


Step-By-Step Directions for Downloading, Completing, & E-Mailing New Half-Fold Posting Notice – Dynamic PDF Forms

1. **"Double click"** on red **"Adobe"** icon to **"Open"** attachment. If using AOL, you will not see the Adobe red icon. Simply download and open the posting notice, then proceed with step #2.



2. You will only be able to type in the blue highlighted areas (Committee, Date, Time, Location & Agenda). Please **"click"** in the Committee section and type your information. Upon completion, please use the **"tab"** key to get to the right side of your posting notice. Your information will automatically replicate on the right side of the half-fold meeting notice. Click the **"tab"** key again to get to the "Date" – "Time" – "Location" and "Agenda" lines. (*"Tab" once after each section you enter text in and then click "tab" again to get to the next line to be completed*). The agenda section can either be completed on the actual form or you may copy and paste from the actual agenda content from another program (Works, Word, Excel, etc.). **You may need to resize your text in the original document in order to fit into the smaller "Agenda" section.** Again, after completing the agenda portion, click **"tab"** to replicate the text on the right side of the posting notice.

Click **"Tab"** to replicate typed information on left side onto the right

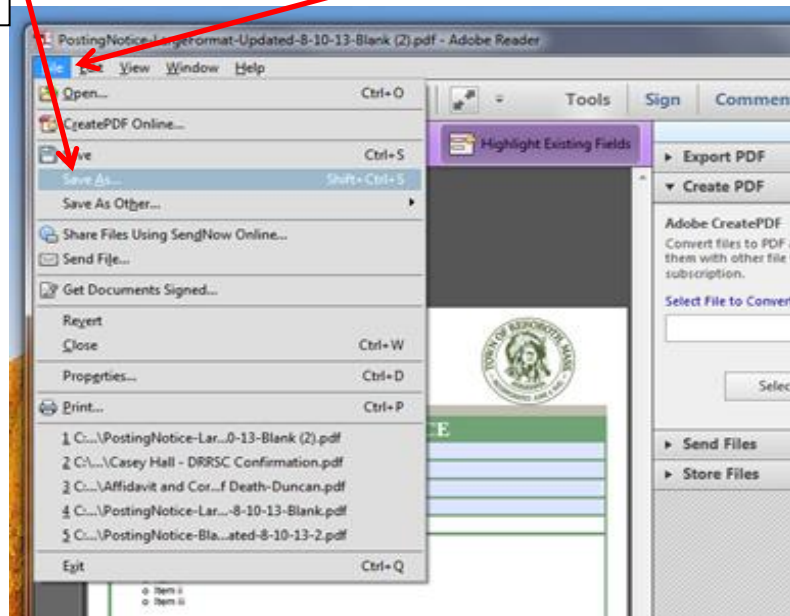
3. If you save your posting notice, you will be able to e-mail it to Lynn Shaker - LShaker@town.rehoboth.ma.us and I LSchwall@town.rehoboth.ma.us for posting. You don't have to drive to town office and you don't need to waste printer ink :-)

To do so, follow the directions on the next page for saving and attaching your posting notice to an e-mail. Basically you will be choosing **"File"** then **"Save As"**, then it is helpful if you redirect the file to somewhere you can locate it. I usually save to the **"Desktop"** but **"Documents"** is also a convenient place to retrieve your posting notice once it is saved. Please see the detailed directions on the next page. ~ Thank You.

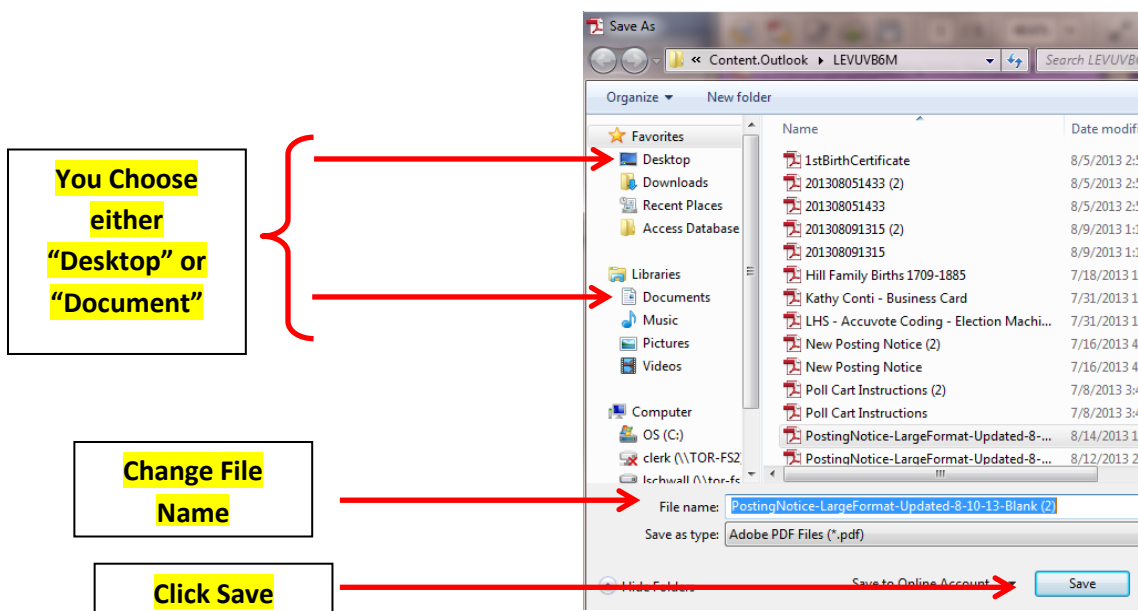
- a. Choose **"File"** from the menu bar at the top left of your screen:
- b. Choose **"Save As"** (Highlighted in Blue)

Step: a.

Step: b.

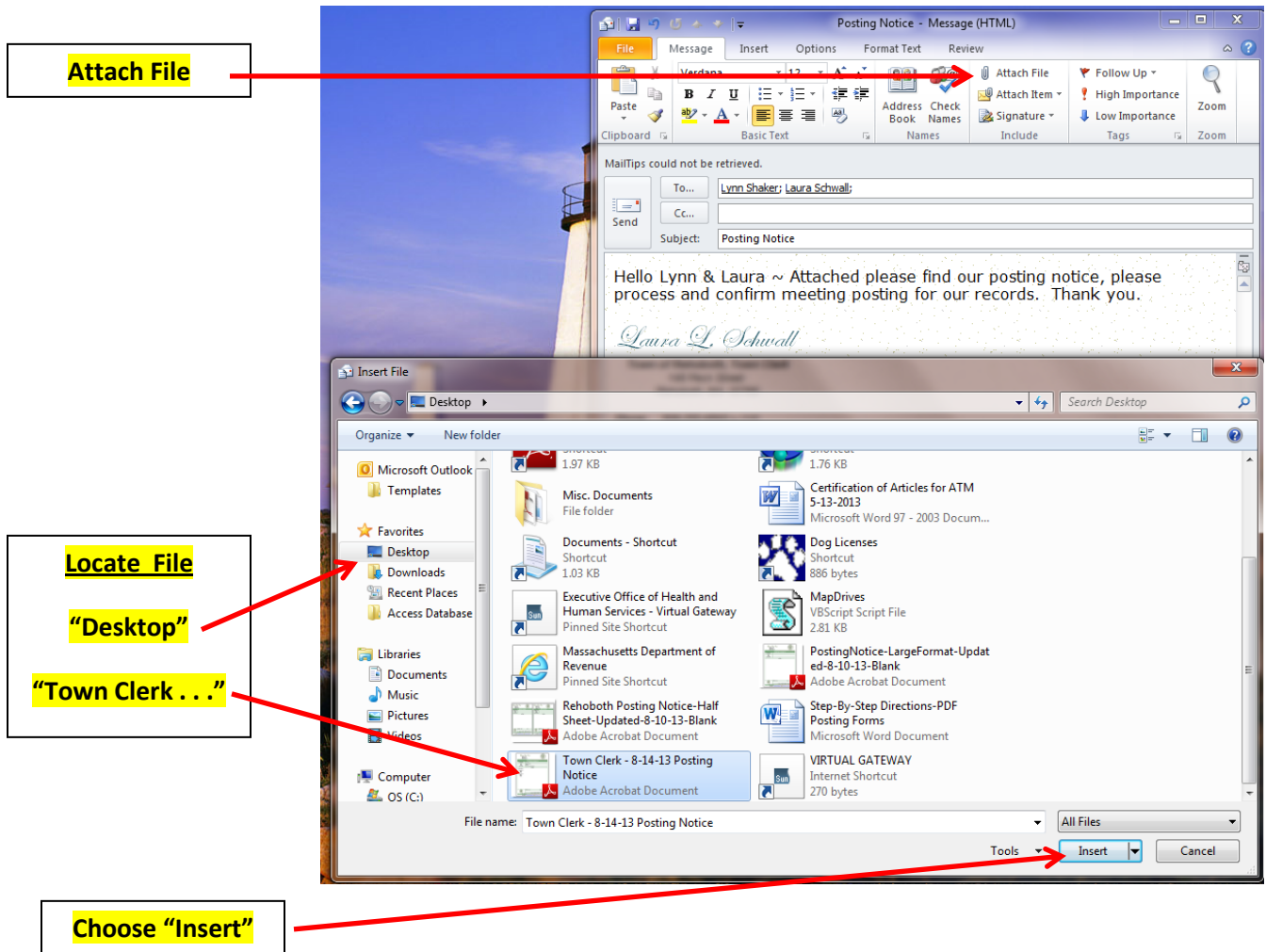


- c. It will bring you to the screen below after you **click "Save As"**: **Click on either "Desktop" or "Documents"** (your preference for retrieval) and **Change the File Name**. *I usually put the Committee Name and Meeting Date then click "Save"*.

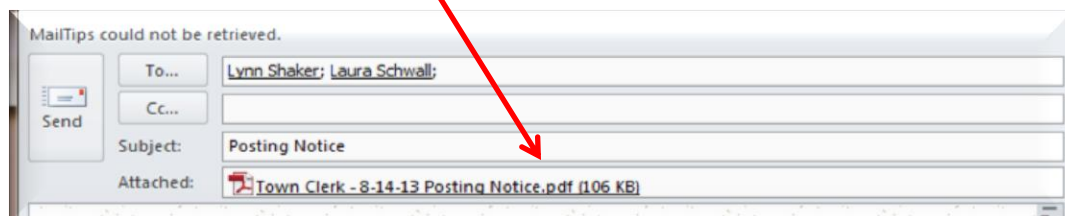


4. Now your document is saved and you are ready to attach the posting notice to your e-mail. Create your e-mail as you normally would to Lynn and I (e-mail address above). When your e-mail is complete (To, Subject, Content) you are ready **to attach your saved posting notice**. Please find the step-by-step directions on the next page:

- a. **Choose/Click On “Attach”** or find the **“Paper Clip icon”** usually located in the top menu bar of your e-mail.
- b. A second screen will pop up. **Locate your document and click “Insert”**. My example below I saved my “Town Clerk – 8-14-13 Posting Notice” on the “Desktop”.



- c. After you choose insert you will see your PDF Posting Notice attached to your e-mail. Please see example below:



5. Any problems, questions, or concerns, please do not hesitate to contact either Lynn or myself at (508) 252-6502 X 109 (Lynn) or X 110 (Laura). Good luck and I hope you find this format a little more user friendly. Thanks for helping us streamline the meeting posting process!