

Inserting content into the Portfolio PDF

2018-2019

(Only PDF & JPG files work...Google Docs and Word Docs DON'T WORK)

There are ten (10) opportunities to insert content into PDF 2 (Standard B) and PDF 3 (Standard C) as follows:

PDF 2 – Standard B The constitution

PDF 3 – Standard C 1 – Council Organizational Chart
 2 – Election Calendar
 3 – List of Officers and Members
 4 – Installation Program
 5 – Calendar of Council Meetings
 6 – Calendar of Officer / Executive Board Meetings
 7 – Agenda for a meeting held between March 2018 and June 2018
 Minutes of that same meeting
 8 – Agenda for a meeting held between July 2018 and February 2019
 Minutes of that same meeting

You only have the option to insert a PDF or an image file, such as a JPG.

You may have originally created these items as a Google Doc, Word Doc, Excel file, etc.

Suggestion to save time and allow you to use the documents you already have:

Locate the original document on your computer.

Directions for inserting a PDF

Open it using the software in which it was created.

Save it as a PDF where you can find it on your computer.

Open the PDF Portfolio and then either PDF 2 or 3.

When you click on the box to insert and you browse for the file, click on the OPTIONS button. You will only have two options: IMAGE FILES or ADOBE PDF FILES. Set it to ADOBE PDF FILES. Choose the PDF and insert it.

OR

Locate the original document on your computer.

Directions for inserting a JPG

Print it.

Take a picture of it.

Save it as a JPG.

Upload it to your computer and save it where you can find it.

Open the PDF Portfolio and then either PDF 2 or 3.

When you click on the box to insert and you browse for the file, click on the OPTIONS button. You will only have two options: IMAGE FILES or ADOBE PDF FILES. Set it to IMAGE FILES. Choose the JPG and insert it.