AGENDA REFORMAT INSTRUCTIONS
Updated: September 10, 2019
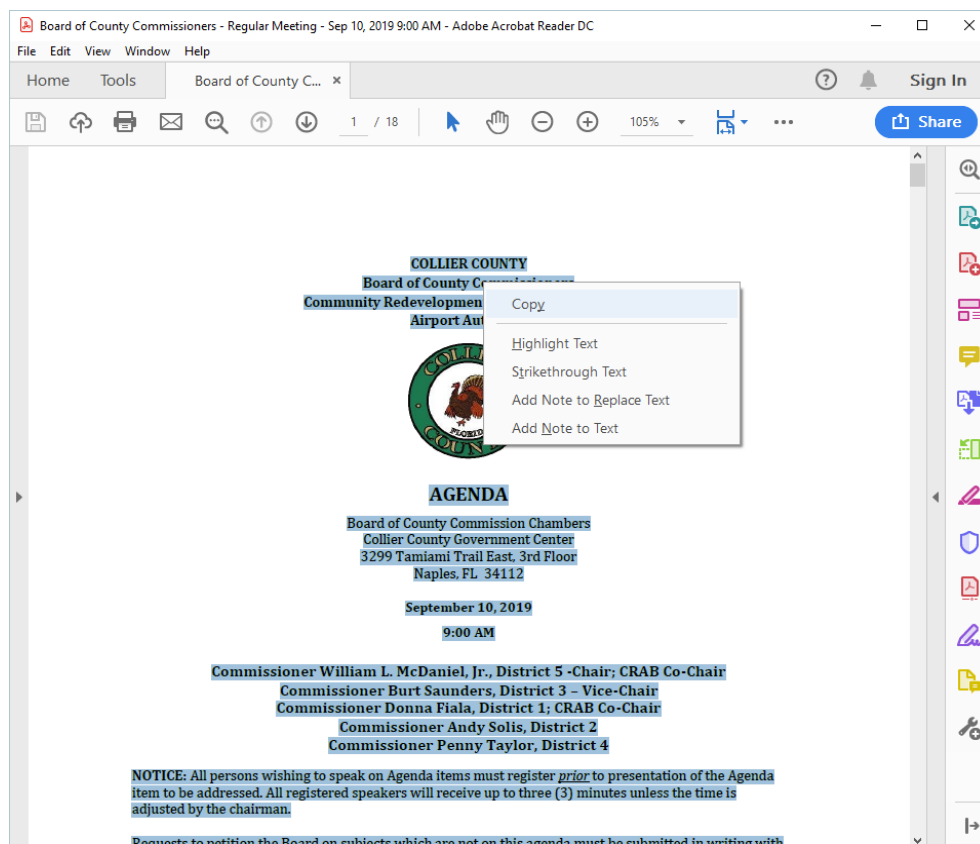
OVERVIEW

1. Applies To:
- Board of County Commissioner's Agenda

2. Procedure Scope
- This procedure will lay out the steps required to reformat the Agenda
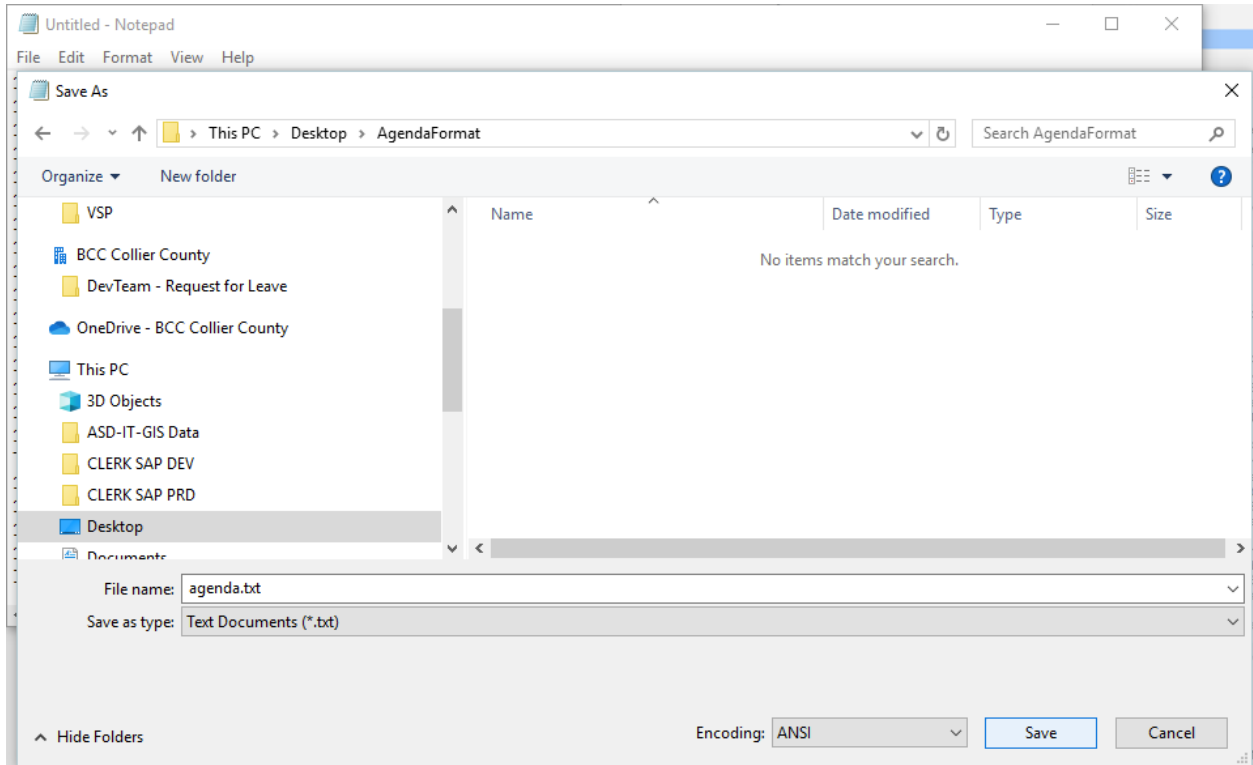
3. Procedure Steps
1. Open Agenda in Adobe Reader
    - MUST BE OPENED IN ADOBE READER NOT BROWSER
2. Right click on the Agenda and select copy, as seen below

3. Open Notepad and Paste

4. Save file as Agenda.txt
   o **FILE MUST BE SAVED IN THE SAME DIRECTORY AS THE PROGRAM FILE**

5. Double-click **AgendaReformat.bat**
   o This program will generate a work document which should come up on your screen. It may take a moment based on the size of the Agenda.

4. Common Issues

- PDF **CANNOT** be copied from the in-browser PDF reader. The PDF MUST be opened using adobe acrobat reader and copied and pasted from adobe
- Any line item with the words 'District #' may cause the document to format incorrectly
- Any deviations from the specified format can/may cause errors in formatting

CREATED BY

HasnauerJennifer