Sweet Home Oregon

City Council

Retrieving Packets

City Council Packets are available online. Your surface has a shortcut on the desktop to the meetings which can take you to those packets.

Meetings - Sweet.Hom..

This shortcut will take you directly to the meetings, where you can find entries like the following:

08/28/2018 - 6:30pm   City Council   Agenda   View Details

On the far right, the link to View Details will take you to your packet.
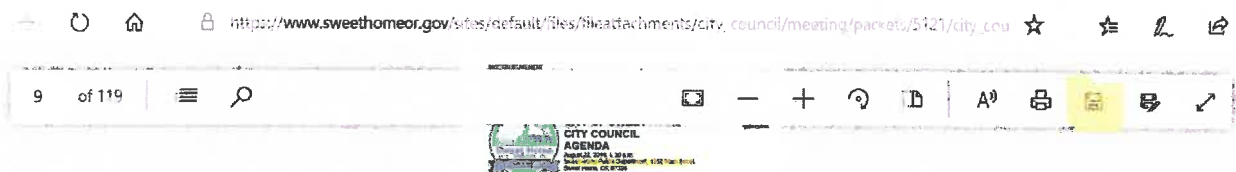
Meeting Information

Agenda:

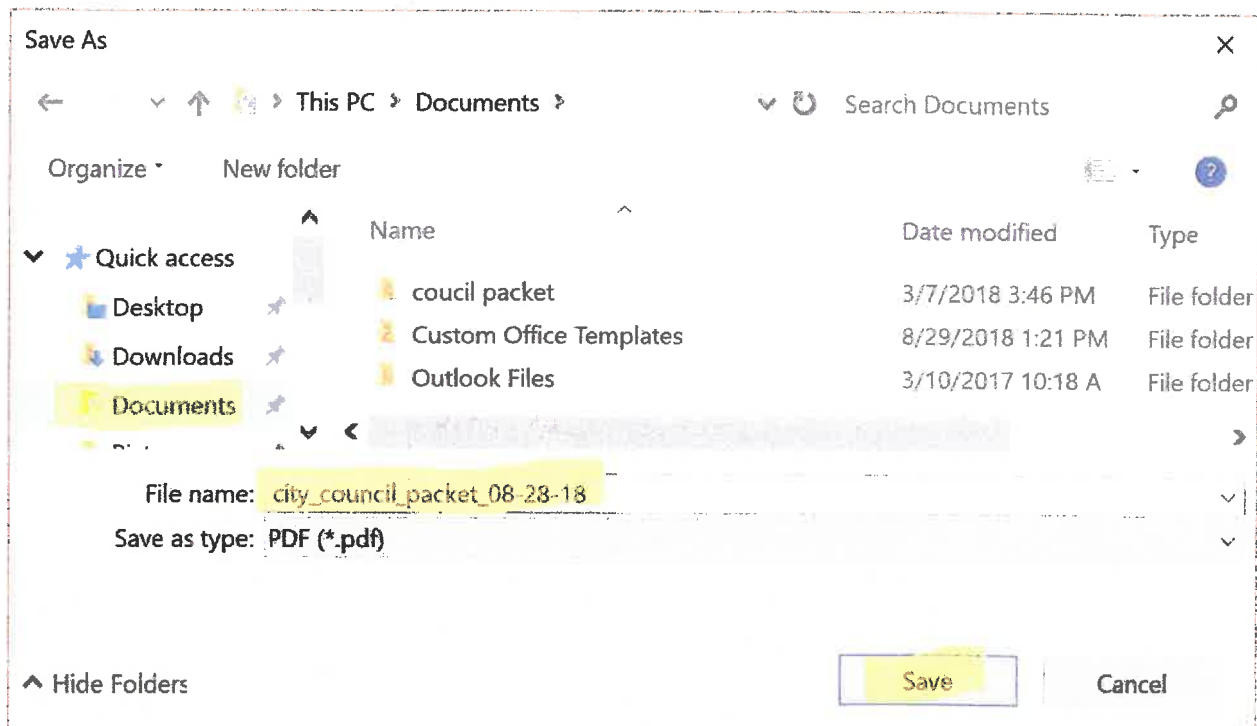**City Council Agenda 08-28-18 (176 KB)**

Packets:

City Council Packet 08-28-18 (12 MB)

When you click on the Packet, it will open within Edge. This may work for small packets but downloading and opening the packet with Acrobat will give you more navigation options. The save icon is located to the right.

By default, documents will be saved to your local My Documents folder. This is important, because once you have saved the packet locally, marked it up, and wish to reference it again, going to the website to retrieve it will not include the comments.
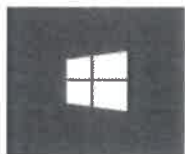
Creating subfolders in documents can make finding packets later easier. Pick an organization strategy that works best for you.

Now that the packet has been saved to your surface, open the packet in Acrobat Reader DC.

Opening Packets

Click the Start button in the bottom left corner

Click on Documents icon

Double click on the packet to open it in Acrobat Reader.

city_council_packet_08-28-18   8/30/2018 8:22 AM   Adobe Acrobat D ..   12,431 KB

Once the packet is open in Adobe Reader, enable the comments toolbar and the side panel. This option is located on the right panel.
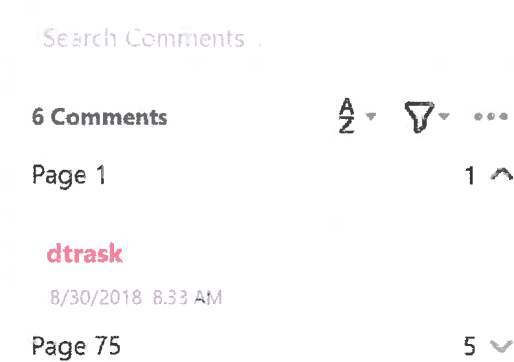
Comment

This button enables 2 things. First the markup toolbar:

This toolbar enables adding annotations, drawings, comments, shapes, and other changes to the local copy of the pdf that can be accessed later.

The second change with commenting enabled is the comment navigation to the right:

Search Comments

6 Comments

Page 1   1 ⌃

dtrask
8/30/2018 8:33 AM

Page 75   5 ⌄

This pane allows you to jump in the pdf to a previous comment, including searching for notes entered.

Making Comments

There are a few helpful buttons on the comment toolbar that can be used to mark up the packets on your surface. If you want to write directly on the page (and the background), use the pen icon.

The pen is a convenient option when using the included surface pen, it allows complete flexibility to draw and write. What you write using the pen is recorded as individual strokes, it does not allow you to search for your comments later. You can follow up on these notes by adding a reply in the comment pane.

WIFI Passcode:
guestwifi

:eview (pg 38-47)

68-76)

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gon and
g 77-95)

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City Council. (pg 95)

:ity Council (pg. 97-110)

:commodation,

7 Comments

Page 1   2 ∧

dtrask

8/30/2018 8:33 AM

dtrask

✏ *Pencil*

☐ 8/30/2018 8:42 AM

as pie

Post

Page 75   5 ∨

The pen can be styled with color   and thickness

To make comments that are searchable and summarized, use the sticky note or highlight tools:

Sticky notes are noted with a   icon within the document, and highlight will emphasize text. After adding a sticky note to the document, a pop-up appears where you add your note.

dtrask   Reply   ✕
9

This is a sticky note that can be much
longer than a pen annotation.

c
r
c

8/30/2018 8:33 AM   Post

The note appears when you hover the mouse over the ⬭. If you tap the ⬭ the note becomes highlighted in the comment pane.

CITY OF SWEET HOME
CITY COUNCIL
AGENDA
August 28, 2018, 6:30 p.m
Main Street

dtrask

This is a sticky note that can be much longer than a pen annotation.

k, please sign in.

B. Roll Call:

Page 1   2 ⌃

dtrask
This is a sticky note that can be much longer than a pen annotation.

dtrask   ↰
🖉 Pencil

HOME

WIFI Passcode:
guestwifi

dtrask

This is a sticky note that can be much longer than a pen annotation.

☐ 8/30/2018 9:13 AM

Type your reply...

Post

1950 Main Street

speak, please sign in.

icilor Gourlev

Highlight text to add comments relevant to a section. Click on the highlight icon 🖊 and select the text that you wish to comment on.

Resolution No. 14 for 2018 – A Resolution Adopting the Rules of the City Council. (pg. 97-110)

f the meeting is accessible to the disabled. If you have a disability that requires accommodation, ce is requested by notifying the City Manager's Office at 541-367-8969.

City Council Packet 08-28-18 pg.1

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eet Home will work to build an economically strong community with an efficient and effective local at will provide infrastructure and essential services to the citizens we serve. As efficient stewards of ssets available. we will be responsive to the community while planning and preparing for the future.

of Committees:
e & Finance/Property   Goble
Traffic Safety   Briana
                                    Mahler
a Committee   Trask

dtrask
as pie

dtrask
🖉 Highlighted Text
☐ 8/30/2018 9:21 AM

Aye

Post

Saving and Reopening

Once your comments are complete, use the save 🖫 icon to save the changes.

Open your documents and find the packet by the date to open

📄 city_council_packet_08-28-18   8/30/2018 8:22 AM   Adobe Acrobat D...   12,431 KB