

QUICK GUIDE 2

PREPARING FOR YOUR FIRST MEETING

Packed with powerful features that will make you look like a total pro, you can jump in and win on day one with just the simple basics!

[Watch the video](#)



1 CLICK ON LATEST MEETING AGENDA

On AgendaWorx, we know people prefer to work in different ways, we have therefore given you **three options** to work with:

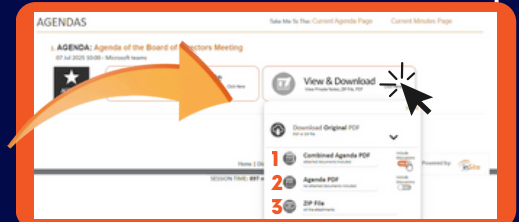
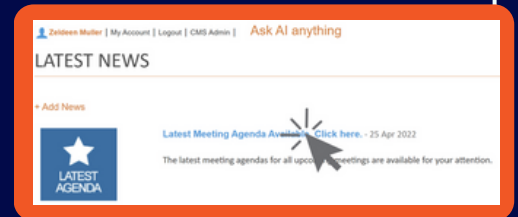
- 1 **Download a clean PDF** to review offline
- 2 Work directly in the **online PDF** and add your notes, or
- 3 Jump into the **full electronic agenda** - where you can vote, chat with other attendees, and collaborate in real time.

LET'S START WITH THE EASIEST OPTION

Click on **View & Download**. Then choose:

- 1 **Combined Agenda PDF (agenda + all attachments)**, or
- 2 **Agenda PDF without attachments, plus**
- 3 **ZIP file of the attachments.**

Choose to include discussions that other attendees have already added.



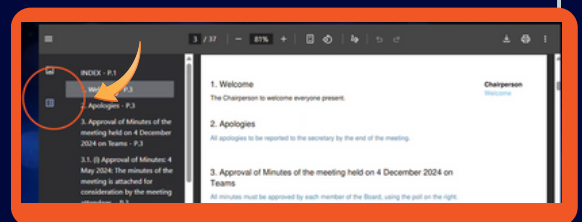
2 AFTER YOU DOWNLOAD YOUR COMBINED AGENDA PDF

USE THE BOOKMARKS IN THE SIDEBAR

- 1 You'll jump **straight to that section or attachment** - no scrolling needed.



PREPARATION DONE

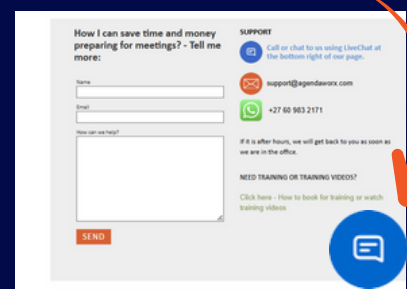


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QUICK GUIDE 3

HOW TO USE THE ONLINE PDF ON AGENDAWORX

[Watch the video](#)



1

LET'S WORK ON THE ONLINE PDF

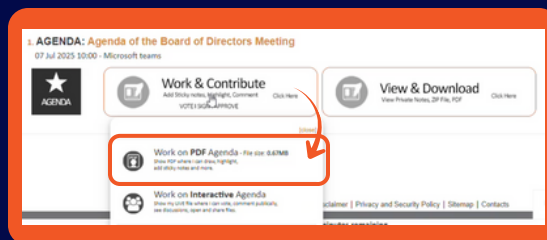
INTERNET CONNECTION SPEED



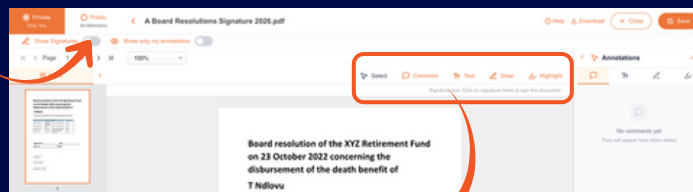
Working with **large PDFs** (150+ pages) will require a steady internet connection of **20mbps or higher**. If you have a slower line **rather** use the **downloadable PDF** or the **full electronic agenda**.

WORKING ON THE ONLINE PDF

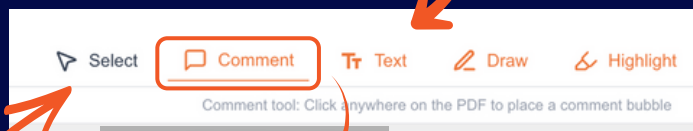
1 Click the **Work & Contribute** icon. Then choose **Work on PDF Agenda**.



2 You can make **Private** annotations or annotate a **Public** document together with the rest of your board.

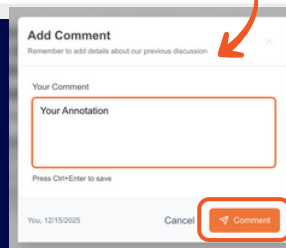


3 An easy to use toolbox at the top let's you add sticky notes (Comments), add text, draw or **highlight** sections with ease



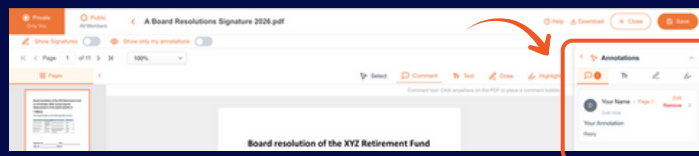
Select a **tool** and **click** to add your annotation anywhere on the page

4 Click on **Select** to move any annotation



Add your annotation and click **Comment** to save.

5 View a list of all your annotations on the right of the page. You can **Edit**, **Remove** and **Reply** to annotations here. It also shows you which page the annotation is on



5 Save and Close. Voila, done!

Help Download

Close

Save



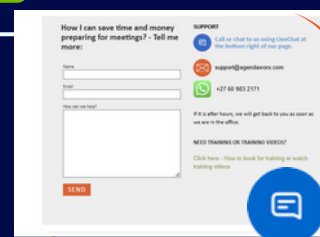
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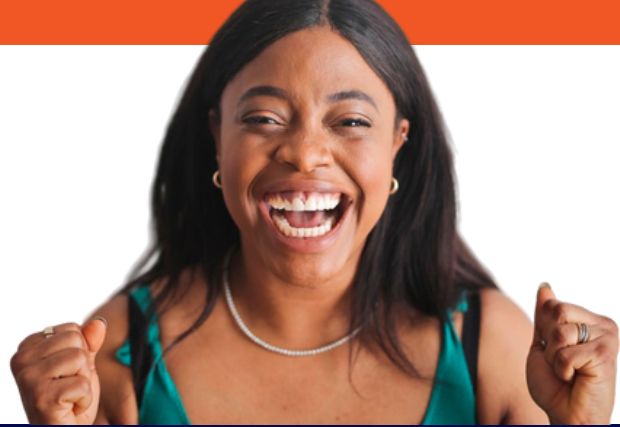


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QUICK GUIDE 4

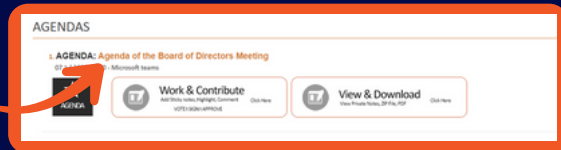
HOW TO USE THE ELECTRONIC AGENDA

Your online agenda packs a real punch – you'll chat, vote, and connect seamlessly with everyone at your meeting, making teamwork smoother and more effective.

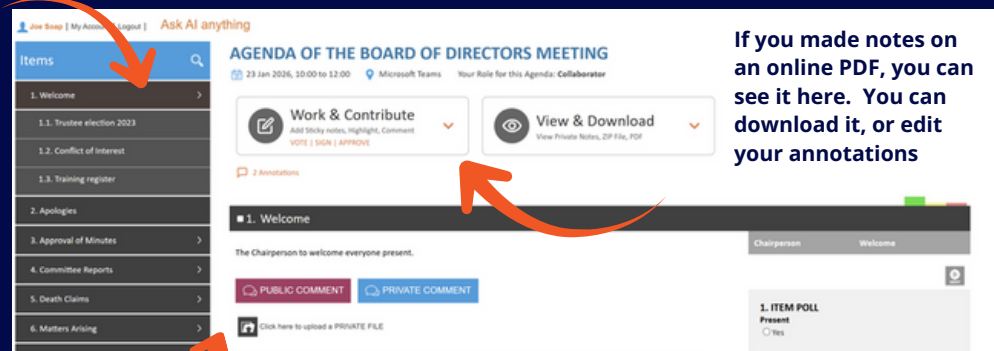


1 LET'S ACCESS THE ELECTRONIC AGENDA

- 1 **Access your agenda:** Simply click on the agenda name to open your electronic agenda.



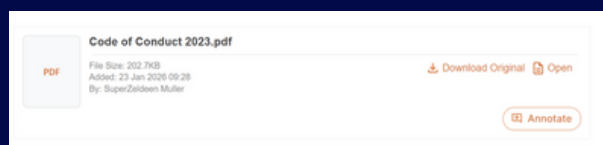
- 2 Your main items are on the left and the content is in the middle



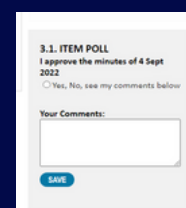
If you made notes on an online PDF, you can see it here. You can download it, or edit your annotations

- 3 Add **public comments** on **agenda items** to chat with others, or keep **private comments** for your own notes.

- 4 All your **documents** will be right there at your agenda items. You can **open**, **download** or make **private notes (Annotate)** on the documents.



- 5 You can **vote** quickly and easily, right at your **agenda items**.



EVERYTHING IS IN ONE SAFE PLACE. EASY. YOU WILL NEVER GET LOST.

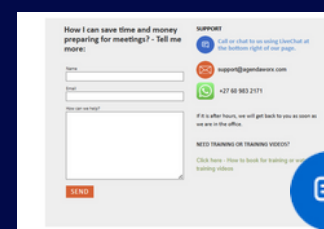
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