

QUICK GUIDE 3

HOW TO USE THE ONLINE PDF ON AGENDAWORX

[Watch the video](#)



1

LET'S WORK ON THE ONLINE PDF

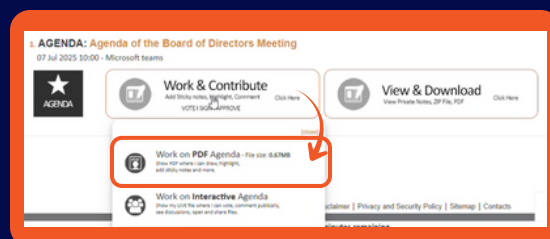
INTERNET CONNECTION SPEED



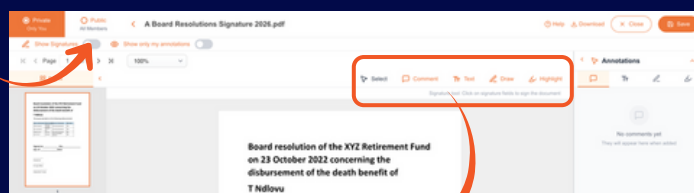
Working with **large PDFs** (150+ pages) will require a steady internet connection of **20mbps or higher**. If you have a slower line **rather** use the **downloadable PDF** or the **full electronic agenda**.

WORKING ON THE ONLINE PDF

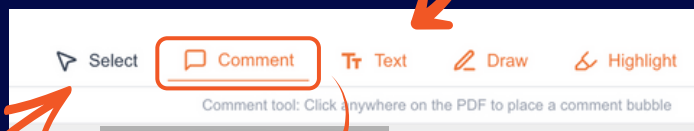
1 Click the **Work & Contribute** icon. Then choose **Work on PDF Agenda**.



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

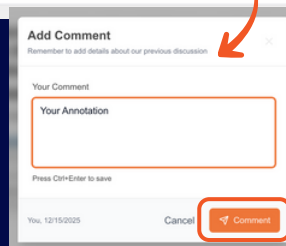


3 An easy to use toolbox at the top let's you add sticky notes (Comments), add text, draw or **highlight** sections with ease



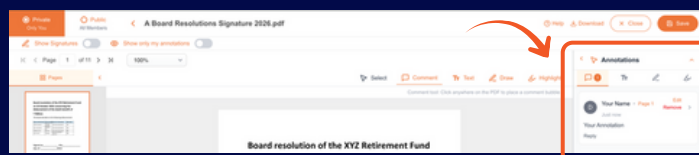
Select a **tool** and **click** to add your annotation anywhere on the page

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



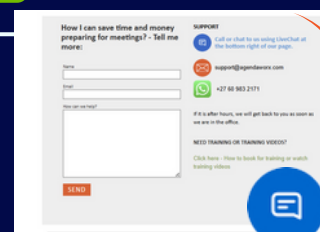
WHERE CAN YOU GET HELP?



Live chat with real people, ask us anything, anytime!

Free hand-held sessions we'll walk you through as many times as you need.

Go to agendaworx.com and click on this blue icon



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Online Board Packs & Secure Board Portal