Policies & Procedures Software: Cheat Sheets

I already have a "**Signed Document**"

1 *The original document is:*

W   A Microsoft Word document, or DOC

WPD   A Corel Word Perfect document, or WPD

▼ **MUST** *BE PRINTED, SIGNED, STAMPED (if state requires seal)*

An official paper document

▼ **MUST** *BE SCANNED AND SAVED AS*

An Acrobat Document*, or PDF

2 *In **Live Mode**, select* 🔨 *,* `+ Add New Documentation` *, follow prompts;*

3 *Right-click Table of Contents to change node text (if needed); Select desired section. Hit* `Edit` *, add/change/remove language; Fix language formatting (if needed). Hit* `Update` *to save;*

4 *To add History to the section(s), hit* `Edit` *, select* `🔨 Documentation` *, follow the prompts.☆*

Create a "**Proposed Document**"

▽ **1** In **Propose Mode**, select **+** Add New Proposal in mode toolbar, or select an existing proposal;

▽ **2** Right-click Table of Contents to change node text (if needed); Select desired section. Hit Edit , add/change/remove language; Fix language formatting (if needed). Hit Update to save;

Note: Pencils in Table of Content nodes signify proposed change areas, and REDLINES apply automatically with added/changed/removed text. See videos for further instructions.

3 To create a proposed docuent, complete each prompt in the following three steps: 1. Representatives   2. Document Creator   3. Pass

- for **electronic passage**, approve/print via email. ☆

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- for **manual passage** (optional), PDF...

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...and then uploaded to "Pass" prompt. ☆

*To ensure text from a scanned PDF can be highlighted, copied, searched, or read by a screen reader, use your scanner's built-in OCR features, or Adobe Acrobat Pro's "Enhance Scans" tool.