Self-Publishing Software: Cheat Sheets

To view detailed instructions and videos, log in and select the "Help" link. For immediate assistance, select the "Request Support" button. Published October 10, 2019 by Municode.

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

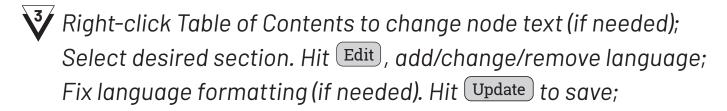▼ **MUST** *BE PRINTED, SIGNED, STAMPED (if state requires seal)*

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** document, complete each prompt in the following three steps:* 1. Representatives   2. Document Creator   3. Pass
The last prompt in "Pass" reveals two passage options:

*- 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.