

# Assistance and Information on Using District Recommended Software for Board Agendas

The district recommends the following hardware and software for viewing and annotating board agendas:

- iPad with *GoodReader* app installed, or
- Macintosh computer with OS-X and Adobe *Acrobat Pro* installed, or
- Windows computer with XP, Vista, or 7 and Adobe *Acrobat Pro* installed

The district board agendas are stored on the server as compressed (.zip) files. When you download the .zip file and uncompress it, you will have a folder with the agenda and all its attachments. If you keep the attachments and agenda together in the same folder, the links in the agenda will bring up the attachments as you click on them.

## iPad

Topic	Explanation / Links
<p>To connect to the district's wireless network</p> <p>Instructions in steps A1-A9 apply to Foothill – De Anza Community College District employees and board members only.</p> <p>If you have cellular wireless, you may skip steps A1 – A9. These steps are for iPads using WiFi.</p>	<p>A1) Open <i>Settings</i>   <i>Wi-Fi</i></p> <p>A2) If Wi-Fi is <i>OFF</i>, tap on <i>OFF</i> and <i>ON</i> will appear.</p> <p>A3) From the list, select <i>Foothill College</i> or <i>De Anza College</i> (do not use <i>Visitor</i>).</p> <p>A4) Return to the main screen and open <i>Safari</i></p> <p>A5) If the message <i>Cannot verify server identity</i> appears, tap <i>Continue</i></p> <p>A6) If the district <i>securelogin...</i> screen appears, skip down to step A8</p> <p>A7) Tap the circular arrow at the right in the URL field. This sends a command to reload the web page. In a few seconds the district <i>securelogin...</i> screen should appear for the district wireless network.</p> <p>A8) Type your Banner ID (CWID) and Banner password inside the box on the left labeled <i>Registered User</i> and tap on the <i>Log In</i> button. If your login name and password are accepted by the system, you will see another screen momentarily stating <i>User Authenticated</i> and then you will be redirected to an Internet web page.</p> <p>A9) If your login name and password are NOT accepted, you will see a message in a red box stating the <i>Authentication Failed</i>. Try entering your login name and password again (e.g. go back to step A8).</p>
<p>To locate and download the board agenda through a cellular wireless Internet connection or the district's wireless network</p>	<p>B1) Use <i>Safari</i> to navigate to <a href="http://www.fhda.edu">www.fhda.edu</a></p> <p>B2) Tap on <i>Agenda</i> under Board of Trustees on the right hand side of the page</p> <p>B3) Tap on the link next to <i>Download</i>: It should be a link stating the date of the meeting.</p> <p>B5) If the agenda document opens up for viewing, you have the option to view in <i>GoodReader</i> as well by first <u>double</u> tapping on the screen. Then in the upper right, tap once on <i>Open in...</i> and finally choose <i>GoodReader</i> from the list. Skip down to step B7.</p> <p>B6) If the document does not open automatically for viewing, a dialog box may appear instead. If this happens, choose <i>Open in GoodReader</i>.</p> <p>B7) In <i>GoodReader</i>, the zip file containing the Board Agenda will be under the <i>My Documents</i> list on the left. See instructions in steps C1... below on how to unzip the files in <i>GoodReader</i>.</p>

## GoodReader (for iPad)

Topic	Explanation / Links
To uncompress (unzip) a .zip file	<p><b>Compressed files have a .zip extension.</b></p> <p>C1) Tap on the .zip file and a dialog box will open up asking if you want to unzip it or not, choose <i>Unzip</i>. If multiple files were compressed into the .zip file, then a folder will appear with the same name as the .zip file and it will contain all of the unzipped files. Usually unzipped folders appear towards the top of the list on the left side.</p> <p>C2) Tap on the folder to view the files. If this folder contains another folder, then tap on this folder as well to open it.</p> <p>C3) Within the list of files, search for the document with <i>BOT...agenda</i> in its name (which may be at the bottom of the list). Tap on this document to open.</p> <p>C4) Tapping on the links within the <i>Agenda</i> will automatically take you to other files in the list pertaining to this board meeting or you can view them one at a time by clicking on the files individually from the list of files.</p>
To obtain help in saving (moving) a file from <i>Safari</i> to <i>GoodReader</i>	<p><a href="http://www.goodiware.com/gr-man-howto.html#ghttp">http://www.goodiware.com/gr-man-howto.html#ghttp</a></p>
To obtain help in making annotations, highlights and markups	<p><a href="http://www.goodiware.com/gr-man-view-pdf.html#annots">http://www.goodiware.com/gr-man-view-pdf.html#annots</a></p>
To obtain help in opening files from another application	<p><a href="http://www.goodiware.com/gr-man-howto.html#openfromother">http://www.goodiware.com/gr-man-howto.html#openfromother</a></p>
To access the user manual for <i>GoodReader</i>	<p><a href="http://www.goodiware.com/gr-man.html">http://www.goodiware.com/gr-man.html</a></p>

## Macintosh computer (OS-X)

Topic	Explanation / Links
<p>To connect to the district's wireless network</p> <p>Instructions in steps D1-D2 apply to Foothill – De Anza Community College District employees and board members only.</p>	<p>D1) For instructions on how to connect to the district's wireless network, go to: <a href="http://ets.fhda.edu/wirelessdocumentation">http://ets.fhda.edu/wirelessdocumentation</a>. There are unique instructions for each campus. Follow the <i>Employee</i> instructions for either Foothill or De Anza campus, as appropriate.</p> <p>D2) For the district offices and Middlefield campus, follow the instructions for <i>Foothill College</i> employees.</p>
<p>To locate and download the board agenda through the district's network or the Internet</p>	<p>D3) Use <i>Safari</i> or other browser to navigate to <a href="http://www.fhda.edu">www.fhda.edu</a></p> <p>D4) Click on <i>Agenda</i> under <i>Board of Trustees</i></p> <p>D5) Click on the link next to <i>Download</i>: It should be a link stating the date of the meeting; a folder or file with the same name may be placed on your <i>Desktop</i> or in your <i>Downloads</i> folder.</p>
<p>To uncompress (unzip) a .zip file</p>	<p><b>Compressed files have a .zip extension.</b></p> <p>D6) When the file is downloaded (see step D5 above) it will automatically be uncompressed.</p> <p>D7) If multiple files were compressed into the .zip file, then a folder will appear with the same name of the .zip file and it will contain all of the unzipped files. Open this folder.</p> <p>D8) Inside the folder, search for the document with <i>BOT...agenda</i> in its name (which may be at the bottom of the list). Double click on this document to open it.</p> <p>D9) Clicking on the links within the <i>Agenda</i> will automatically take you to other files in the list pertaining to this board meeting or you can view them one at a time by clicking on the files individually from the list of files.</p>

## Windows Computer (XP, Vista, 7)<sup>1</sup>

Topic	Explanation / Links
To connect to the district's wireless network Instructions in steps E1-E2 apply to Foothill – De Anza Community College District employees and board members only.	E1) For instructions on how to connect to the district's wireless network, go to: <a href="http://ets.fhda.edu/wirelessdocumentation">http://ets.fhda.edu/wirelessdocumentation</a> . There are unique instructions for each campus. Follow the <i>Employee</i> instructions for either Foothill or De Anza campus, as appropriate. E2) For the district offices and Middlefield campus, follow the instructions for Foothill College employees.
To locate and download the board agenda through the district's network or the Internet	E3) Use <i>Internet Explorer</i> or another browser to navigate to <a href="http://www.fhda.edu">www.fhda.edu</a> E4) Click on <i>Agenda</i> under <i>Board of Trustees</i> E5) Click on the link next to <i>Download</i> : It should be a link stating the date of the meeting. E6) A dialog box will ask <i>What do you want to do with this file, Save or Open?</i> Select <b>Save</b> and choose the <i>Desktop</i> as the destination and press <i>Save</i> . E7) When the dialog box states that the download is complete, click <i>Close</i> (if the dialog box does not automatically close.)
To uncompress (unzip) a .zip file	<b>Compressed files have a .zip extension.</b> E8) To unzip the file, locate the <i>BOT...agenda.zip</i> file on the desktop and right-click on it. E9) Choose <b>Extract All...</b> on the shortcut menu. E10) Press <i>Next</i> twice and then press <i>Finish</i> when extraction is complete. E10) If multiple files were compressed into the .zip file, then a folder will appear with the same name as the .zip file and it will contain another folder (also with the same name), which has all of the unzipped files. (The first folder should appear next to the original .zip file and will be automatically opened.) E11) Inside the second folder, search for the document with <i>BOT...agenda</i> in its name (which may be at the bottom of the list). Double click on this document to open it. E12) Clicking on the links within the <i>Agenda</i> will automatically take you to other files in the list pertaining to this board meeting or you can view them one at a time by clicking on the files individually from the list of files.

## Adobe Acrobat Pro X (for Macintosh and Windows computers)

Topic	Explanation / Links
To obtain help on the basics of commenting	<a href="http://tv.adobe.com/watch/learn-acrobat-x/getting-started-the-basics-of-commenting/">http://tv.adobe.com/watch/learn-acrobat-x/getting-started-the-basics-of-commenting/</a>
To obtain help on using the text commenting tools	<a href="http://tv.adobe.com/watch/learn-acrobat-x/using-the-text-commenting-tools/">http://tv.adobe.com/watch/learn-acrobat-x/using-the-text-commenting-tools/</a>
To obtain help on printing comments	<a href="http://tv.adobe.com/watch/learn-acrobat-x/printing-comments/">http://tv.adobe.com/watch/learn-acrobat-x/printing-comments/</a>
To obtain help	<a href="http://help.adobe.com/en_US/acrobat/pro/using/index.html">http://help.adobe.com/en_US/acrobat/pro/using/index.html</a>

<sup>1</sup> These instructions are for Windows XP; there may be slight variations for Windows Vista and Windows 7.

# Emergency download of Board Agenda through AirStash<sup>2</sup>

## iPad

Topic	Explanation / Links
To connect to the <i>AirStash</i> network Instructions in steps F1-F9 apply to Foothill – De Anza Community College District employees and board members only.	F1) Inform the district’s chief technology officer to activate the <i>AirStash</i> network. F2) Open <i>Settings</i>   <i>Wi-Fi</i> F3) If Wi-Fi is <i>OFF</i> , tap on <i>OFF</i> and <i>ON</i> will appear. F4) From the list, select <i>AirStash FHDA</i> F5) Return to the main screen
To download the Board Agenda files	F6) Open <i>Safari</i> F7) Type <a href="http://airstash.net">airstash.net</a> in the URL box and press <i>Go</i> F8) Double-tap on the file with <i>BOT...agenda</i> in its name; the file will be downloaded to your iPad F9) See instructions beginning with step B6 (above) to open in <i>GoodReader</i> and uncompress.

## Macintosh computer (OS-X)

Topic	Explanation / Links
To connect to the <i>AirStash</i> network Instructions in steps G1-G7 apply to Foothill – De Anza Community College District employees and board members only.	G1) Inform the district’s chief technology officer to activate the <i>AirStash</i> network. G2) Select the <i>AirStash FHDA</i> wireless network on your computer
To download the Board Agenda files	G3) Open <i>Safari</i> G4) Type <a href="http://airstash.net">airstash.net</a> in the URL box and press <i>Enter</i> G5) Click on the file with <i>BOT...agenda</i> in its name; the file will be downloaded to your computer and placed either in your <i>Downloads</i> folder or on your <i>Desktop</i> . G6) Follow instructions beginning with step D6 (above) to open the agenda and its attachments.

<sup>2</sup> To be used during board meetings to download files, only if the district network is non-functional

### Windows Computer (XP, Vista, 7)<sup>3</sup>

Topic	Explanation / Links
To connect to the <i>AirStash</i> network during the meeting Instructions in steps H1-H5 apply to Foothill – De Anza Community College District employees and board members only.	H1) Inform the district’s chief technology officer to activate the <i>AirStash</i> network. H2) Select the <i>AirStash FHDA</i> Wireless Network on your computer
To download the Board Agenda files	H3) Open <i>Internet Explorer</i> H4) Type <i>airstash.net</i> in the URL box and press <i>Enter</i> H5) Click on the file with <i>BOT...agenda</i> in its name from the list and follow the instructions beginning with step E6 (above) to open the agenda and its attachments.

Contact Fred Sherman (650-949-6120) or Sharon Luciw (650-949-6161) if you need further assistance.

<sup>3</sup> These instructions are for Windows XP; there may be slight variations for Windows Vista and Windows 7.