

Downloading, Uncompressing and Viewing Foothill-De Anza Community College District Board of Trustees Agendas

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

- iPad with GoodReader app installed, or a
- Macintosh computer with OS-X and Adobe Acrobat Pro installed, or a
- 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.

See instructions on the following pages for downloading and decompressing board agenda files.

iPad

Topic	Explanation / Links
Locating and downloading the board agenda (through the Internet)	<ul style="list-style-type: none"> • Use <i>Safari</i> to navigate to www.fhda.edu • Tap on board <i>Agenda</i> under Board of Trustees on the right hand side of the page • Click on the appropriate link to download the file. The file name will begin with "BOT" and will end with ".zip" • If the document does not open automatically for viewing, a dialog box may appear. In this case, choose <i>Open in "GoodReader"</i>. • If the agenda document opens up for viewing, you have the option to view in GoodReader as well by <u>double</u> tapping on the screen. In the upper right, tap once on <i>Open in...</i> Now choose <i>GoodReader</i> from the list. • In GoodReader, the zip file containing the Board Agenda is under the <i>My Documents</i> list on the left. See instructions below on how to unzip the files in GoodReader.

GoodReader (for iPad)

Topic	Explanation / Links
Uncompressing (unzipping) a .zip file	<ul style="list-style-type: none"> • Compressed files have a <i>.zip</i> extension. • Tap on the <i>.zip</i> 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 <i>.zip</i> file, then a folder will appear with the same name as the <i>.zip</i> file and it will contain all of the unzipped files. Usually unzipped folders appear towards the top of the list on the left side. • Tap on the folder to view the files. However, this folder may contain another folder, which you will need to tap on as well. • 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. • The links within the Agenda will automatically take you to the other files in the list for this board meeting or you can view them one at a time by clicking on the files individually.
Saving (moving) a file from Safari to GoodReader	<ul style="list-style-type: none"> • Refer to: http://www.goodiware.com/gr-man-howto.html#ghttp

Macintosh computer (OS-X)

Topic	Explanation / Links
Locating and downloading the board agenda (through the Internet)	<ul style="list-style-type: none"> • Use <i>Safari</i> or other browser to navigate to www.fhda.edu • Click on board <i>Agenda</i> under <i>Board of Trustees</i> • Click on the appropriate link to download the file. The file name will begin with "BOT" and will end with ".zip"; it may be placed on your desktop or in your <i>Downloads</i> folder.
Uncompressing (unzipping) a .zip file	<ul style="list-style-type: none"> • Compressed files have a .zip extension. • Double click on the .zip file to uncompress. • 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. • 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. • The links within the Agenda will automatically take you to the other files in the list for this board meeting or you can view them one at a time by clicking on the files individually.

Windows Computer (XP, Vista, 7)

Topic	Explanation / Links
Locating and downloading the board agenda (through the Internet)	<ul style="list-style-type: none"> • Use <i>Internet Explorer</i> or other browser to navigate to www.fhda.edu • Click on board <i>Agenda</i> under <i>Board of Trustees</i> • Click on the appropriate link to download the file. The file name will begin with "BOT" and will end with ".zip"; it may be placed on your desktop or in your <i>Downloads</i> folder.
Uncompressing (unzipping) a .zip file	<ul style="list-style-type: none"> • Compressed files have a .zip extension. • To unzip a file, right-click the .zip file • Choose <i>Extract All...</i> on the shortcut menu. • 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. • 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. • The links within the Agenda will automatically take you to the other files in the list for this board meeting or you can view them one at a time by clicking on the files individually.