



durhamnc.gov

Agenda Center Overview

Boards, Committees, and Commissions Liaisons



Agenda

- Agenda Center Overview
- Creating Accessible PDFs
- Questions



▼ Appearance Commission (DAC)

Agenda

☰ **Feb 19, 2020** — Posted Feb 17, 2020 8:54 AM
[Durham Appearance Commission Meeting Agenda - Feb](#)

☰ **Jan 15, 2020** — Posted Jan 10, 2020 9:31 AM
[Durham Appearance Commission Meeting Agenda - Jan](#)

▼ Board of Adjustment (BOA)

Agenda

☰ **Aug 25, 2020** — Posted Aug 5, 2020 2:35 PM
[Durham Board of Adjustment Meeting Agenda - August 2](#)

☰ **Jul 28, 2020** — Amended Jul 27, 2020 1:12 PM
[Durham Board of Adjustment Meeting Agenda - July 28,](#)

☰ **Jun 30, 2020** — Amended Jul 29, 2020 11:36 AM
[Durham Board of Adjustment Meeting Agenda - June 30](#)

☰ **Jun 23, 2020** — Amended Jul 29, 2020 11:38 AM
[Durham Board of Adjustment Meeting Agenda - June 23](#)

Agenda Center Overview

- What is the Agenda Center?
- Accessing the Agenda Center
- Uploading Documents



What is the Agenda Center?

- The central place to post minutes for Boards, Committees, and Commissions.
- Minutes should be posted consistently so they are available to the public.
- Visit: <https://durhamnc.gov/AgendaCenter>

The screenshot shows the City of Durham Agenda Center website. The header includes the City of Durham logo, navigation links for Government, Departments, Services, News & Events, and Contact Us, and a 'Durham One Call Service Request' button. A left sidebar contains links for Residents, All Forms, Website Feedback, and News Release Archive. The main content area is titled 'Agenda Center' and provides instructions on when agendas are posted. Below this is a search filter section with dropdowns for 'Time Period', 'Start Date', 'End Date', and 'Word or Phrase', along with a 'Select a Category' dropdown and a search icon. A 'Back to all agendas' link is also present. The main content area displays a table for the 'Appearance Commission (DAC)' with columns for 'Agenda', 'Minutes', and 'Download'. Two entries are listed: one for February 19, 2020, and another for January 15, 2020. A 'Help' button and a 'Select Language' dropdown are located at the bottom right of the page.

Home - Agenda Center

Agenda Center

View current agendas and minutes for all boards and commissions.

- Due to the coordination process, City Council Meeting agendas are typically posted the Thursday prior to each meeting and City Council Work Session agendas are typically posted the Friday prior to each session.
- All other agendas are posted as they become available, which can vary for each board and commission.
- If you would like to sign up for agenda alerts, visit the [Notify.Me](#) page.

Search Agendas by:

Time Period Start Date End Date Word or Phrase Select a Category

Back to all agendas

Appearance Commission (DAC) 2020 2019 2018 View More

Agenda	Minutes	Download
Feb 19, 2020 — Posted Feb 17, 2020 8:54 AM Durham Appearance Commission Meeting Agenda - February 19, 2020		Download
Jan 15, 2020 — Posted Jan 10, 2020 9:31 AM Durham Appearance Commission Meeting Agenda - January 15, 2020		

Help Select Language



Accessing the Agenda Center

Login at DurhamNC.Gov/admin

- You may want to bookmark this page or create a shortcut
- You can also reset your password from this page

A screenshot of a login form for the Durham, NC website. The form is centered within a large red circle on a light gray background. At the top, it says "WELCOME TO DURHAM, NC WEBSITE". Below this are two input fields: "Email Address" and "Password". The "Password" field has a small eye icon to its right. Underneath the fields is a checkbox labeled "Remember my email address". A "SIGN IN" button is positioned below the checkbox. At the bottom of the form, there are two links: "Reset Password" and "Create Account". At the very bottom, it says "POWERED BY CIVICPLUS" with a small logo.



Accessing the Agenda Center

- Once you login, you will see a dashboard
- At the top of the page, select Modules > Agenda Center

A screenshot of the City of Durham dashboard. The top navigation bar is white and contains icons for Home, Dashboard, and Modules (circled in red), along with a notification icon with a '3' badge, the user name 'KATHRYN D', and a 'HELP' link. Below the navigation bar is a dark blue header with the City of Durham logo and the text 'DURHAM, NC KATHRYN'S DASHBOARD'. The main content area is light blue and features three cards: 'CIVICPLUS' (red background), 'CIVICCLERK' (purple background), and 'CIVICREC' (green background). Each card has a title, a brief description, and a 'Learn More' or 'Watch Now' button with a right-pointing arrow. A 'Hide' link is visible in the bottom right corner of the main content area.

Navigation: [HOME](#) [DASHBOARD](#) [MODULES](#) [KATHRYN D](#) [HELP](#)

DURHAM, NC
KATHRYN'S DASHBOARD

CIVICPLUS
You may be eligible to use CARES Act funding to upgrade your tech.
Resources: [Video](#) | [FAQs](#) | [Q&A](#)
[Learn More](#)

CIVICCLERK
You'll Never Again Have to Wonder About the Status of a Project
[Learn About CivicClerk](#)

CIVICREC
Parks and Rec Lunch and Learn Series:
How to Bring Virtual Activities to Your Community
[Watch Now](#)

[Hide](#)



Adding Agendas/Minutes

- Select your Board, Committee, or Commission category
- Click the button to “Add Agenda”
- Check the box to “Upload an agenda”
 - You will get a warning pop up – select “Okay” to proceed

AGENDA CENTER
VIEW SITE

MAIN PROPERTIES PERMISSIONS

VIEW OPTIONS BULK ACTIONS

All Categories

Appearance Commission (DAC)

Audit Services Oversight Committee

Board of Adjustment (BOA)

AGENDA CENTER
VIEW SITE

MAIN PROPERTIES PERMISSIONS

BACK VIEW OPTIONS BULK ACTIONS

Appearance Commission (DAC) ACTIONS

AGENDAS ITEMS DEFAULT ITEMS WORKFLOWS

Date	Updated	Description	ACTIONS
<input type="checkbox"/>	2/13/2020	Durham Appearance Commission Meeting Agenda - February 19, 2020	ACTIONS
<input type="checkbox"/>	1/15/2020	Durham Appearance Commission Meeting Agenda - January 15, 2020	ACTIONS
<input type="checkbox"/>	11/20/2019	Durham Appearance Commission Meeting Agenda - November 20, 2019	ACTIONS
<input type="checkbox"/>	10/16/2019	Durham Appearance Commission Meeting Agenda - October 16, 2019	ACTIONS

ADD AGENDA
FOR MULTIPLE AGENDAS
ADD ITEM
ADD DEFAULT ITEM
ADD WORKFLOW
GO TO SUBSCRIBERS
GO TO EMAIL LISTS
GO TO ARCHIVES

AGENDA CENTER
VIEW SITE

MAIN PROPERTIES PERMISSIONS

BACK

Meeting Date

Upload an agenda.

Override Posted Date and Time

at hh:mm am/pm

If blank, the actual publish date and/or time will be used. Specify a da altered.



Adding Agendas/Minutes

Fill out the appropriate fields for your meeting:

- Meeting Date
- Description (required)
 - Suggested format: *Durham Human Relations Commission Meeting Minutes - August 8, 2017*
 - *Don't really have to put the date as that will automatically display*
- Link to media (optional for video/audio)
- Upload File – for Agenda (required by Agenda Center)
- Upload File – for Minutes (required by City)
 - Documents should be uploaded as PDFs
 - Option to “Convert to PDF” if needed
- Click “Save” to create a draft or “Save and Publish” to publish.

Meeting Date Upload an agenda.

Override Posted Date and Time at

If blank, the actual publish date and/or time will be used. Specify a date and time if you wish to override altered.

Description

You have 255 characters left.

Link to Media (Optional)

If you have uploaded media online (e.g. Media Center, YouTube, Vimeo, etc...), paste the link here.

Open in new window

Media Type

Video

Audio

This determines what can be used to link to the media.

Upload File - For Agenda

No file chosen

Convert to PDF

Upload File - For Minutes

No file chosen

Convert to PDF



Optional Alerts

- There is an option to send a text and/or email to subscribers when a new document is added.
 - By default, this will be turned off for most boards, committees, and commissions.
 - If you have a large, engaged audience, you may consider using this feature.
- If this is turned on, you will be prompted with options when you click Publish.
- The public can sign up for alerts here: <https://durhamnc.gov/list.aspx>
- Contact Katy Dillard if you are interested in this feature.

Publish [X]

You have the option to notify subscribers to this Test Category category that you have published or modified an agenda. Add any additional comments.

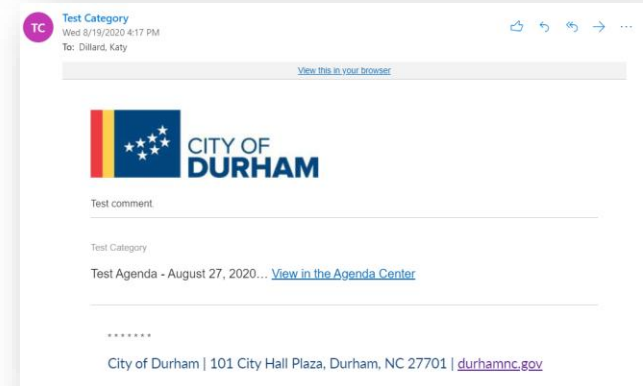
Subject:

Comments:

Send:
 On Meeting Date
 Immediately
 x Number of Days in Advance

Days in Advance of Meeting Date

1000 Characters Remaining





CITY OF
DURHAM



Accessible PDFs

- What is an accessible PDF?
- How to create PDFs
- How to fix PDFs



What is an accessible PDF?

- An accessible (or ADA compliant) PDF is a document that can be read by a screen reader.
 - If a PDF is not created correctly, it is simply a picture of the words, and the content cannot be read by a screen reader.
 - If it is accessible, the text is dynamic and can be scanned and recognized by a screen reader.
- To quickly test a PDF, see if you can use your cursor to select the text in the document. If you can't, it is probably not accessible.
- Learn more about creating accessible documents at durhamnc.gov/ada.



Creating Accessible, Compliant PDFs

The good news is, there are several readily-available tools to update or create accessible PDFs:

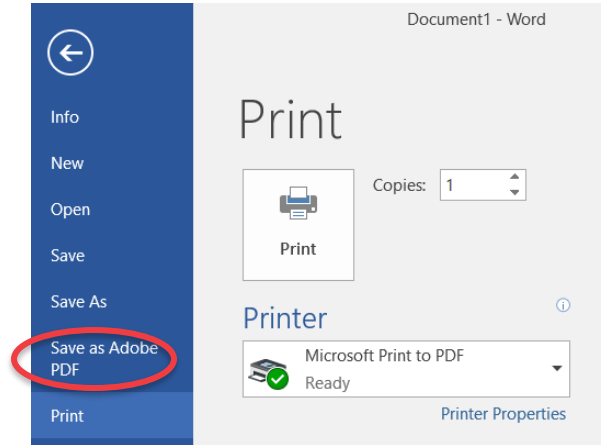
- ✓ Microsoft & Adobe Software
- ✓ Agenda Center Module
- ✓ Office Lens App
- ✓ Adobe Acrobat DC
- ✓ Some City printers will also create a scannable PDF

Creating a PDF digitally is preferable to creating a PDF from a print copy.

Best Option: Create It Right From the Start

If you create a PDF document using Microsoft (Word, Excel) or Adobe Software (Illustrator, InDesign, Photoshop), it will automatically be scannable.

- Go to Save
- Select “Save as Adobe PDF”



Fixing PDFs

If someone sends you a non-compliant document, or you need to fix a document that was not scanned correctly, there are several tools to correct this:

- **Option 1: Get the Original, Editable File and Resave as PDF Using Word**
- **Option 2: Open the PDF in Word and Resave as PDF**
 - Open the document in Word. (Right click the document and choose: Open With > Word)
 - Word will convert the file to editable text. Resave the document as a PDF (File > Save as Adobe PDF).
- **Option 3: Create a PDF with Office Lens App (scan a physical copy)**
 - Download the Office Lens app on your phone. Open the app and select the “Document” option.
 - Crop your document if needed, or make other modifications (rotate, etc.).
 - Click “Done” and you will go to the “Export To” screen. You can rename your file at this point if desired.
 - Select the PDF option and you can save to your phone or your OneDrive. (In OneDrive you will see an Office Lens folder).
- **Option 4: Convert the PDF Using Adobe Acrobat DC**
 - Not everyone has Adobe Acrobat DC; if you need to scan/edit a lot of documents or create forms, you may want to ask TS about the software.
 - If you do have the software, you can open a PDF with Adobe Acrobat DC (Right click and choose “Open with Adobe Acrobat DC”)
 - On the right-hand menu, click the icon for “Scan & OCR.” In the top menu, select Recognize Text in this document, and then click the “Recognize Text” button.
 - Save the document as a PDF.
- **Option 5: Creating a PDF Using a Scanner/Printer**
 - Some of the City’s printers have the ability to create a scannable PDF (known as OCR – optical character recognition).
 - If you are using a City printer to create PDFs for the website, check with TS to find out if your printer has this option and to make sure you are following the right steps to make a compliant PDF.
 - If you are using an at-home printer or scanner, there is a good chance you are not able to create a compliant PDF. In that case, you could scan it and use one of the previous methods to convert it.





Questions?

- If you have any feedback or questions about the Agenda Center or PDFs, feel free to reach out:

Katy Dillard, Public Affairs

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