durhamnc.gov

Agenda Center Overview

Boards, Committees, and Commissions Liaisons

Agenda

- Agenda Center Overview
- Creating Accessible PDFs
- Questions

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

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

Accessing the Agenda Center

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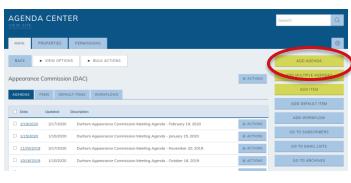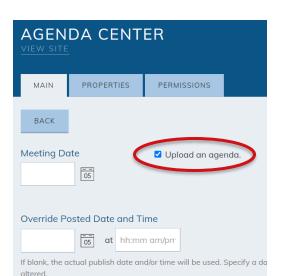- At the top of the page, select Modules > Agenda Center

Adding Agendas/Minutes

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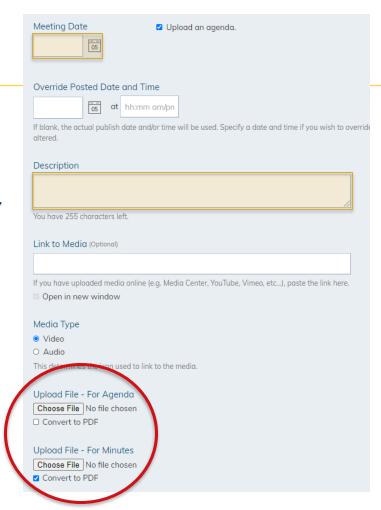 - You will get a warning pop up – select "Okay" to proceed

Adding Agendas/Minutes
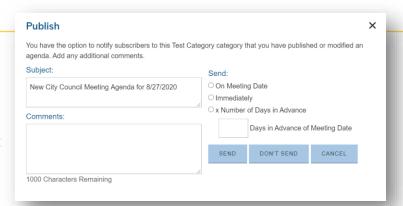
Fill out the appropriate fields for your meeting:

- 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 hh:mm am/pn

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 the icon used to link to the media.

Upload File - For Agenda
Choose File No file chosen
☐ Convert to PDF

Upload File - For Minutes
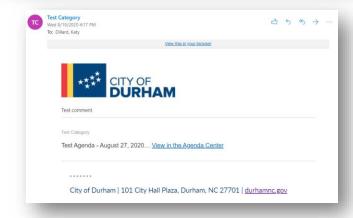Choose File No file chosen
☑ Convert to PDF

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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.

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
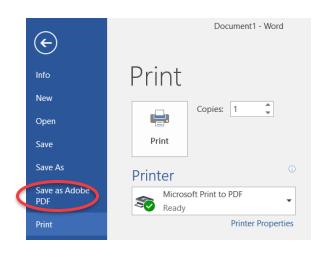- ✓ Some City printers will also create a scannable PDF

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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