

In order to expedite the process of getting all the board reports uploaded to the AISBoard.org/aisdocs website prior to the board meeting please adhere to the following guidelines.

File Names

File names should start with something that will identify the author by function, e.g. :

Treasurer
President
AffiliatesChr
ElecSvcs
RestFunds
EditorsRpt

Or something that can be reasonably expected to be clear and unique. It can be as long as you like.

If you are submitting more than one report, follow the identifier with a secondary term, e.g.:

ConventionUpdate
FallMeetings

The identifier should be followed by the term “Fall2006” (without the quotes), e.g.:

ElecSvcsConventionUpdateFall2006
ConventionLiasonFallMeetingsFall2006

If you need to send an update to a previous report it should have the term “Rev” (without the quotes) followed by a number. E.g.:

ConventionLiasonFallMeetingsFall2006Rev1

You may use any alphabetic or numeric character and the “Underscore” () or “Dash” (-) characters in the file name.

Convention_Update
Fall-Meetings

You may NOT use spaces, commas, colons, parentheses, or any other special characters in the file name. The following are not acceptable file names:

Convention Update#2
Meetings (Fall2006)

It is preferable to use a combination of upper and lower case characters in the file name. Using all capitals in the file name makes it more difficult to read.

Examples of good file names:

PublicationsCommitteeFall2006Rpt.pdf
Foundation_Fall2006_minutes
Treasurer-Fall2006-RptRev2

Examples of unacceptable file names:

Publications Committee Fall2006Rpt.pdf (spaces)
FOUNDATION_FALL2006 10/23/06 MINUTES (/ characters and spaces)
Treasurer-Fall2006-Rpt#2 (# character)

Submitting your Reports

If at all possible you should convert your report to an Adobe PDF (Portable Data Format) form. **It is easy. The instructions below should work for most people.**

If you are using MS Word on a PC, select Print, and in the printer “Name” window, select “Adobe PDF” and then OK.

On a Mac you can do this by selecting “Print” and then, in the print dialog, box select “Save As PDF.” Many other programs have the same capability.

Email your report to:

Patricia Randall at aissecretary@aisboard.org

Accessing the reports online

To access the reports that have been filed and uploaded go to:

<http://www.aisboard.org/aisdocs/>

The Username or ID is: aisdocs
The Password is: readme

Click on the folder name 2007_Spring_Board_Reports

To Download a report:

PC users: “right click” on a report name and select “Save Link As”, “Download File As” or “Save File As” (or some similar wording depending on which version of the OS and browser you are using) and save the file to a location on your hard drive. Alternatively, with some browsers, you can merely click on the file name and it will be displayed in a browser window.

Mac users: Just click on the file name and the file will download to the folder you have designated as your “Download” folder.

To read a report you will need Acrobat Reader. You can download a free copy at:

<http://www.adobe.com>

Under “Solutions and products” click on the button that says “Get Adobe Reader”