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SAIL AND POWER BOATING

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District 2

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To: Summer Council - Fall Conference Attendees

From: Susan L. Darcy, JN

Subject: How to Print the Seat Packet and the Contents.

How to Print the entire Seat Packet or individual pages:

Click on the Seat Packet filename which will open the file. The filename will be "**Complete_2017_Summer_Council-Fall_Conference_Seat_Packet.pdf**".

When the next window is displayed, under the top menu, select **Print**. When this menu is displayed, you will be able to **Print All** pages or only selected pages using the **Contents Table** enclosed.

To only print selected pages like the **Attendance Form** on the **Print** menu, select **Page Range** and enter the pages you want to print. Ex. 7-8

This **Contents Table** enclosed will be updated as more material is added to the Seat Packet so if you print part of the Seat Packet now, you will be able to print any additional pages using the updated table below

Remember, this is a new venture and if you have any problems or need an additional information, please don't hesitate to let me know.

Thanks for your help in advance for proofing this process. Looking forward to seeing you at the Fall Conference

Susan L. Darcy

D/C Susan L. Darcy, JN

As of **6 October 2017**, the contents of the “**Complete 2017 Fall Conference Seat Packet**” file are as follows:

Starting Page	Ending Page	Subject
1	2	Call to the Fall Conference Council - Saturday 14 October 2017
3	3	2017-10-14 Summer Council-Fall Conference Fillable Registration Form.
4	4	Ramada Directions
5	6	Fall Conference Revised Preliminary Agenda – (25 September 2017)
7	8	2017 USPS Youth Poster Contest Brochure
		Attendance & Proxy Cover – (Instructions, Forms & Delegate Statistics)
9	10	2017-10-14 Fall Conference Attendance Form and Instructions
11	12	2017-10-14 Fall Conference Proxy Form and Instructions
13	13	Delegate Statistics as of 28 February 2017
		District 2 Bridge Reports Cover
14	14	District Commander Report – D/C Susan L. Darcy, JN
15	15	District Executive Officer Report – D/Lt/C Martin E. Feldberg, AP
		District Committees Cover
16	28	Proven Marketing – P/D/C Susan P. Ryan, JN