



# UNITED STATES POWER SQUADRONS®

SAIL AND POWER BOATING



## District 2 Secretary

D/Lt/C Susan L. Darcy, JN

7 Hutchinson Lane Lenox, MA 01240-2217

H: (413)637-2275 C: (413) 281-4169

Email Address: [sldarcy@roadrunner.com](mailto:sldarcy@roadrunner.com)

To: Winter Council 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\_Winter\_Council\_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. 5 (Instructions are on page 4)

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/Lt/C Susan L. Darcy, JN

As of **31 January 2017**, the contents of the “**Complete 2017 Winter Council Seat Packet**” file are as follows:

Starting Page	Ending Page	Subject
1	2	Call to the Winter Council - Saturday 4 February 2017
3	3	Winter Council Preliminary Agenda – (10 January 2017)
		<b>Attendance &amp; Proxy Cover – (Instructions &amp; Forms)</b>
4	5	2017-02-04 Winter Council Attendance Form and Instructions
6	7	2017-02-04 Winter Council Proxy Form and Instructions
8	10	Draft Summer Council Minutes – 2016-07-23
		<b>District 2 Bridge Reports Cover</b>
11	11	District Commander – D/C Vincent J. Evans, P
12	12	District Secretary -- D/Lt/C Susan L. Darcy, JN

As of **1 February 2017**, the contents of the “**Complete 2017 Winter Council Seat Packet**” file are as follows:

Starting Page	Ending Page	Subject
		<b>District 2 Bridge Reports Cover (Cont'd)</b>
13	13	District Executive Officer – DLt/C Martin E. Feldberg, AP
14	15	District Educational Officer -- D/Lt/C Karl M. Wagner, JN