



Online Tutorial

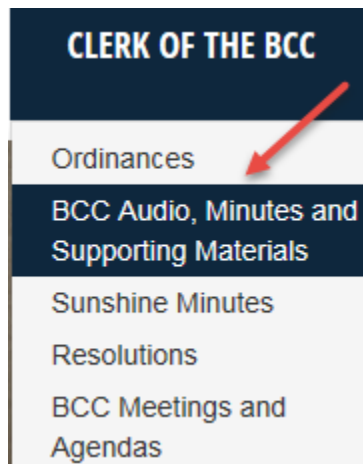
Electronic Copies of Official BCC Records and BCC Meeting Supporting Documentation

A. Viewing Electronic Copies of Official BCC Records and BCC Meeting Supporting Documentation

1. Go to www.occompt.com.
2. Select Clerk of the BCC



3. Scroll down, and select BCC Audio, Minutes and Supporting Materials.

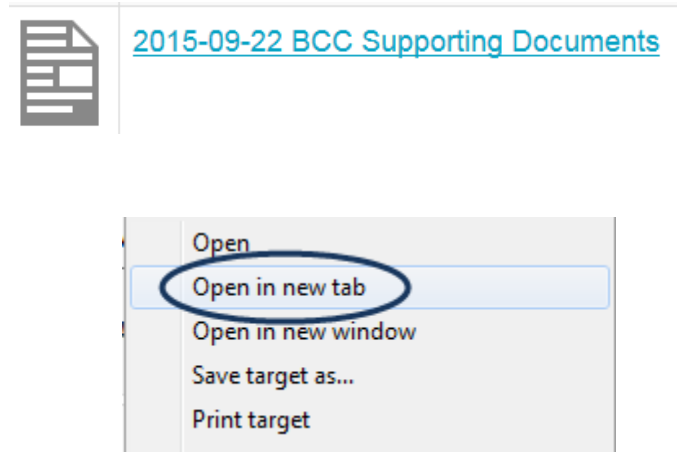


4. Choose the corresponding BCC Meeting and select the link. The link navigates to Minutes, PowerPoint Presentations and other files associated with the BCC meeting.



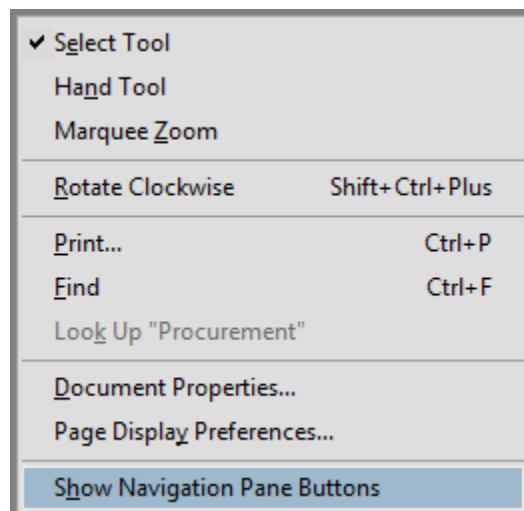
5. Scroll down to the attachments, beneath the audio files.

Right click on the PDF file titled BCC Supporting Documents, and select 'Open in new tab'.



Open the new tab.

6. Right click on the PDF image, and select 'Show Navigation Pane Buttons.'



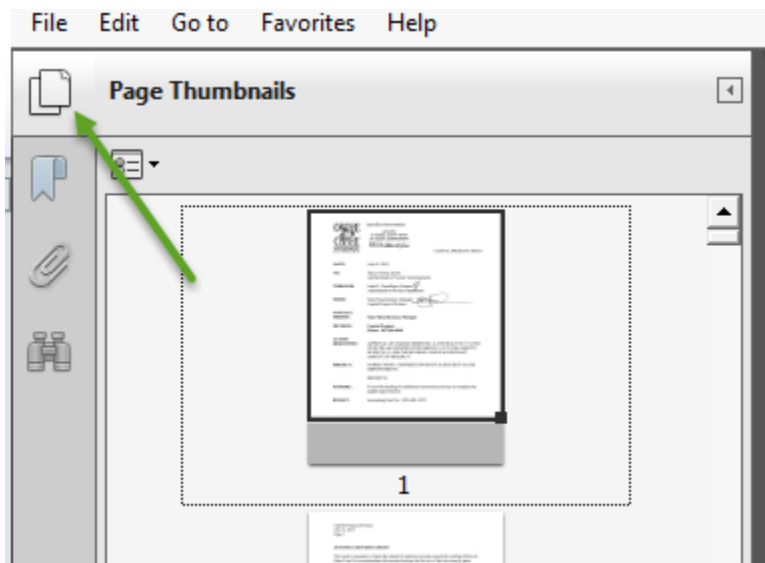
7. This action will allow you to open all bookmarks included in the document. Each bookmark represents each Consent, Discussion, Worksession and/or Public Hearing Agenda Item. When selecting the bookmark icon, all bookmarks will appear on the left side of the PDF image.



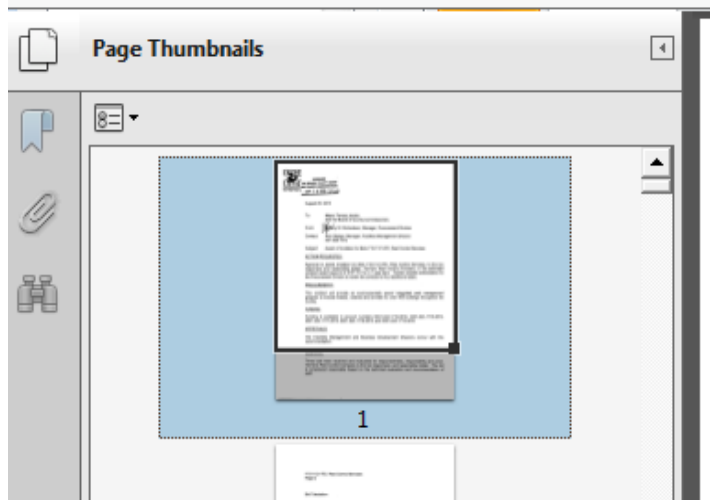
8. Each bookmark will navigate to the electronic copy of the official Board record.

B. Saving Copies of the Official BCC Records and BCC Meeting Supporting Documentation

1. Open the Page Thumbnails from the Navigation Pane Button selection.

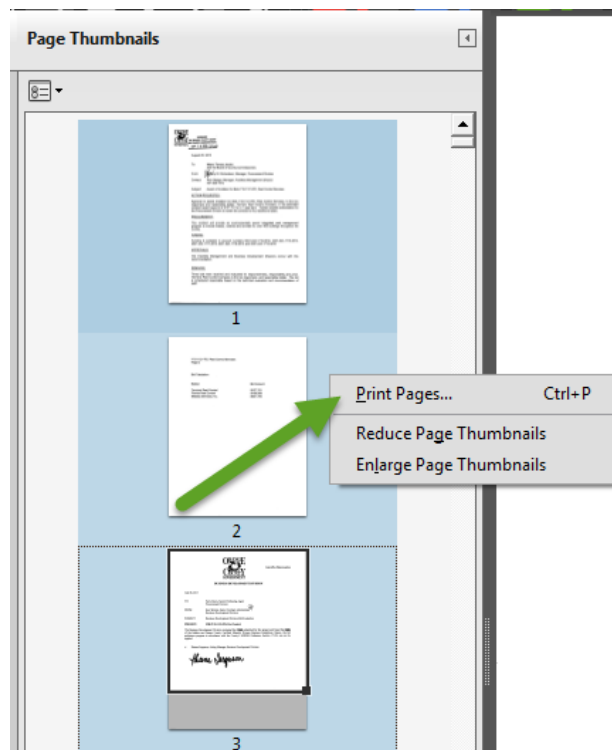


2. Select all pages of the Board record you wish to save. The area surrounding the page thumbnail will appear in blue.

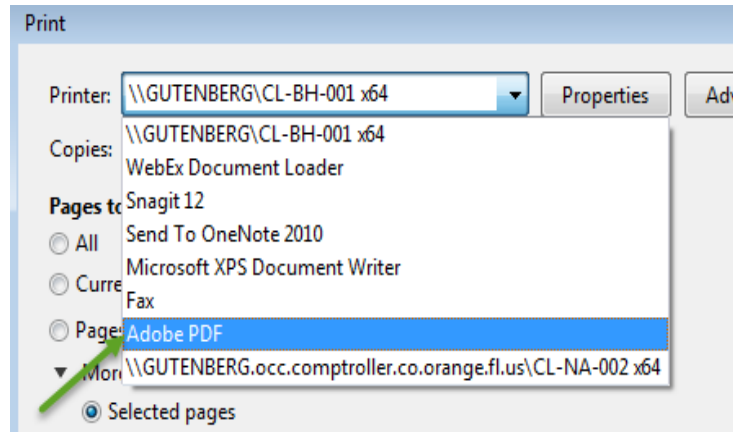


HINT: Hold the shift key down to select sequential pages and hold the control key down to select non sequential pages.

3. Right click in the area of the selected page(s) and select 'Print Pages.'



4. The print window will appear. Select the printer option Adobe PDF.



5. Select 'Print.'
6. The Save PDF File As window will appear. Navigate to where you would like the page(s) saved and name the PDF file.
7. Select 'Save.'
8. A new PDF file will appear with only the page(s) you selected in the Page Thumbnails.