


From:  Paul Lindgren  
Subject: How to Save A Tree!  
To:  
Cc:

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## **How to Save a Tree !**

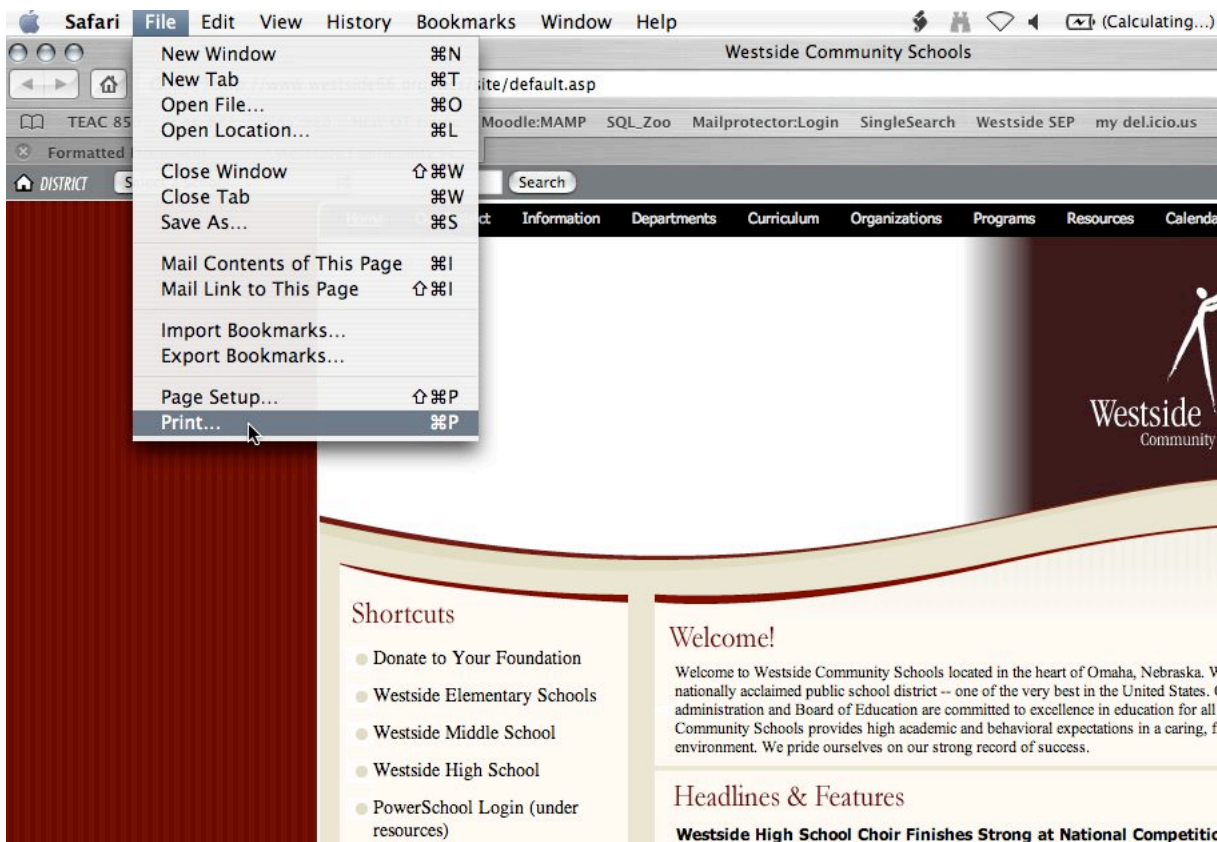
**Any website or electronic document on your computer can be:**

- **saved as an Adobe Acrobat (PDF) file**
- **opened in the Preview application**
- **annotated with notes of your choice.**

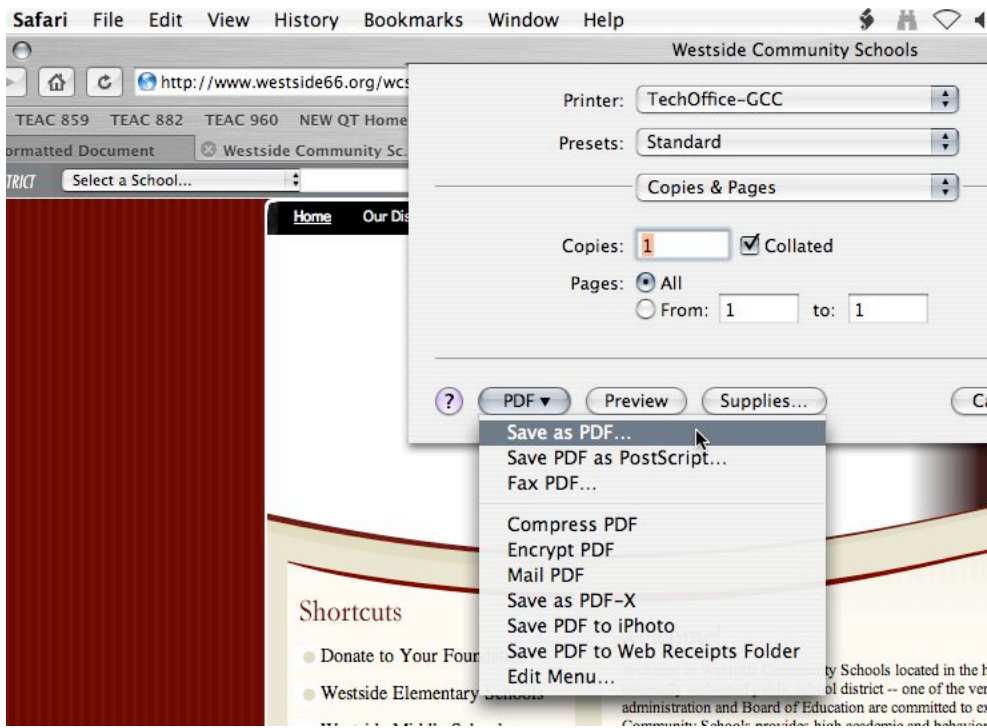
**Please use this strategy when you can--it can save a lot of paper....**

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1. Open any document or website.
2. Pull the FILE menu down to PRINT...

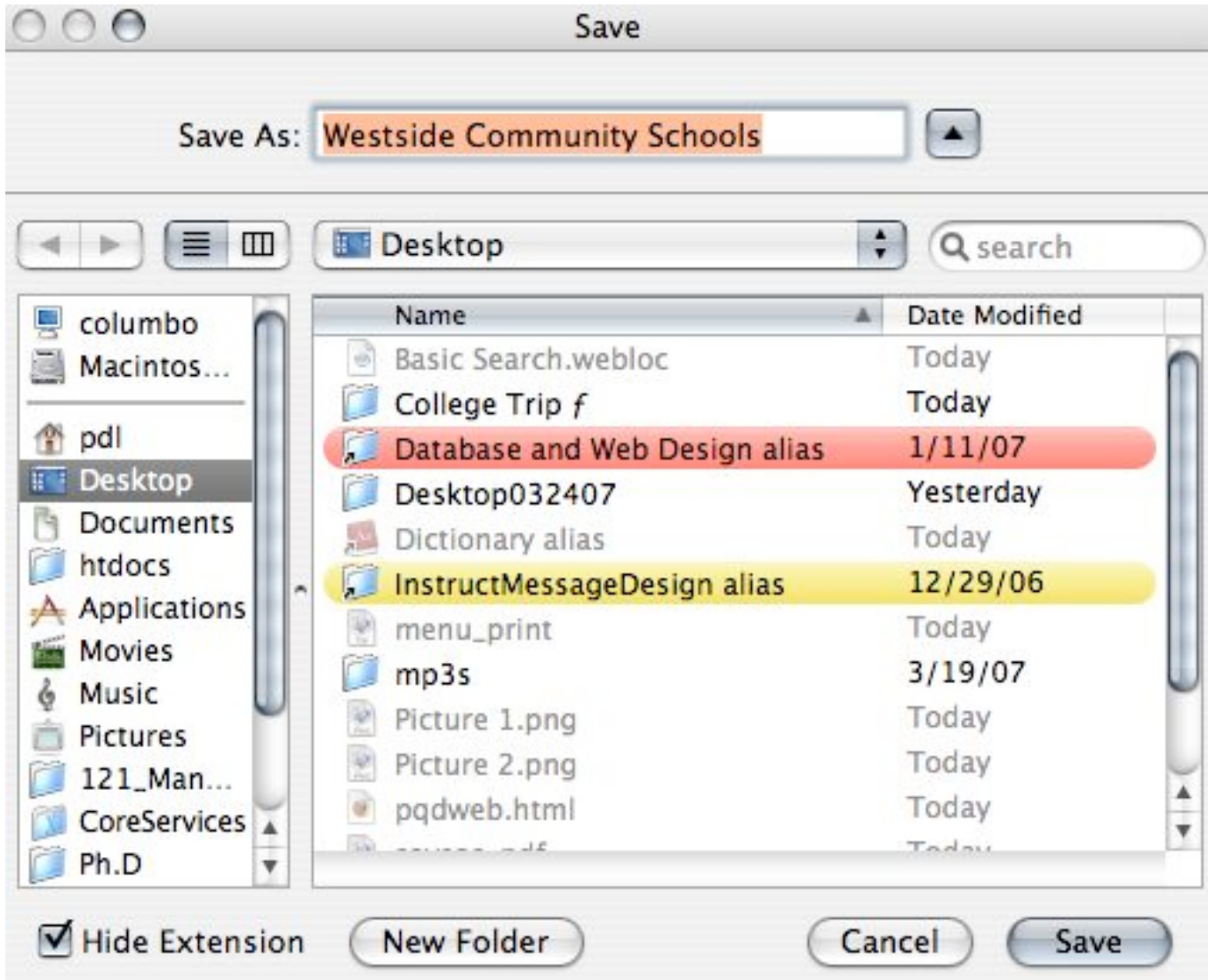


3. Click the PDF button and pull down to SAVE AS PDF....

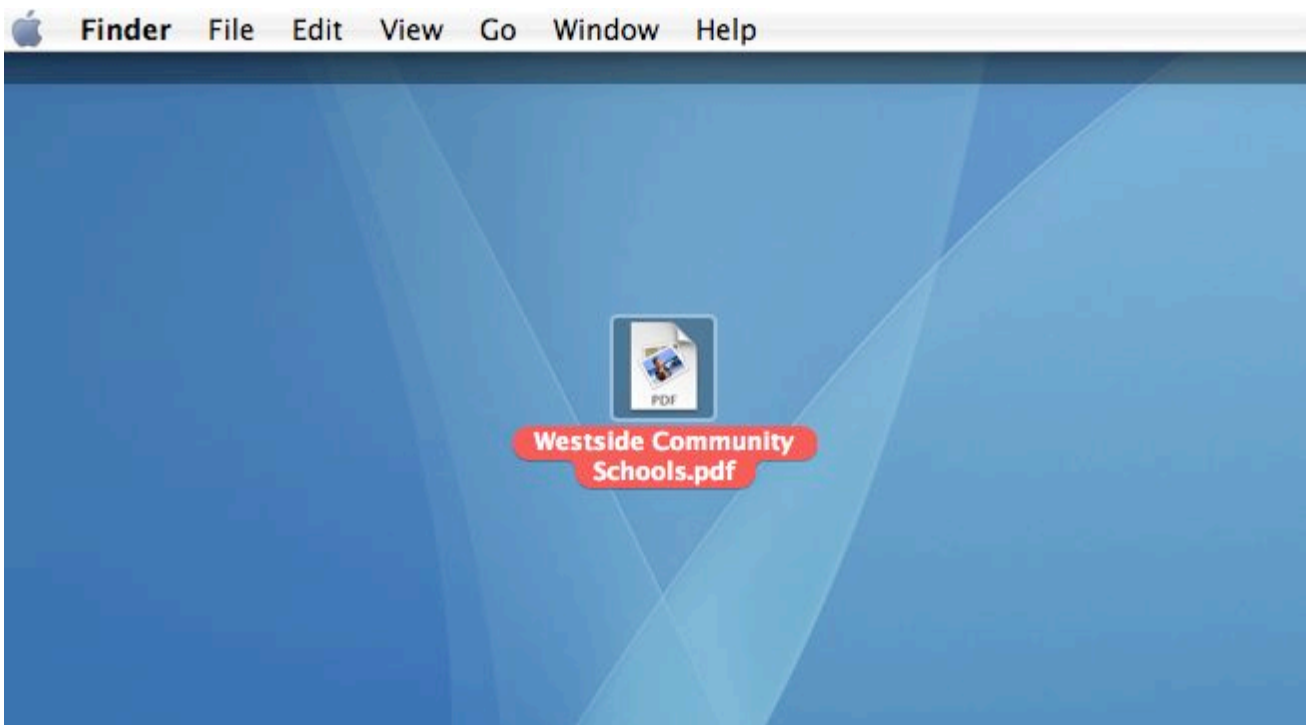


4. After giving the document a name and noting where it will be saved (the document

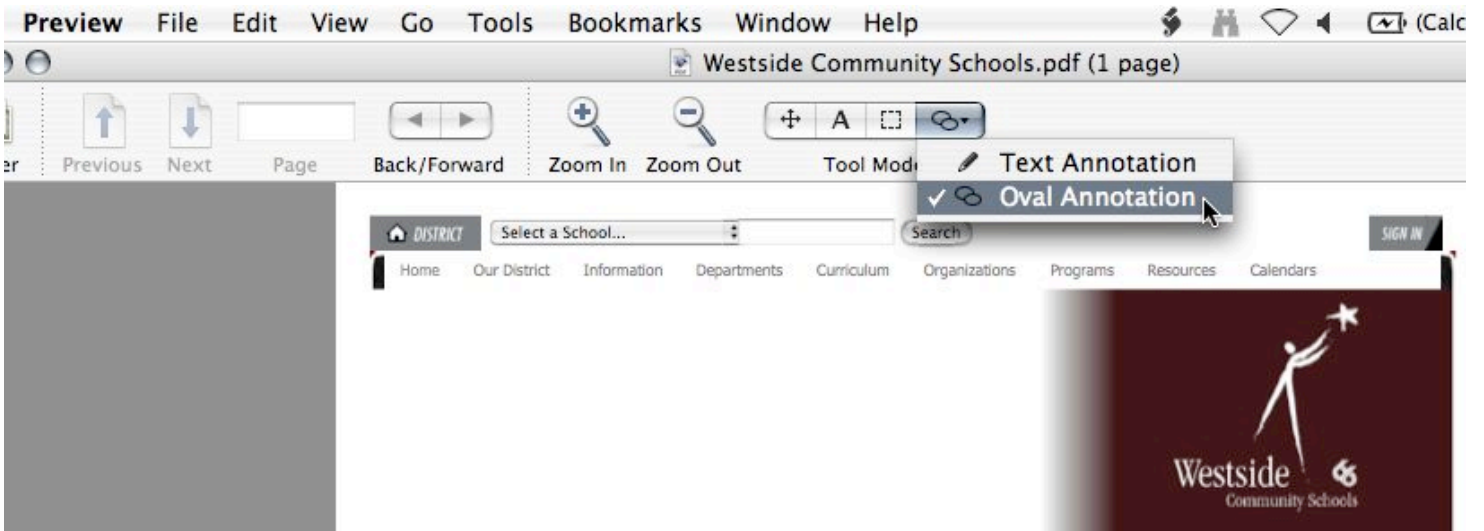
in the example below will be saved on the Desktop with the filename "Westside Community Schools"), click the SAVE button....



5. You now have a PDF version of the document that you can open and annotate...



6. Open the document in Preview and select the OVAL ANNOTATION TOOL....



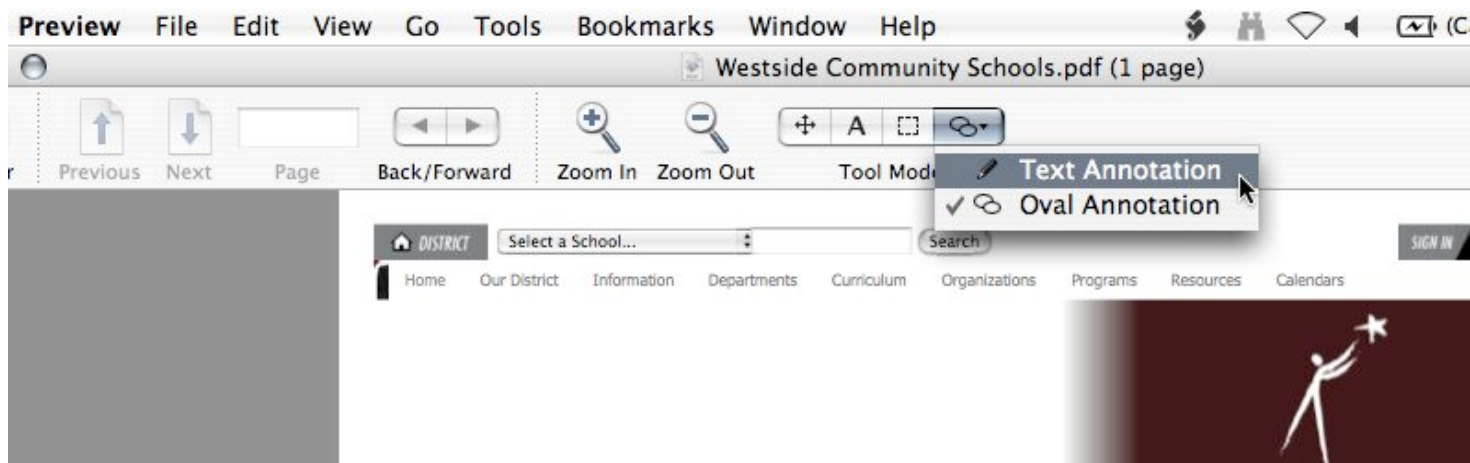
7. Click and drag to create a red oval to highlight an area. It can be resized and moved up until the document is saved....



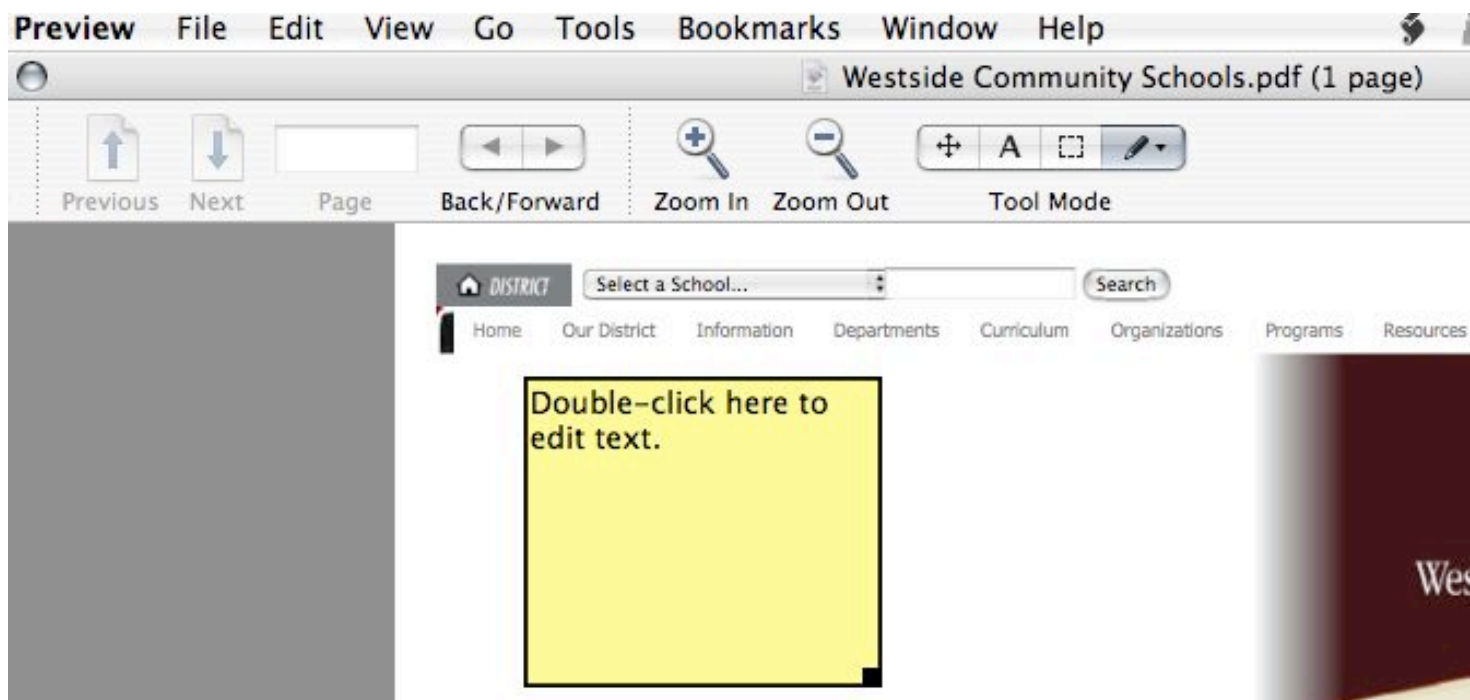
8. Click outside of the oval to de-select it....



9. Select the TEXT ANNOTATION TOOL....



10. Click and drag to create a sticky-like text area on the document....



11. You can create and type annotations in these areas....

You can create these sticky-like areas anywhere on the document and type annotations and notes. Once you click out of the box and save, the note becomes a PERMANENT part of the document.



## Shortcuts

- Donate to Your Foundation
- Westside Elementary Schools
- Westside Middle School
- Westside High School
- PowerSchool Login (under resources)

## Announcements

\*\*The next Teacher Collaboration day for Westside Community Schools will take place on Friday, March 30. All grade levels will dismiss at 4pm on that day.

You can add multiple notes and circles...

## Welcome!

Welcome to Westside Community Schools located in the heart of Omaha, Nebraska. Westside is nationally acclaimed public school district -- one of the very best in the United States. Our superior staff, administration and Board of Education are committed to excellence in education for all students. Westside Community Schools provides high academic and behavioral expectations in a caring, friendly environment. We pride ourselves on our strong record of success.

## Headlines & Features

### **Westside High School Choir Finishes Strong at National Competition**

Amazing Technicolor Show Choir Places Second at Showstoppers

### **Districtwide Census begins mid-March**

Community Club members will go door-to-door collecting information

### **VI-VI 2007**

Mark your calendar for VI-VI on October 6, 2007, a gala evening to celebrate Westside Community Schools' 60th anniversary and raise funds for the K-12 Performing Arts program. Click on the VI-VI 2007 heading to find out how to be involved.

### **Dollars for Scholars**

Nebraska Dollars for Scholars is a tuition assistance program for summer opportunities for District 66 students. It is administered by the Westside Foundation and coordinated by the Excellence In Youth Program of the Westside Community Schools. The program seeks to financially assist students that demonstrate high performance in the classroom and desire a summer academic experience.

12. **Clicking out** of the annotation areas and **saving the file** will make the additions permanent.