



## Completing a Rho Phi Document using Adobe Reader

**NOTE: you must have Adobe Acrobat Reader DC downloaded on your computer or have the extension on your web browser**

- 1) Go to Rho Phi's Website <http://www.rhophi.org>
- 2) On the left side of the page click on Chapter Documents link
- 3) Click on document you want to use: Request For Funds, Committee Report, Committee Financial Report and Delegate Expense Report.
- 4) When the form opens, complete the requested information.
- 5) You can now save the document or print it.

**Printing the document:**

- ◆ **When you have entered all of the required information, click on the printer icon on the upper right hand corner of the document**


The screenshot shows a web browser window with the URL "rhophi.org/pdf/committee\_report.pdf". The page displays a form titled "Rho Phi Chapter Committee Report" with the Rho Phi logo on the left. The form includes several input fields: "Committee Name" (containing "dkkkjkadfdkfdkfd"), "Chairman Name" (containing "dkfdkfdkfdka"), and "Reporting Period" (containing "ddd"). A note states: "Note: Report must be submitted by required deadline to be included in the monthly business meeting". Below the input fields are five checkboxes for report types: "Appoint members, establish goals, objectives and tasks", "Full Board Meeting Progress Report", "Midyear Board Meeting Progress Report", "Progress Report", and "Annual Conference Report". A section titled "Please List Major Activities or Goals Achieved Since Last Report:" is followed by a large, empty text area. The browser's address bar and navigation icons are visible at the top, and the Windows taskbar is at the bottom. A small "Open in Acrobat" button is visible in the top right corner of the document viewer.

- ◆ Select your printer
- ◆ Click on the Save button
- ◆ Your document should be sent to your local printer

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'committee\_report.pdf' and shows a form for a 'Rho Phi Chapter Committee Report'. The form includes fields for 'Committee Name', 'Chairman Name', and 'Reporting Period'. Below these fields are several checkboxes for report types: 'Appoint members, establish goals, objectives and tasks', 'Full Board Meeting Progress Report', 'Midyear Board Meeting Progress Report', 'Progress Report', and 'Annual Conference Report'. A section titled 'Please List Major Activities or Goals Achieved Since Last Report:' contains a large empty text box. A print dialog is open on the right side of the browser, showing 'Destination' set to 'Samsung ML-1740 (USB001)', 'Pages' set to '2 pages', and 'Pages per sheet' set to '1'. The dialog has 'Save' and 'Cancel' buttons at the bottom. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system tray in the bottom right corner displays the time as 1:38 PM on 7/28/2020.

## Saving document to a file

- ◆ Select Save AS PDF
- ◆ Click on the Save button
- ◆ File Explorer will open so you can name the file and save it to a specific folder.
- ◆ Once the file has been saved. You can open it in Adobe Reader , include in an email attachment or print it



### Rho Phi Chapter Committee Report

Committee Name:

Chairman Name:

Reporting Period:  Note: Report must be submitted by required deadline to be included in the monthly business meeting

Appoint members, establish goals, objectives and tasks

Full Board Meeting Progress Report

Midyear Board Meeting Progress Report

Progress Report

Annual Conference Report

**Please List Major Activities or Goals Achieved Since Last Report:**

Print 2 page:

Destination

Pages

Pages per sheet