

INSTRUCTIONS TO DOWNLOAD BOARD MATERIALS TO COMPUTER

The meeting materials are attached to this email in a compressed zip file and will need to be “unzipped” once they have been downloaded. Please follow the instructions below carefully:

1. Double click on the meeting link to bring up the folder window.
2. Click on the "Extract All Files" function (the wording could be slightly different based on what operating system you have; this function may also be listed under a menu such as the “File” menu) to bring up the Extraction Wizard.
3. Save the files to your desktop or folder of your choosing.

***Please note that each browser's download process may differ slightly but the basic function is the same.**

IT IS IMPORTANT THAT THE FOLLOWING STEPS ARE COMPLETED IN ORDER TO HIGHLIGHT TEXT AND MAKE COMMENTS IN THE MATERIALS:

1. Right click the board meeting folder and select Properties.
2. Click Read-Only to uncheck that box, click Apply and click Ok
3. When asked to Confirm Attribute Changes, select “Apply changes to this folder, subfolders and files,” and click Ok

INSTRUCTIONS TO DOWNLOAD BOARD MATERIALS TO IPAD

To download the materials into the Good Reader App:

1. Download the Good Reader app if you haven't already. It is \$5.99 in the Apple app store.
2. This is the Board meeting private landing page: <https://www.mdaprograms.com/board-meeting-agendas/>. Click on the meeting date, then click the link below.
3. Download the Zip file from the link. In the top right corner of your browser window, you will see a circle with a downward arrow in it. Click that icon and the file name below to download the file.
4. Click on the Zip folder. Click on the IFG Board Meeting folder that opens and click “Select” and then “Select All” at the top of the screen.
5. At the bottom of the screen, click “Move.”
6. A window will open that will include GoodReader. Click “GoodReader.” You may need to open “On My iPad” to see the GoodReader app.
7. Click Copy in the upper right-hand corner.
8. Open the GoodReader app and you'll find the agenda and links. Tap on the links in the agenda to view the attachments.

Questions regarding the meeting can be addressed by Cindy Hoogasian at choogasian@mdaifg.com or 800-860-2272, ext. 467.