

CREATING AN ELECTRONIC CLOSING BINDER

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WHAT YOU WILL NEED

- Adobe Acrobat (Full version – not Adobe Reader)
- Scanner
- Autorun Program such as [Autorun Wizard](#)
- CD-RW drive and software to create labels

WHAT YOU WILL DO

- Create an index in a word processor
- Graphics can be included
 - Click on Insert/Picture/From File (or other source)
 - Right click on image to format size
 - Click and drag image to desired position
- Print the index to Adobe Distiller to create a PDF version
- Open the Index in Adobe Acrobat and create Internet links and/or links to the documents listed in the index
- Create an Autoun file so that the index opens when the CD is inserted in the drive

CREATE AN INDEX

- Insert a picture or other graphics in the index: Insert/Picture/From File
- Type the index


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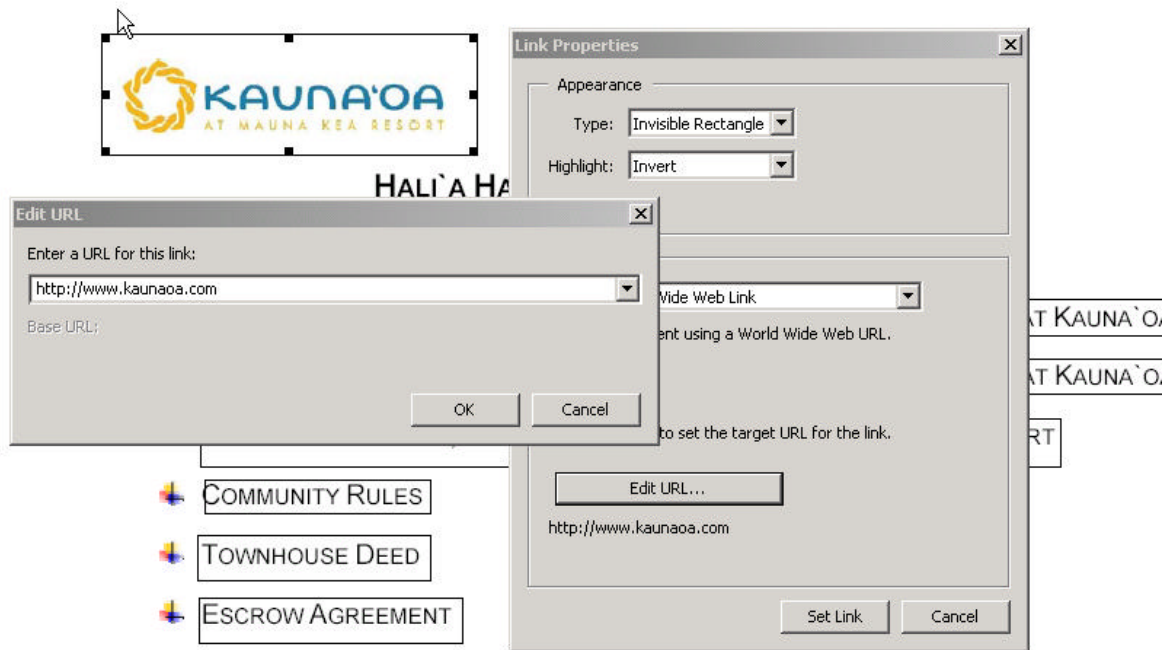


HALI'A HALE AT KAUNA'OA CONDOMINIUM

- ✚ DECLARATION OF CONDOMINIUM PROPERTY REGIME
- ✚ ARTICLES OF INCORPORATION OF APARTMENT OWNERS OF HALI'A HALE AT KAUNA'OA
- ✚ BYLAWS OF THE ASSOCIATION OF APARTMENT OWNERS OF HALI'A HALE AT KAUNA'OA
- ✚ NOTICE OF INTENTION, QUESTIONNAIRE AND PRELIMINARY PUBLIC REPORT
- ✚ COMMUNITY RULES
- ✚ TOWNHOUSE DEED
- ✚ ESCROW AGREEMENT

FORMAT THE INDEX IN ADOBE ADOBE WITH HYPERLINKS TO THE DOCUMENTS

- **CREATE AN INTERNET LINK.** Click on the Link Tool . A crosshair "+" will appear. Drag it around the area you want to be a link. When you release the mouse, the Link Properties dialog box appears. Select "Invisible Rectangle" for type "Wide Web Link" as the "Action." The "Enter a URL for this link" dialog will appear. Enter the URL and click on "Set Link" then OK



- **CREATE DOCUMENT LINKS.** All documents to be linked from the index should be in the same directory. Click on the "Link" tool. A crosshair "+" will appear. Drag it around the words you want to be the link and release the mouse. The Link Properties dialog box will open. Select "Invisible Rectangle" for Type and "Open File" for Action. Click on "Select File" and a file open dialog will open. Scroll to the file you want to open and click "Set Link" and OK.



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The "Link Properties" dialog box is shown with two tabs: "Appearance" and "Action". In the "Appearance" tab, "Type" is set to "Invisible Rectangle" and "Highlight" is set to "Invert". In the "Action" tab, "Type" is set to "Open File". Below this, there is a text instruction: "Click the Select File button to choose any file to open, including other applications." A "Select File..." button is present, and the "File" field shows "None". At the bottom right are "Set Link" and "Cancel" buttons.

Link Properties

Appearance

Type: Invisible Rectangle

Highlight: Invert

Action

Type: Open File

Click the Select File button to choose any file to open, including other applications.

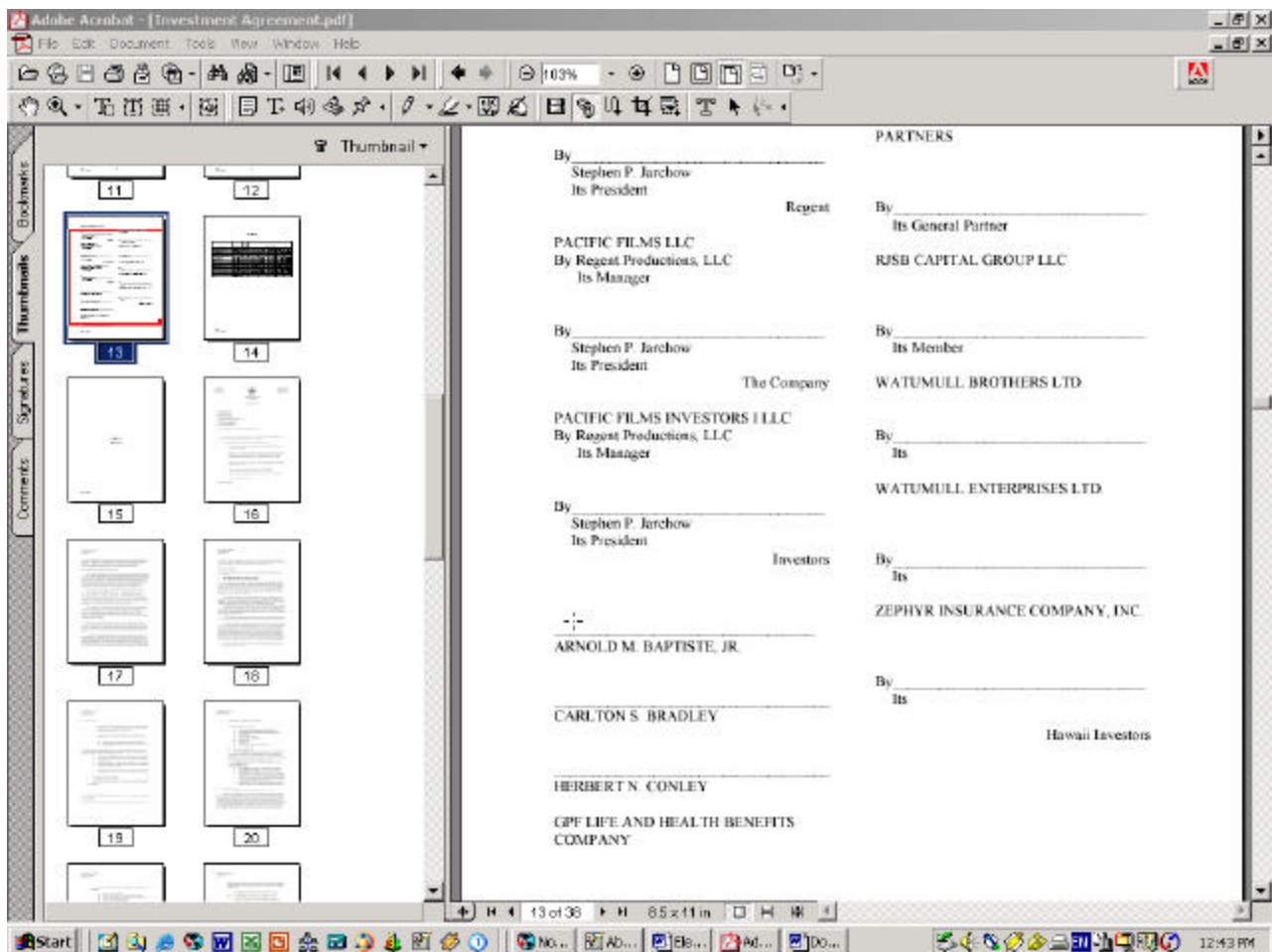
Select File...

File: None

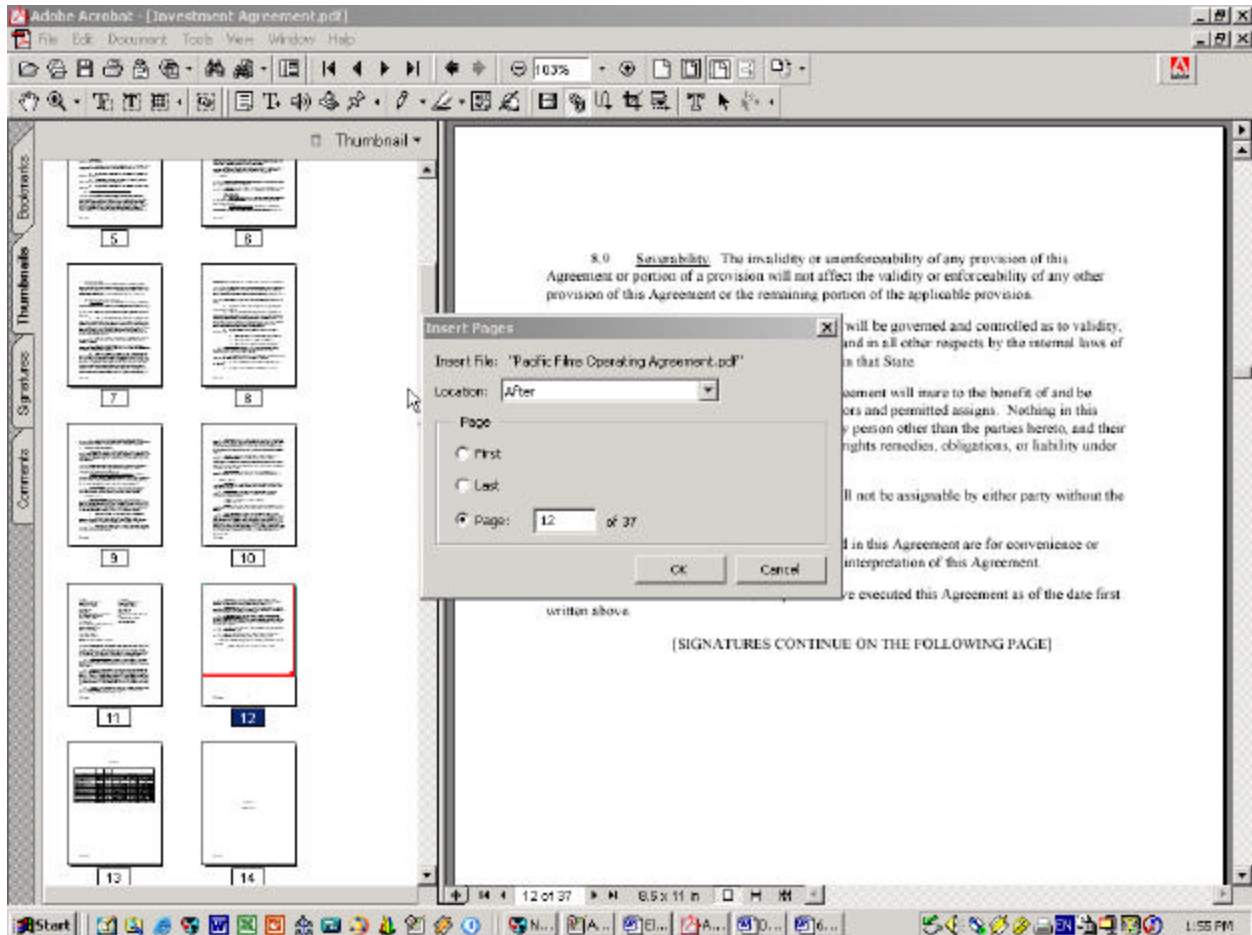
Set Link Cancel

INSERT SCANNED SIGNED PAGES IN THE DOCUMENTS

- Print all documents to go to the CD to PDF before execution. Pagination is printer dependent so documents to be e-mailed for execution will have different pagination if printed on different printers but will be the same no matter where printed if in image format.
- Delete the unsigned signature pages from the original PDF document by selecting "Thumbnails" and right clicking on the page to be deleted. Select "Delete pages" and hit enter. The page will be deleted.

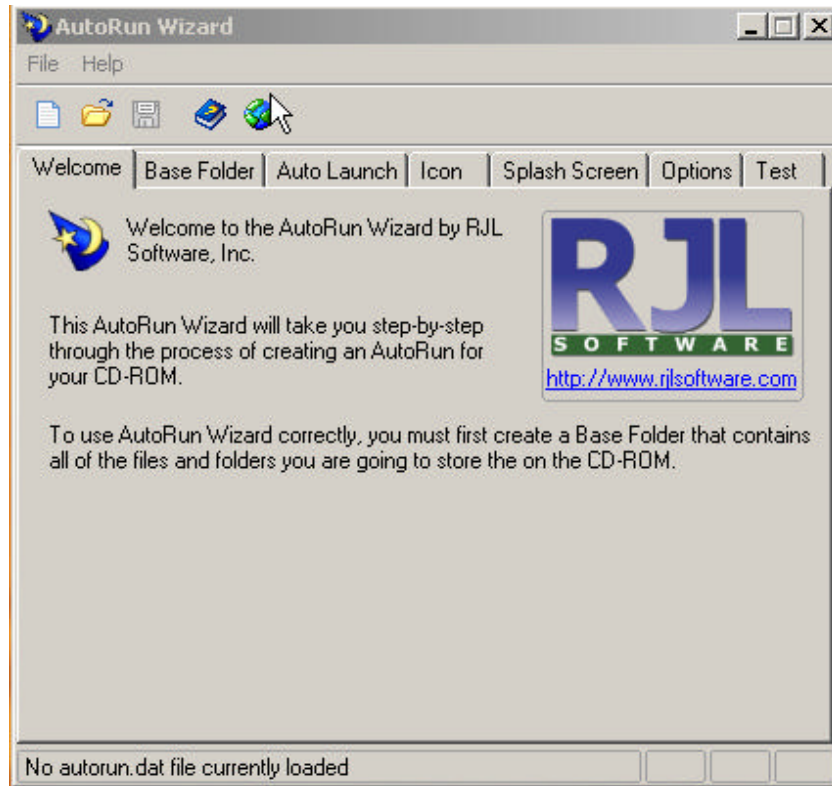


- **INSERT THE SIGNED PAGES IN THE DOCUMENT.** Scan the signed pages and save as a PDF file. Open the document in which you want to insert the pages in Adobe, click on "Thumbnails". Right click on the page after which you want to insert the pages and click on "Insert Pages." A file open dialog box will appear. Click on the file you want to insert and OK. A dialog box will appear asking if you want to insert the pages before or after. Select "After" and OK.

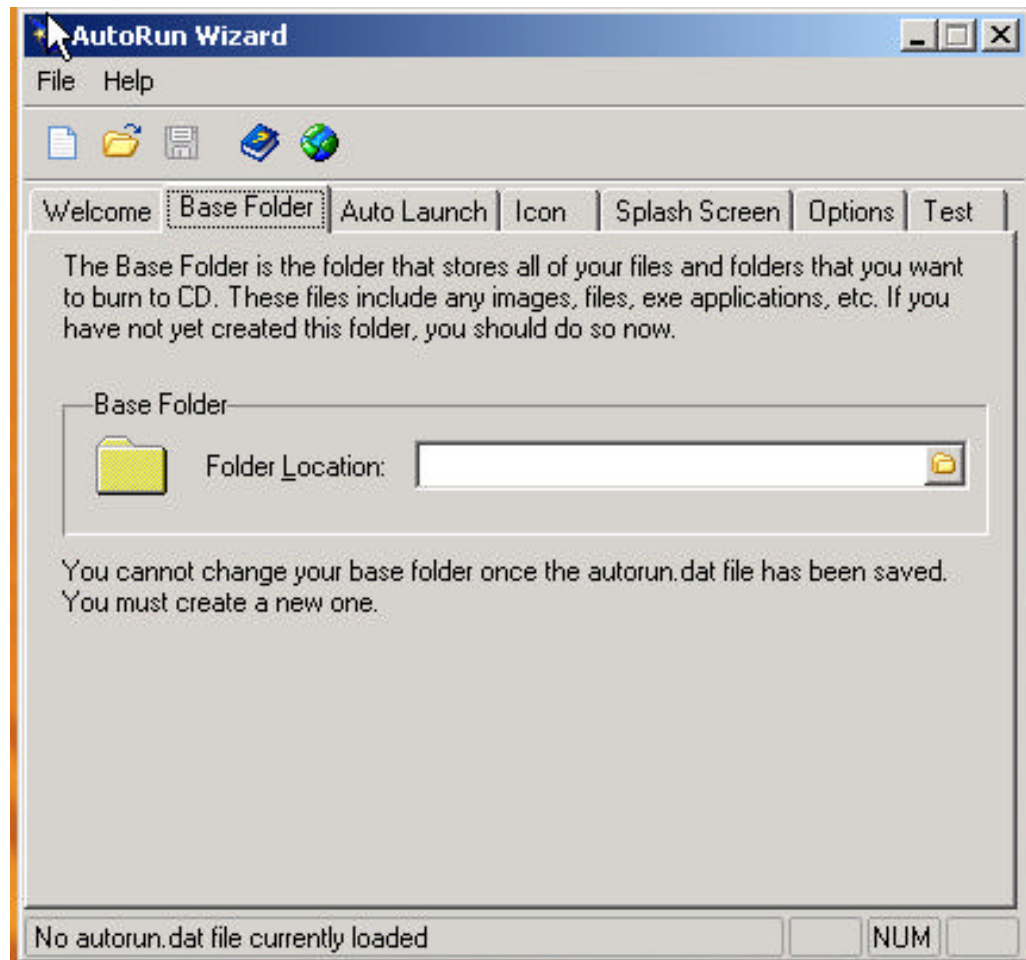


CREATE THE CD

- Create the Autorun Files using Autorun Wizard or similar product



- **SPECIFY THE BASE FOLDER.** Put all of your documents to go on the CD in this folder including the autorun executable and related files. Click on the yellow folder to the right of the window and a file open dialog box will open. Scroll to the directory where the documents are located and click OK.



- **SELECT THE FILE TO LAUNCH.** Click Autolaunch and “Launch a File Located on the CD-ROM” and specify the name of the file to launch when the CD is inserted the drive.



- **SAVE** the autorun files to the same directory as the documents to go to the CD
- **COPY** all of the files in the directory including the 3 autorun files you created to your CD and your CD will autorun the index
- **CREATE** CD labels