Field Requirements

►	**TITLE**	**Upper Case** Committee Letter – Item #: Short Title of item (i.e. **E-1 SAMPLE TITLE**)
►	**COMMITTEE**	**Upper Case** / Bold / Arial / Size 3 **(Use tool bar in e | Agenda text box)**
►	**SUBJECT**	**Upper Case** / Bold / Arial / Size 3 / Full Justify / Use Spell Check **(Use tool bar in e | Agenda text box)**
►	**DESCRIPTION**	Regular Case / Arial / Size 3 / Full Justify / Use Spell Check **(Use tool bar in e | Agenda text box)**

Copy & Pasting Text

Copy only plain text

- no hard returns
- no tables
- no bullets
- no numbered sequences

Numbered sequences or bullets can be added to the text within the e |Agenda text boxes.

Hint: HOW TO CREATE "PLAIN TEXT"

►***Click*** *Start button/All Programs/Accessories/Note Pad*
►***Copy*** *text from 'Word' document*
►***Paste*** *into 'Note Pad' window*
►***Copy*** *'again' from 'Note Pad'*
►***Paste*** *into appropriate 'Text Box' in e | Agenda*

Attachments

Attach the complete **'Board Agenda Item'**. **REMEMBER** supporting documents must be in '**PDF'** format. Repeat the steps as needed to attach multiple files. **File size is limited to 4 MB**.

If the file is confidential, click the check box directly below the file name. Only those users who are authorized to read confidential material will be able to view the file.

Review Agenda Item

The Item Author must view the 'Agenda Item' from the 'Agenda Composer' page for accuracy, formatting requirements, and proper attachments.

After review, if no changes are necessary,

► **Click** the **'back to agenda composer'** button

For Assistance email the **e | Agenda Help Team** at e-agenda@dadeschools.net