

CREATING AND UPLOADING BOARD OF DIRECTORS REPORTS

All U.S. JCI Senate officers, NVPs, Ambassadors, appointees, and committee chairpersons should be aware that reports that were previously printed and distributed at Board of Directors meetings are now available only in electronic form to read or download from our website on a schedule announced by our AVP. Providing these reports electronically will require some additional knowledge about computer operations, so please make note of the following.

1. Your first step is to write your report in Word or any other text editing software you may have, including WordPad.
2. Realizing that our web users have different word processing software at their disposal, we ask that you DO NOT upload files created with Word or similar software directly to our website. Use PDF (Portable Document Format) files instead to allow everyone to easily access the reports. Adobe Reader is all that is needed to read PDF documents, and it can be obtained easily and for free.
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