

## West Park Healthcare Centre Board of Directors Extranet – Downloading Documents

**Step 1 –** Once you are logged in, click the second “Board of Directors” link in the left hand vertical menu.

**Step 2 –** to access [Meeting Materials](#), click the “Meeting Materials” hyperlink next to the relevant Board Meeting date. To open “In Camera” documents, go to Step 6.

**Step 3 –** The PDF document will begin the download. Depending on the size of the document and the speed of your internet connection, it should take 10-20 seconds. You can see the download progress in the URL field at the top of your screen. When it has downloaded the document will appear in your screen.

**Step 4 –** To open the document in PDF Expert so you can have your own version for annotations etc., touch the middle of the iPad screen. A horizontal menu bar will momentarily appear near the top of the document screen with an “Open in PDF Expert” button. Click this. If the button disappears, just touch the centre of the iPad screen again.

**Step 5 –** The PDF document will now be open in PDF expert for annotation purposes. To learn how to use PDF Expert, please see the instruction sheet for it.

**Step 6 –** to access [In Camera Meeting Materials](#), click the “In Camera” hyperlink next to the relevant Board Meeting date.

**Step 7 –** A “Password” page will open. Type in the password provided to you by the Executive Office for this particular document. Click “Go” on your keyboard. Follow Steps 3-5 to annotate the document in PDF Expert.