

USCG AUX Form 7000 Helpful Tips

(The directions on the last page of the form answer many questions)

- Do NOT use the Form 7017 found in the Forms Warehouse. Form 7000, which replaces Form 7017, may be found at: <http://forms.cgaux.org/forms1.php>
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- Download Adobe Reader to be able to use the PDF form. The download is free.
- How do you add attachments? what everyone has to remember to do (and it only works on the pdf form) is in Adobe - go to the far right side with tools and click on comments (looks like a sticky note) - then go to the top of the page and click on the paperclip (attach file) - then go to the space you want to add an attachment and click there - and you should be able to save the roll call list.

You can also use this procedure to attach files to any other area of the form. For example, if you would want to attach a Calendar of Events, or a list of award recipients, you can attach the list to New Business, or the Continuation form – would save space on the report from itself, but be available for those that want to view the information.

To open an attachment, right click on the sticky note, or thumb tack and select “open file”

- What if I want to add a power point or picture? A PowerPoint or picture should not be attached to the minutes. If in some way it is related to the minutes and necessary to be incorporated, then like other related matters should be sent as a separate attachment. The whole point of minutes is to be brief, concise and informative.
- Pages 3 and 4 are “continuation pages” for Staff reports etc.
- Locking all report entries – THIS IS an OPTION and does not have to be used. To keep anyone from editing your report, you may “lock” it. When finished with the minutes click on “Lock” in the upper right corner of page 4. Enter a password and hit “set”. This locks the minutes and they cannot be edited.

To “unlock” the minutes, select “Unlock”, type in your password, and hit “set” This unlocks the minutes and allows you to edit them. If you forget the password, you will not be able to unlock the minutes and will need to do them over again.

- You must select a password that you will remember. The only way to “unlock” the minutes is with this password. Your Commander or their designee must also have the password.

ATTACHING A DOCUMENT

- Must be in Adobe/Adobe Reader

Click on “comments” icon on the right-hand Adobe tool screen

Go to tools across the top – click on icon that looks like a paper clip with a plus sign

Then, click on area to add the document – it will add an icon that looks like a thumbtack

To OPEN the document

Must be in ADOBE/ADOBE reader

Right click on document icon – looks like a thumbtack

Click open – file should open

Helpful Hints for Form 7000 MAC Operating System

How to read PDFs on Mac.

PDFs offer much more interactivity than typical document files. Learn how to open and read PDF files on your Mac without losing functionality.

Open the PDF file with the right application.

On a Mac, you can read PDFs in three simple steps:

1. Select the PDF and click File, then Get Info.
2. Choose the application you want to use to view the PDF.
3. Click Open.

On Mac computers, the default application for viewing PDFs is Preview. While this might allow you to read PDFs on a Mac, you’ll only be able to view it and won’t have access to any of the dynamic or interactive elements.

If you want to edit, use dropdown menus, or sign PDFs, it's best to open the file with software designed for PDFs, like Adobe Acrobat.

PDF reading controls for Mac.

Once you open the PDF with Acrobat, you'll have several options available to help you read through the document:

- **Read mode** hides the toolbars for a clear view of the page. Toggle with the Read Mode button in the View menu at the top or on the floating toolbar.
- **Full-screen mode** fills the entire screen with the PDF. Full screen mode is most often used for presentations.
- **Change themes** alters the PDF's background and font colors for a more pleasing reading experience. Choose between display themes — system, light gray, or dark gray.
- **Zoom** magnifies or decreases text size for easier reading. You can find the Zoom function on the top toolbar or in the View tab.

Whether it's official contracts or entertaining articles, PDFs make it easy to read any document on your Mac.