

1) Check that you have Adobe Acrobat PDF software. If you do not have the software, please click on the following link to download it to your machine. This link points to the version for MACs; be sure to select the correct operating system for your machine. There is no charge for the software.

<https://get.adobe.com/reader/otherversions/>

2) Download the attendance form that we sent you (email lisa@williamjamesassociation.org if you don't have these). Download it somewhere where you can find it easily. IMMEDIATELY rename this document as your "MASTER-Attendance....". It will automatically continue to save as a PDF. **This MASTER form is editable and will be the source document you use to print hard or digital copies.**

3) Enter the names and inmate numbers and any other info you need to include. You can save at any point. You can edit at any point. You can print a hard copy at any point.

4) **When you are ready to submit your attendance** with your invoice, be sure the info is correct and updated. Save the document (don't rename it, just save it!). Go to the pull-down menu, select "File" and then "Print". In the "Print" function dialogue box, there is an option to print to a PDF. Select this option. It may say something like "save to PDF"; select that option. Another dialogue box will appear requesting that you name this new document. Name this document with your contract number, Name and MONTH that you are invoicing for.

For Example: [17-99 - Bowers - SEPTEMBER](#)

5) Save it somewhere where you can find it. Attach that document with your invoice in and email to us.

6) REMEMBER to send the "printed" version of the document to us (not the MASTER). When returning to teaching, use the MASTER to keep your list updated (change the month, inmate changes, dates, etc.).

In summary, the MASTER PDF is like a Word document that you can always edit and save. Just like a Word doc, you can "print" the document at any time as a PDF (digital file). Note that the MASTER pdf is editable; the "printed" PDF is not.