# Submitting Documents to the Trustees Sharepoint Site



1. Create your document in word
2. Select the **Office Button**
3. Select **Publish**
4. Select **Document Management Server**
5. In **File Name**:
	1. First time: copy and paste:
	[**https://**trustees.wwu.edu](https://trustees.wwu.edu/)
	2. OR after first time: select **My Network Places** from the **Save in:** list on the left of the screen and then select [**https://trustees.wwu.edu**](https://trustees.wwu.edu/)
6. You’ll see the Sharepoint site appear in the file window. Scroll down the list to **Trustees Meeting Materials** and double click
7. Change the **File Name** to reflect the agenda numbering such as
“IV a Department Reports Alumni Relations” or whatever would uniquely identify your submission.
8. Change **Save as type:** to PDF
9. You may get a message saying the document can’t be saved because data is missing. Select OK and the document properties selectors will be loaded into your word document like this:
	1. **Title:** should be exactly the same as the agenda item such as
	“IV a Department Reports Alumni Relations” or whatever would uniquely identify your submission.
	2. **Document Status:** must remain Draft. DO NOT change this.
	3. **Document Type:** select the appropriate section of the meeting such as Agenda or Consent Item.
	4. **Primary Subject Matter:** This should be the division your material is representing.
	5. **Meeting Date:** The date of the Board Meeting this document will be presented at.
10. Then select the **Retry Save** button that is directly below the Document properties panel.
11. That’s it. Liz will get an email telling her your document has been submitted. She will change your document status to Current when it is ready to be viewed by the public.
12. View the live site at <http://trustees.wwu.edu> .

**Notes:**

If you don’t have Office 2007 – talk to Software Services and get it installed.

If you don’t see PDF as an option to save as – get the add-in for Office 2007 <http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en> ; click ‘Continue’, install Active X Control if requested, click ‘Download’ when presented, then follow prompts to complete installation.