

**KENAI CITY COUNCIL WORK SESSION
IPAD APP TRAINING
OCTOBER 16, 2019 – 5:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
COUNCIL MEMBER BOB MOLLOY, PRESIDING**

NOTES

Council present: H. Knackstedt, B. Molloy, R. Peterkin
Others present: City Manager P. Ostrander, City Attorney, S. Bloom, City Clerk J. Heinz

Council Member Bob Molloy called the work session to order at approximately 5:10 p.m. advising the work session was called for Council to receive training from the City Clerk on a more user friendly iPad app for Council packets.

City Clerk, Jamie Heinz, provided training for the Adobe Acrobat App including the following:

1. **Basic Operations**
 - Downloading a packet
 - Renaming a packet
 - Creating folders
2. **Working with Documents**
 - Opening and viewing a document
 - Bookmark view
 - Sub-bookmarks within the bookmark view
 - Annotation options
 - Annotation view

The work session adjourned at approximately 5:30 p.m.

Notes were prepared by:


Jamie Heinz, CMC
City Clerk

