

MASTER LIST of DOCUMENTS

- Scan all documents as individual files
- Using windows explorer you will rename all scanned files
- Move scans to public folder of Dropbox acct
- Create master list of all scanned documents in Microsoft Word
- From Dropbox web site – capture the link to each file
- With that link highlight each line on the Microsoft Word document
- Paste the link as a hyperlink for the matching text in Microsoft Word
- Save the document as a PDF file from Microsoft Word
- Upload the completed PDF file to the 4H web site