

INSTRUCTIONS FOR LISTENING TO AUDIO IN THE MINUTES

The attached minutes are DRAFT and not yet approved by the Borough Assembly. This is a PDF document that contains audio bookmarks. You can easily listen to any portion of the meeting! Because of differences in Internet browsers, **the simplest way to listen is to RIGHT CLICK to save the file to your own computer.** See additional attachment for instructions specific to various browsers.

- When right-clicking on the file, depending on your browser, select "save link as" or "save target as." It will ask you to decide where to save the document on your computer.
- After downloading the document, open it and click on any of the green arrows next to the agenda items and it will play that portion of the audio.
- Please note: Because of a quirk with Adobe Acrobat, you will most likely get the following message when you click on the first green arrow:

“Some features have been disabled to avoid potential security risks. Only enable these features if you trust this document.”

- You should see an “Options” button off to the right of that security message. Click on that and select “Trust this document one time only.” That will make it possible for you to open any of the arrows in the document without getting the security message. (Note: for some reason, clicking on the “Trust this document always” option doesn’t work.)

Please let the borough clerk know if you have questions.

NOTE: Unfortunately, Apple does not support audio-embedded pdfs, so you will not be able to listen to the sound using an iPad.