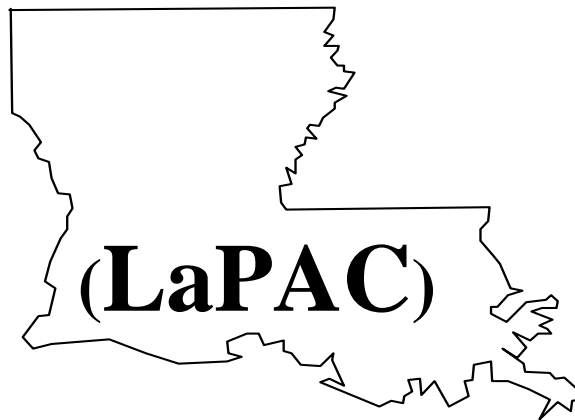


# **Louisiana Procurement and Contract Network**



**Self Study Guide**

**February 2008**



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### **INTRODUCTION**

This Self-Study Guide presents information that will provide you with all of the skills necessary to use the Louisiana Procurement and Contract Network (LaPAC).

### **Self-Study Guide Objectives**

After you complete the guide, you will be familiar with the following:

- The Public (Vendor) Menu and the Agency or User Menu
- How to navigate through both systems using all available tools.
- How to convert scanned and Microsoft Word documents into PDF format using Acrobat Distiller and PDF Writer.
- How to automatically post solicitation documents from AGPS
- How to manually post solicitation documents to the Internet.
- How to manually post addenda to the Internet.
- How to manually post award information to the Internet.

In addition, you will be able to guide your vendors in the use of this system and aid them in downloading the necessary software.

### **What you will find in this guide:**

- A table of contents
- Tips and Useful Hints
- A glossary for your reference

### **Equipment/Software Requirements**

Solicitations may be posted to LaPAC automatically from AGPS, or by using the direct entry process in LaPAC. Posting solicitations automatically from AGPS does not require any special equipment or software. However, the capability to view solicitations in LaPAC is dependent on having the following Equipment and Software:

- Personal Computer
- Modem or a direct access Internet Connection
- Internet Browser
- Adobe® Acrobat Reader (free software) required to view bid documents.

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Agencies who manually post AGPS generated solicitations will need a scanner and Adobe® Acrobat Writer to convert documents to PDF format (LaPAC will only accept PDF format). There are no special requirements for the scanner. Agencies who will manually post solicitations in a word processing format will need Adobe® Acrobat Writer to convert the documents to PDF format.

If the solicitation to be posted contains attachments that are not part of AGPS, or the agency is not an AGPS agency, the manual posting procedures are appropriate and Adobe® Acrobat Writer is needed.

### **Agency Set Up**

Before an agency can use LaPAC for posting solicitations, the agency must be set up in LaPAC. The requesting agency will complete ISIS Form ISF056 LaPAC Agency Security Administrator Setup Form, and submit it to OSIS. When the Agency and the LaPAC Agency Security Administrator have been set up in LaPAC, the LaPAC Agency Security Administrator will receive an e-mail notification that setup is complete. The form may be found on the OSIS web page.

### **AGPS Automated Posting**

Once an agency is set up in LaPAC, and the AGPS agency is authorized in AGPS to post, (LaPAC Post field on the AGCY screen is 'Y'), posting can begin.

Agencies will process solicitations in AGPS as usual. If the solicitation is to be automatically posted in LaPAC, the user will change the LaPAC Post? field on SDOC to 'Y' prior to setting the status code to final print. Once a solicitation is posted, all addenda to that solicitation will be posted automatically. When the solicitation or solicitation amendment document status goes to '361', AGPS will send the required data to LaPAC, and the solicitation will be posted. Once the posted solicitation is awarded, the award information will automatically be sent to LaPAC when the resulting order, change order, or contract is printed.

To view the solicitation document posted to LaPAC, refer to **THE PUBLIC MENU** section for instructions on how to find the document in LaPAC. The following table shows the information that will be sent from AGPS to LaPAC:

### **Manual Posting Using LaPAC**

The procedures contained in the sections beginning with **THE DEPARTMENT MENU** for posting solicitations and award information to the internet pertain to the manual posting of information directly in LaPAC. Any ISIS/AGPS agency can post solicitation and award information to LaPAC automatically by following the above Agency Setup and AGPS Automated Posting procedures.

### **THE PUBLIC MENU**

The LaPac Public Menu may be accessed by using the link from the Office of State Purchasing and Travel web page ([www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp)), or accessed directly at the following address: [www.prd.doa.louisiana.gov/osp/lapac/pubmain.asp](http://www.prd.doa.louisiana.gov/osp/lapac/pubmain.asp).

Navigating through the Public Menu of LaPAC is easy. To move around the site simply click on any active link (any text that is in color and underlined). The top of each screen contains links to all other sections within the Main Menu, so it is easy to go from one section to another. The Main Menu, furthermore, contains a brief description of what is in each section.

### **General Information**

Before starting, it is important to note that certain terms are used for brevity and are not intended to be exclusive.

- “Bid” and “Solicitation” are used interchangeably. These terms refer to any type of document that may be posted on LaPAC, including, but not limited to an ITB (Invitation To Bid), RFP (Request For Proposal), RFQ (Request for Quotation), and Construction Projects.
- The term “Addenda” or “Addendum” may refer to different types of amendments to the original document posted.

### **Tips:**

The TIPS section contains instructions on how to download and install Adobe Acrobat Reader and instructions on how to use the system. Most questions from the public concern the downloading, installation or configuration of the software, so it is a good idea to familiarize yourself with these procedures. See the section “[Downloading Adobe Acrobat Reader®](#)” on page 22 for complete step-by-step instructions.

### **Bids by Category:**

The Bids by Category section contains all of the solicitations by specific commodity groups. Simply click on the desired category to view all solicitations in that category. Note that the link is only active if there are solicitations available in that category (An active link is generally in color and underlined). The number of solicitations available is listed next to the commodity description. When you click on a specific commodity group, you will see the Bid number, Description, Date Issued, Bid Opening Date and Bid Opening Time. Statewide Term Contracts are listed in red; Agency Specific Term Contracts are in green; and Open Market Solicitations are in black. In addition, Special Instructions and any Addenda will be shown, where applicable, in this section.

If a particular solicitation is cancelled before the bid opening date, the document will remain in the system until the original bid opening date. If a solicitation is cancelled after the bid opening date, the bid will remain in the system for a period of thirty days after the cancellation date.

## **LaPAC Self Study Guide**

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### **Bids by Department:**

The Bids by Department section contains all of the solicitations for a specific agency. Only active links will be underlined and the number of solicitations by agency listed beside the agency name.

### **Search for Open Bids:**

The Search for Open Bids section allows a system search by various methods. You may select by department, or all departments. Likewise you may select a specific category or all categories. For example you may search to find all solicitations for the Office of State Purchasing for Food and Food Service Equipment with the key words sugar, rice, eggs. If there are solicitations that fit these criteria, they will be returned.

If you know specific date information on a solicitation, you may search a specified date range on Open Date, Cancel Date, Issue Date or Last Change Date. You must specify a date range and not a single date. Furthermore, the Open Date must be a valid date and cannot be a date prior to today's date. This is a useful tool, because it allows a search for documents since the last use of the system. It is not necessary to review or see the documents that have already been reviewed.

Use the Key Word function to search for words that may appear in the document title. Type up to five words that you wish to search. A match on any word, and that fits the other selection criteria, will result in that document being listed. Separate each keyword by a comma. To search for apples, oranges and grapes, type apples, oranges, grapes and then click on the Search key. If one or more documents meet the search criteria they will be shown. Use care when selecting your criteria. If you inadvertently select the wrong category key it will not show documents that may appear in the correct category.

### **Search by Bid Number:**

If you Search by Bid Number, the search will return any open solicitations, solicitations under review or awarded solicitations for a period of thirty days beyond the award date. It will also show cancelled solicitations until the original bid open date, if it is cancelled prior to the bid opening date or until thirty days after the cancellation date if cancelled after the bid opening date. Remember that the summary of a solicitation for a specific commodity will continue to appear in this particular section, even after the mandatory site conference date has passed. The bid number, however, will not be an active link to the document. This was done to prevent vendors from submitting a response for which they would not be qualified to participate.

### **INFO Louisiana Homepage:**

This link will bring you to the INFO Louisiana's home page. The address is <http://www.state.la.us>.

### **THE DEPARTMENT MENU**

The Logon screen for secure access to the Department Menu may be accessed by typing in the following address: [wwwprd.doa.louisiana.gov/osp/lapac/logon1.asp](http://wwwprd.doa.louisiana.gov/osp/lapac/logon1.asp).

#### **Logon Screen:**

The Logon Screen requires a User ID and Password. After entering these two security requirements, click the submit button to go to the Department Menu. See your Security Administrator for obtaining or changing passwords.

Navigating through the Department Menu of LaPAC is easy. To move around the site simply click on any active link (any text that is in color and underlined). The top of each screen contains links to all other sections within the Department Menu, so it is easy to go from one section to another. The Department Menu, furthermore, contains a brief description of what is in each section.

The Department URL is for posting, awarding, and cancelling solicitations on the web. Therefore, it is for the explicit use of state employees. Under no circumstance is the URL for this menu to be given to the public. While security measures have been provided, there is no reason which would justify providing this information to the general public.

#### **General Information**

Before starting, it is important to note that certain terms are used for brevity and are not intended to be exclusive. “Bid” and “Solicitation” are used interchangeably. These terms refer to any type of document that may be posted on LaPAC, including, but not limited to an ITB (Invitation To Bid), RFP (Request For Proposal), RFQ (Request for Quotation), and Construction Projects. The term “Addenda” or “Addendum” may refer to different types of amendments to the original document posted.

#### **Tips:**

This is an online guide to using LaPAC and contains much of the same information found in this training manual. Most of the questions relating to this system pertain to the Adobe Acrobat Reader software required to view and print solicitation documents and other information. It is strongly urged that each user of the system be familiar with the downloading instructions and be able to direct vendors to the TIPS Section for assistance in obtaining the necessary software. See the section “[Downloading Adobe Acrobat Reader Software](#)” on page 22 for complete step-by-step instructions.

### How to Manually Post a Bid to the Internet

1. Click on the Post Bid section and you will go to the screen entitled Posting Solicitations to the Internet. **The fields that are mandatory to complete are in light blue; those that are optional are in dark blue.**
  - **Bid Number**: Enter the Bid/Proposal Number as it appears on your solicitation document. The system will not allow a duplicate of a number that is currently in use.
  - **Description**: Make this section as descriptive as possible, because it will be used for a key word search. This need not be exactly the same as the bid document itself. A solicitation document for Agricultural Chemicals might be described as Agricultural chemicals, fertilizer and limestone. This will allow a search for all these items.
  - **Bid Opening Date**: This must be in mm/dd/yyyy format. The date must be at least three days from today's date and must be a valid date. If the date submitted is a Saturday, Sunday or Federal Holiday, the system will alert you to change the date.
  - **Bid Opening Time**: This must be in hh:mm format.
  - **Category List**: This is a drop down list and you may make the appropriate selection) NOTE: If you are unsure of the category, use the Reference Table For Commodity Class and LaPAC Category found in the Tips section of the Agency Menu.
  - **Commodity List**: This is a drop down list and you may make the appropriate selection.
  - **Special Instructions**: Type in any special instructions regarding this solicitation document. Examples are drawings or samples which may be required and location of a site visit. This also is an optional field.
  - **Type Solicitation**: Select Open Market or Term Contract. The default selection is the Open Market solicitation. OSP users have an additional choice of Statewide Term Contract.

If you have made an obvious error that cannot be corrected easily, click on the reset button to start over.

**Tip** The use of upper and lower case letters is suggested because it is easier to read than all upper case lettering.
2. Then click on Next. After clicking the Next button, you will be on a separate page, which shows the Document location/file name: (This is a browse function, which enables you to locate and attach the appropriate PDF file. If a browse function is not indicated, you may need a later version of your browser. See the section entitled "[Browser Information](#)" on page 24. The solicitation document will be scanned into your computer.) Click Browse, select a file to be uploaded, click Open, then click Next, and you are then

given the opportunity to review the actual bid document. (It may be necessary to select the all files function in your browser if it does not list pdf files as a file type.)

3. After reviewing the document, click the Next key to select one of three options. (This screen is entitled Verification of Bid Information.) You may then select one of the following options:
  - Post to the Internet (Both the solicitation document and the summary information are correct.)
  - Make Corrections-Incorrect field (such as category, open date, etc.)
  - Delete Everything and Start Over (The wrong bid document has been chosen or other major problems.)
4. Click on the Submit button to record your action.

**Important Tip:** It is extremely important that you now check the Public Menu to see that your document has been properly posted to the Internet. If, for example, you have entered all of the information, but exited the system prior to clicking on the Submit key, the document will not be posted to the Internet. This is a final check to ensure that everything has been done correctly.

### **How to Manually Post Addenda to the Internet**

The next section is the Post Addenda section. A click on this link will bring up the Posting Addenda to the Internet screen. If the solicitation document was posted automatically from AGPS, you will not be able to manually post an addendum to that solicitation.

1. Type in the Bid Number and click on Retrieve Bid. This will retrieve all information, which you previously entered for this solicitation. The addendum number will be automatically entered for you.
2. Next type in the Addendum Description and change any fields that are incorrect. If the addendum is issued to change the opening date it is necessary to change the open date field on this screen. If you fail to change the date, the solicitation document will disappear from the system on the original opening date. You may click the reset button to start over at any time or click on the next button.
3. After clicking the Next button, you will be on a separate page, which shows the document location/file name: (This is a browse function, which enables you to locate and attach the appropriate PDF file. The addendum document will be scanned on your computer.) Click Browse, select a file to be uploaded, click open, then click Next, and then you are given the opportunity to review the actual addendum document. (It may be

necessary to select the all files function in your browser if it does not list pdf files as a file type.) After reviewing the document click the Next key. This screen is entitled Verification of Addendum Information. You may then determine the option to select from the Verification of Addendum Information Screen. You again have three choices:

- Post to the Internet
- Make corrections
- Delete everything and start over

4. Click on Submit to record your action.

**Important Tip** It is extremely important that you now check the Public Menu to see that your document has been properly posted to the Internet. If, for example, you have entered all of the information, but exited the system prior to clicking on the Submit key, the document will not be posted to the Internet. This is a final check to ensure that everything has been done correctly.

### **Bids Under Review:**

This section will list all manually posted solicitation documents for a given purchaser/contract officer after the opening date has passed. It will list only those documents that you have manually entered into the system. If someone else has entered the information for you, it will not be listed on this screen, but you can access the document using the Search for Bids Under Review function. From this section there are two choices **Award** or **Cancel**. If an award is to be made, the Award Solicitation Screen will appear. Follow the directions for posting this information. If a solicitation document is to be cancelled, the Cancel Solicitation Screen will appear. Enter the date cancelled and click on the Submit key to record your action. You may also cancel this screen if it was accessed in error.

### **How to Search for Bids under Review:**

Use this section when a solicitation is to be awarded, cancelled or edited. Type in the bid number and then make the proper selection. Follow the instructions for each screen. This section may be used to retrieve bids under review and then post Award Information, Cancel the Solicitation or Edit previously entered Award Information. If the solicitation was automatically posted from AGPS, you will only be able to manually cancel it. See the next section for more detailed information on these functions.

### **How to Manually Post and Edit Award Information to the Internet:**

Once a bid has been opened, the award information should be posted, or the bid cancelled. Purchasers/contract officers may review all of their solicitations under review by clicking the Bids Under Review button on the Main menu. This screen will list only those documents that you manually posted in LaPAC. The solicitation number and description will appear for each open solicitation. Purchasers/contract officers may choose to post the award information or cancel the solicitation from this screen.

If the solicitation has been awarded, click the Award button to record the award information. This will open the Award Solicitation screen. The mandatory fields to complete are the date awarded in mm/dd/yyyy format, the contractor name and the amount. Do not include the "\$" sign in the amount field as it will be formatted with the \$ sign for you. The amount field may also contain text. After completing the necessary information click on the submit button to record the action.

If the solicitation will not be awarded, it may be cancelled by clicking the Cancel button. This will bring up the Cancel Solicitation screen. Enter the Date Cancelled in mm/dd/yyyy format and click the submit button to record the action. Cancelled solicitations will appear on the Internet until the original bid opening date if the solicitation has been cancelled before the opening date. If the solicitation has already been opened, it will appear for a period of thirty days after the cancellation date.

Purchasers/contract officers may also decide to use the Search for Bids Under Review button. Enter the solicitation number and choose one of three options. The Awarded button will open the Award Solicitation screen mentioned previously. Follow the directions listed above. The Cancelled button will, likewise, open the Cancel Solicitation screen. Follow the directions listed above. These screens will not activate if the solicitation has been awarded or cancelled previously. A message will appear informing the purchaser that the solicitation has been cancelled or awarded previously. To change any of these previous actions use the Edit Award Info button. If the wrong solicitation number was awarded or cancelled, delete all fields and click the submit button. If a minor change needs to be made, such as the wrong dollar amount, change the information and click the submit button. This will change the information. The Edit Award Info screen will not activate unless the solicitation document has been awarded or cancelled. If the solicitation was automatically posted from AGPS, you will only be able to manually cancel it.

### PROCEDURES FOR CONVERTING FILES TO PDF FORMAT

In converting files to PDF format, the following procedures were developed to optimize readability, scanning, printing, and download time. If you are working with these procedures for the first time, make sure you do steps 1-3 first. These procedures consist of:

1. [Creating the "POST" work folder and desktop shortcut](#) - This will create the work folder called "POST". This folder will store all documents not posted to the internet.
2. [Create Shortcut to Acrobat Distiller](#) - This will create a shortcut to the distiller so that the user will have easy access to the program.
3. [Customize Adobe Acrobat](#) - This will allow the user to customize the distiller so that it will work with the procedures in this document. It will also create a work folder called "OUT" inside of the "POST" work folder. This is where the documents posted to the internet will be stored. It will also allow the user to purge all documents in the "OUT" work folder older than 7 days by activating the distiller through the desktop shortcut.
4. [Scan a document using Adobe Acrobat 4.0](#) - Instructs the user on how to use Adobe Acrobat to scan in a document. This step should be used with step 5 to minimize the size of a document.
5. [Converting scanned black and white documents to PDF format using the distiller](#) Instructs the user on how to use the distiller to save in .pdf format. By using the distiller printer instead of Acrobat PDF Writer, we can shrink the size of a scanned document file by 35%-45% with virtually no loss image quality.
6. [Converting Microsoft Word documents to PDF format](#) - This will allow the user to convert Microsoft Word documents into .pdf format by using Adobe Acrobat PDF Writer. The Writer works better with the word documents than the Distiller.
7. [File Name Procedure](#) - Instructs the user on a suggested naming convention that can be used for the Louisiana Procurement and Contract Network (LaPAC).
8. [Posting Procedures](#) - Instructs the user on storing documents prior to and after the posting process.

#### **1. Creating the "POST" work folder and desktop shortcut**

- 1.1 Click on "[My Computer](#)" on your desktop.
- 1.2 Once the "[My Computer](#)" window appears, click on "D:"

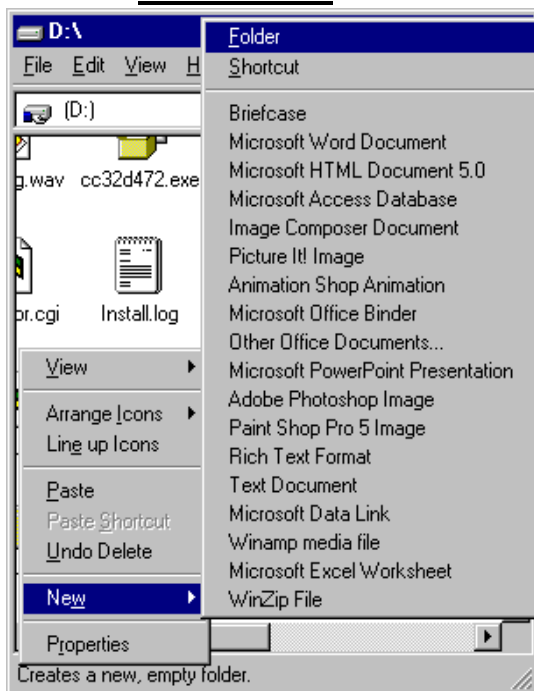
## LaPAC Self Study Guide

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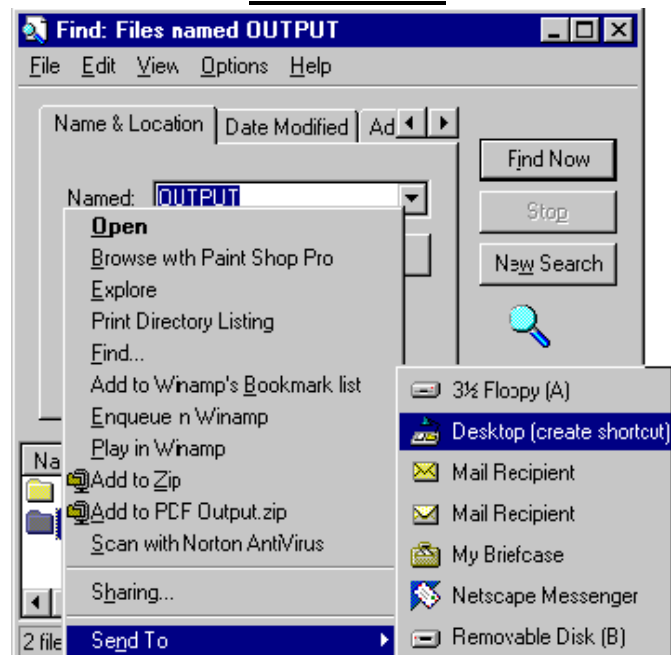
- 1.3 Once the "D:" window appears, make sure your mouse cursor is not on any icons (in the D: window) then single right click (see illustration 1a). A gray box will appear.
  - 1.3.1 Move the mouse cursor to "New", a second gray box will appear.
  - 1.3.2 Move the mouse cursor to "Folder", a folder will appear in the "D:" window.
  - 1.3.3 Type in "POST" for the folder name.
  - 1.3.4 Press enter
- 1.4 Right click on the "POST" folder, a gray box will appear (see illustration 1b)
  - 1.4.1 Move the mouse cursor to "Send to".
  - 1.4.2 Move the mouse cursor to "Desktop(create shortcut)", then left click.

You have just created the work folder called "POST" and a shortcut to that folder. The shortcut, located on your desktop, will allow you easy access to the "POST" folder and its contents. It keeps the user from having to go into the D: directory every time you need to access that folder.

**Illustration 1a**



**Illustration 1b**

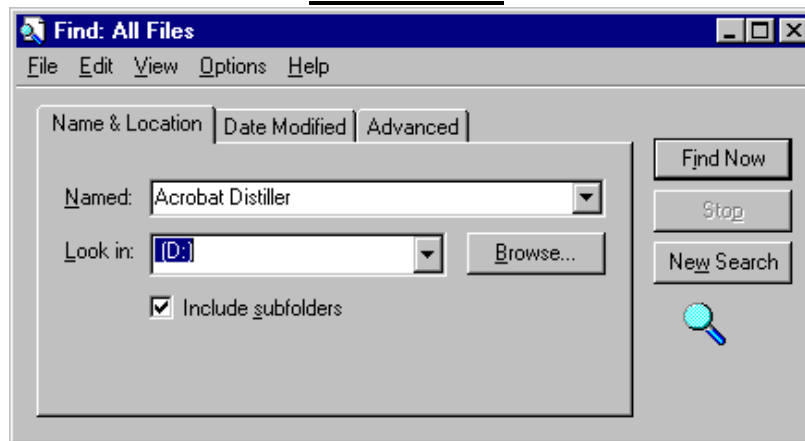


## 2. Create Shortcut to Acrobat Distiller

- 2.1 Click on "Start" at the bottom left of the screen.
- 2.2 Move the mouse cursor to "Find", then to "Files or Folders", then left click.

- 2.3 The "Find: All files" window will appear, type "Acrobat Distiller" in the "Named" field. (See Illustration 2a)
- 2.4 Change "Look In" Field to "D:" by:
  - 2.4.1 Clicking on the down arrow on the right of the field.
  - 2.4.2 Moving the mouse cursor to "D:", then left click
  - 2.4.3 Click "Find Now"\*\*If the document does not appear in the bottom text box, repeat 2.1-2.4 and replace D: with C:
- 2.5 Acrobat Distiller will appear in the bottom text box, move the mouse over the icon and right click.
- 2.6 Move the mouse cursor to "Send To" , then to "Desktop(Create Shortcuts)", then left click. The shortcut is now located on your computer's Desktop.

**Illustration 2a**



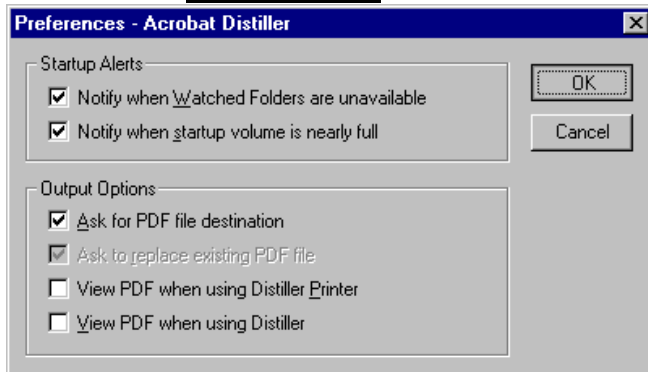
### **3. Customize Acrobat Distiller**

- 3.1 Open Adobe Acrobat Distiller.
- 3.2 Click on "File" in the toolbar (see illustration 3a).
  - 3.2.1 Move the mouse cursor to "Preferences", then left click.
  - 3.2.2 Once the "Preferences -Acrobat Distiller" window appears, ensure that the following instructions have check marks by them.
    - Notify when watched folders are unavailable.
    - Notify when starting volume is nearly full.
    - Ask for PDF destination.
  - 3.2.3 If any others have the check marks, remove them by clicking on the check box.
- 3.3 Click on "Ok."
- 3.4 Click on "Settings" (see illustration 3b).

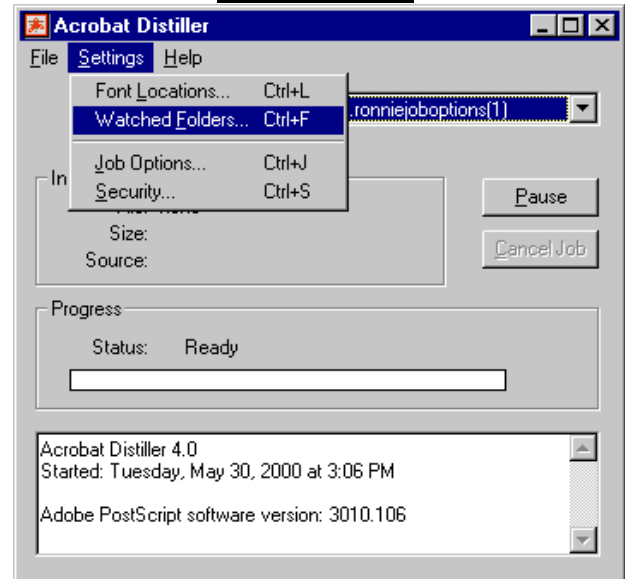
- 3.4.1 In the submenu, click on "Watched Folders". The window "Acrobat Distiller Watched Folders" will appear.
  - 3.4.2 Click on the "Add" button on the right side of the window (see "Add" button in illustration 3c).
  - 3.4.3 Click on "D:."
  - 3.4.4 Click on "POST."
- 3.5 Click "Ok."
  - 3.6 Ensure the small box to the left of the "Delete output files older than" sentence is checked off (see illustration 3d).
  - 3.7 Type "7" in the box to the right of the "Delete output files older than" sentence.
  - 3.8 Click on "Ok" at the top right hand side of the window.

This will create an "IN" and an "OUT" folder inside the "POST" folder. You can ignore or delete the "IN" folder. Every time the distiller is activated (through the desktop shortcut), it will clean out (or delete) all the documents in the "OUT" folder older than 7 days.

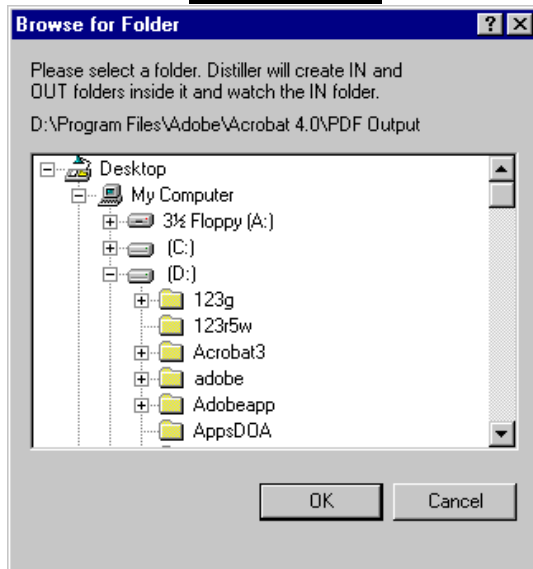
**Illustration 3a**



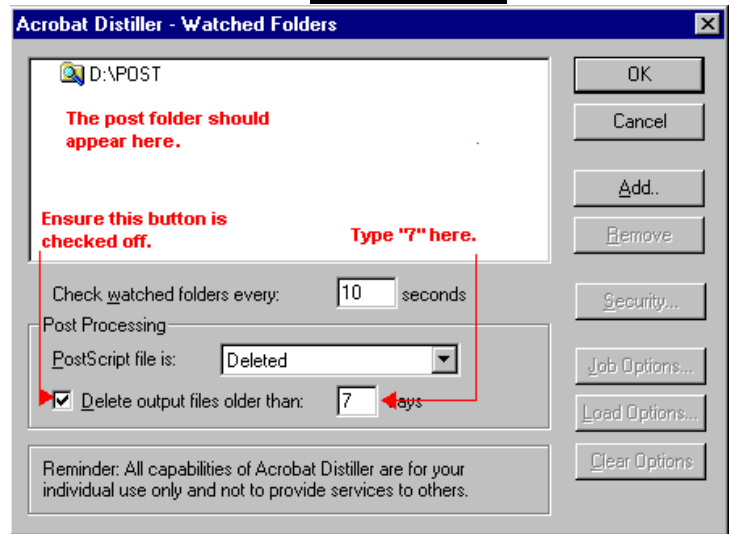
**Illustration 3b**



**Illustration 3c**



**Illustration 3d**



## 4. Scan a document using Adobe Acrobat 4.0

These procedures are written for a HP Precision Scan Pro 1.0 scanner and may vary depending on the scanner you are using.

- 4.1 Open Adobe Acrobat 4.0 (see illustration 4a).
  - 4.1.1 Click on "File" in the toolbar.
  - 4.1.2 Move the mouse cursor to "Import."
  - 4.1.3 Move the mouse cursor to "Scan", then left click.
  
- 4.2 The "Adobe Acrobat Scan" window will appear (see illustration 4b). Select HP Precision Scan Pro 1.0 scanner in the device field by:
  - 4.2.1 Left clicking the down arrow on the right side of the device field.
  - 4.2.2 Move the mouse cursor over "HP Precision Scan Pro 1.0", then left click.
  - 4.2.3 Click "Scan."
  
- 4.3 The "HP Precision Scan Pro" window will appear (see illustration 4c). Ensure the feeder switch (located on the feeder tray) is placed in the 1st ,or inactive, position. Now you have to scan the document by:
  - 4.3.1 Clicking on the "Output Type" in the toolbar.
  - 4.3.2 Move the mouse cursor to "Black & White."
  - 4.3.3 Move the mouse cursor to "Bitmap", then left click.
  - 4.3.4 See the scanner to determine weather you need to load the document face up or face down (depicted by a picture located on the feed tray). Load the feeder tray and set the feeder switch (located on the feeder tray) into the 3rd, or active, position.

\*\*If an ADF window appears, ensure the window's settings are still on black and white and with 300 resolution. If you did the letter settings on [page 20](#) (to scan letter size documents), then load them using the load settings button in the window. Then click scan (You may skip instructions 4.3.5 and 4.3.6).

4.3.5 Click on "Scan" in the toolbar (see illustration 4d).

\*\*If you have performed the steps on [page 20](#) (to scan letter size documents), use the "Load Settings" button to select the letter setting for the scanner.

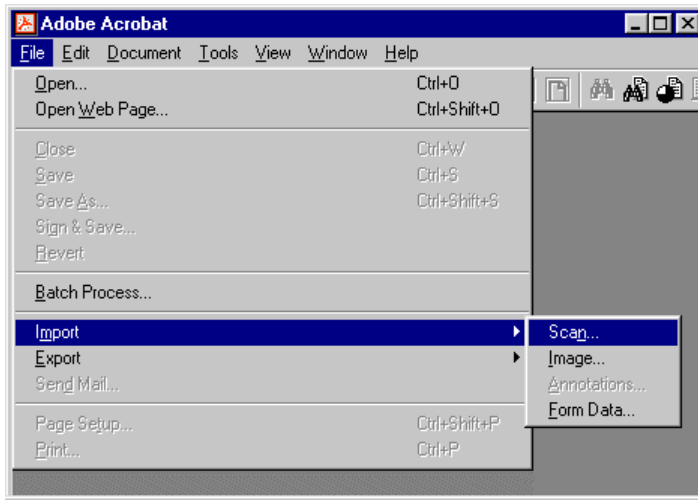
4.3.6 Move the mouse cursor to " Place Image", then left click. The document will begin scanning.

4.4 Once all of the documents in the feeder tray have scanned, the "Adobe Acrobat Scan" window will appear. If you have more pages to include in the document, click on next and repeat steps in 4.3. Otherwise, click "Done" (see illustration 4e).

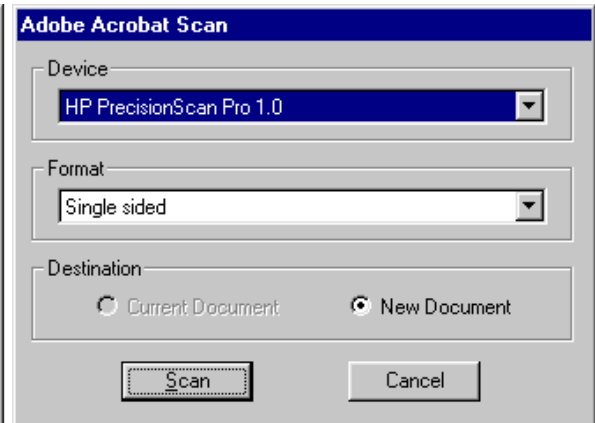
The HP scanner with Automatic Document Feeder (ADF) is not equipped to scan letter size documents (only legal). However, you can manipulate the software to perform this task. See [page 20](#) for instructions.

Once you have completed these steps, you are ready to distill (save) the document. To go to the distiller instructions, click [here](#).

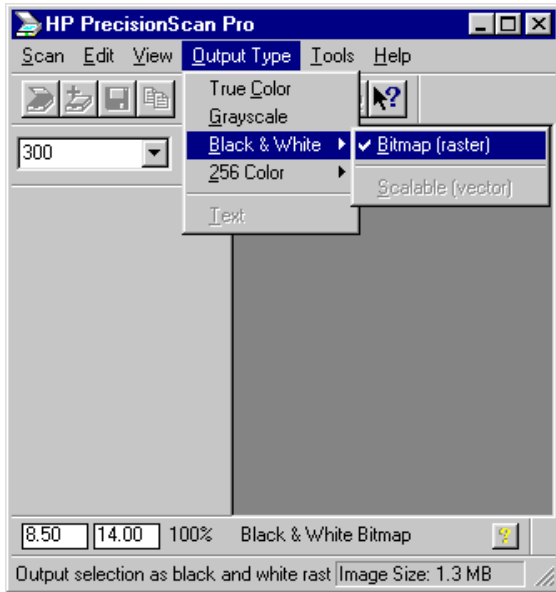
**Illustration 4a**



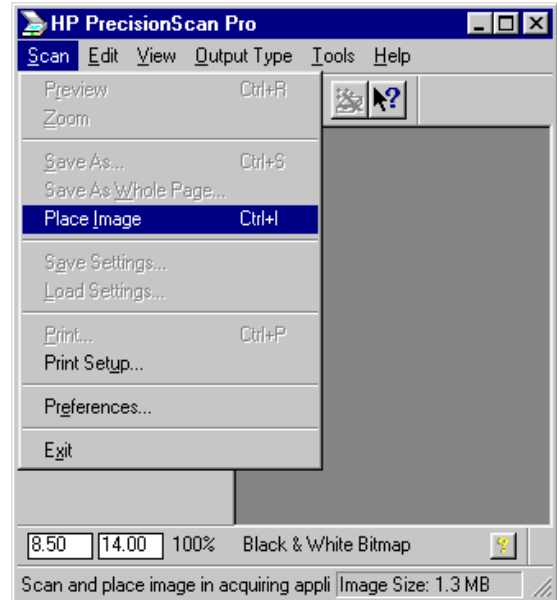
**Illustration 4b**



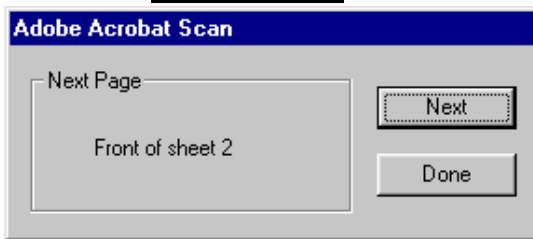
**Illustration 4c**



**Illustration 4d**



**Illustration 4e**



**If you are finished, click on "done."  
If you have more pages to scan in  
the same document, load feeder  
tray and click on "Next".**

**5. Converting scanned black and white documents to PDF format using the distiller**

- 5.1 Click on "File" (see illustration 5a).
- 5.2 Move the mouse cursor to "Print", then left click.
- 5.3 The "Print" window will appear (see illustration 5b). Select Acrobat Distiller in the "Name" field by:
  - 5.3.1 Clicking the down arrow on the right side of the field
  - 5.3.2 Move the mouse cursor over "Acrobat Distiller", then left click.
- 5.4 Click "Ok."

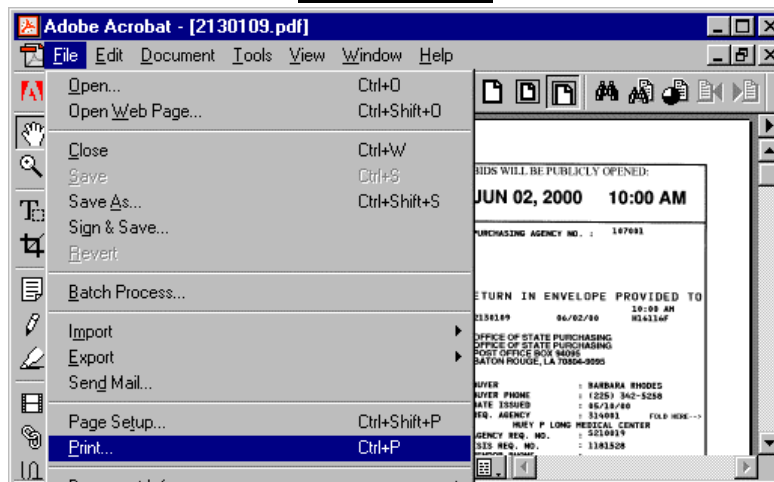
## LaPAC Self Study Guide

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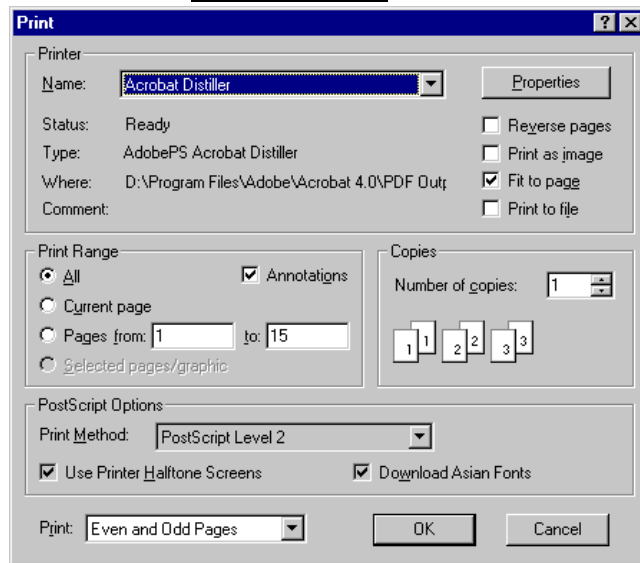
- 5.5 Once the distiller is finished printing, the "Save PDF file As" window will appear (see illustration 5c).
- 5.5.1 Click in the "Save In" field, find "D:" and click. This will set the "Save In" field equal to the D: drive (the location of the work folder "POST").
- 5.5.2 In the directory window just below the "Save In" field, find the work folder "POST" and double click on it. This will open the folder. Verify that "POST" now appears in the "Save In" field. If not, repeat Step 5.5.
- 5.6 Using the [File Naming Procedure](#) on page 19, type the name of the document into the "FILE NAME" field.
- 5.7 Click on "Save."

This will save the pdf document in the "POST" work folder. If you need to access this folder, you can use the desktop shortcut. All files not posted to the internet will remain in this folder. Once you close the Acrobat window, it will ask you to save "Untitled.pdf". Simply click on "NO"

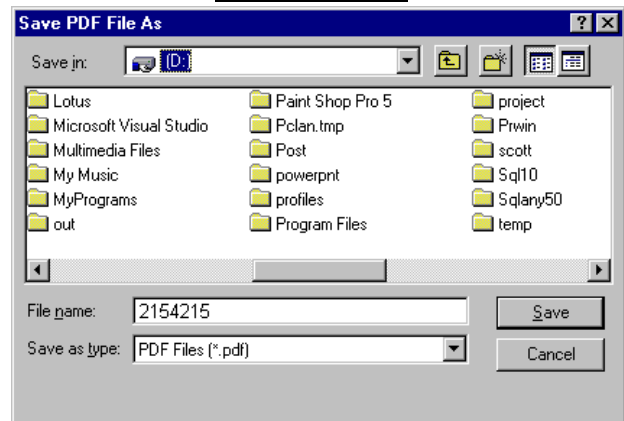
**Illustration 5a**



**Illustration 5b**



**Illustration 5c**

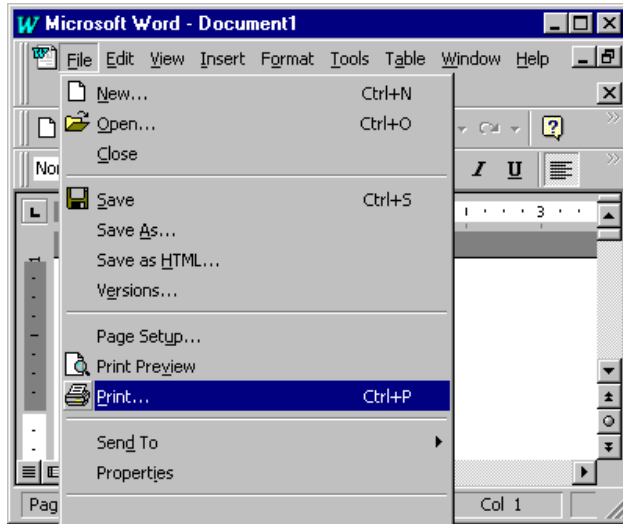


## 6. Converting Microsoft Word documents to PDF format

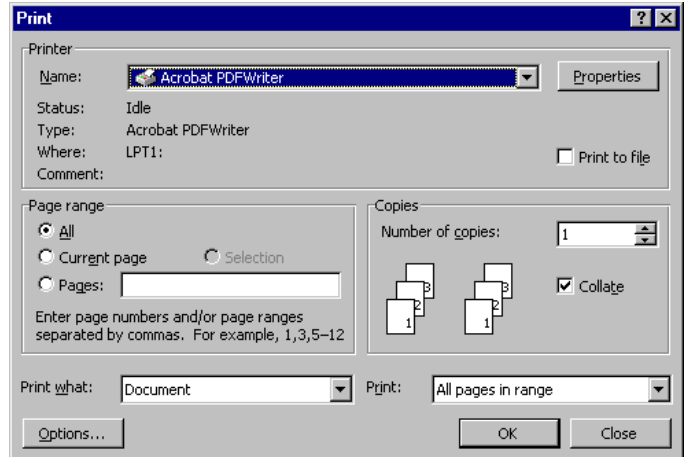
- 6.1 Open the word document you wish to convert to .pdf.
- 6.2 Click on "File" in the toolbar (see illustration 6a).
- 6.3 Move the mouse cursor to "Print", then left click.
- 6.4 The "Print" window will appear (see illustration 6b). Select "Acrobat PDF Writer" in the name field by:
  - 6.4.1 Clicking the down arrow on the right side of the name field.
  - 6.4.2 Move the mouse cursor over the "Acrobat PDF Writer", then click.
- 6.5 Click "Ok".

Once the "Save PDF File As" window appears, follow steps [5.5](#) to 5.7 to save the document in the "POST" work folder.

**Illustration 6a**



**Illustration 6b**



## 7. File Name Procedure

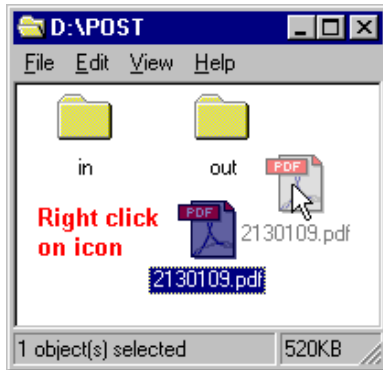
All file names will consist of the solicitation number. Ex. solicitation document number 42514245's file name will be 42514245.pdf. When you are saving the file after using the distiller (Step 4.6), the .pdf does not need to be included in the file name. The software will automatically assign the .pdf extension.

## 8. Posting Procedures

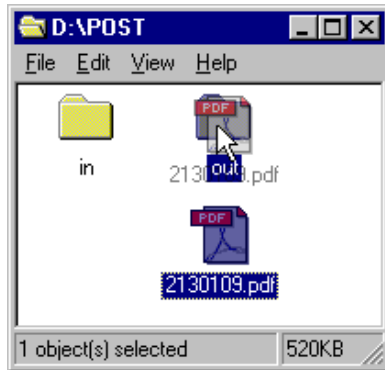
All non-posted documents will remain in the "PDF OUTPUT" folder. Once the document is posted:

- 8.1 Move the mouse cursor on the document icon (see illustration 8a).
- 8.2 Press down and hold the right mouse button (see illustration 8b).
- 8.3 Drag the document over the "OUT" folder icon.
- 8.4 Release the mouse button.
- 8.5 A little gray box will appear (see illustration 8c), move the mouse cursor to "Move here", then left click. The document will transfer from the "POST" folder to the "OUT" folder. To clean the out folder of unneeded documents, activate the Distiller from your desktop. It will purge all documents older than seven days.

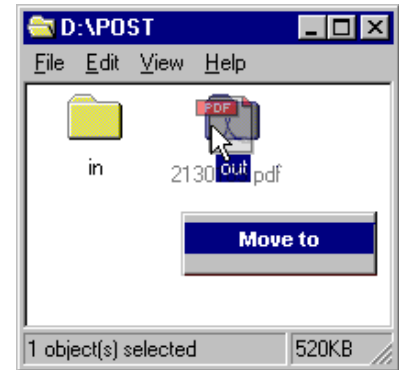
**Illustration 8a**



**Illustration 8b**



**Illustration 8c**



## CROPPING PAGES

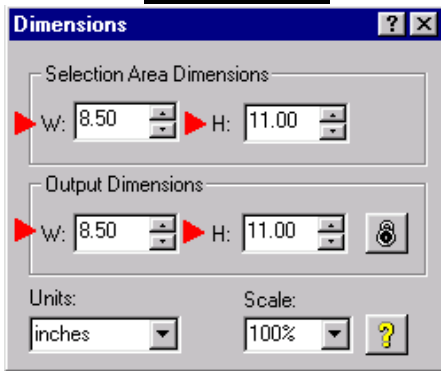
### 1. Set Up HP Scanner With ADF To Scan Letter Size Documents

According to Hewlett Packard, the Automatic Document Feeder (ADF) that is included on the HP Scanners does not allow you to set a page size. It always scans a legal size page (8.5x 14 inches). However, you can create a custom page size setting to use when you scan in documents that will automatically scan letter size pages.

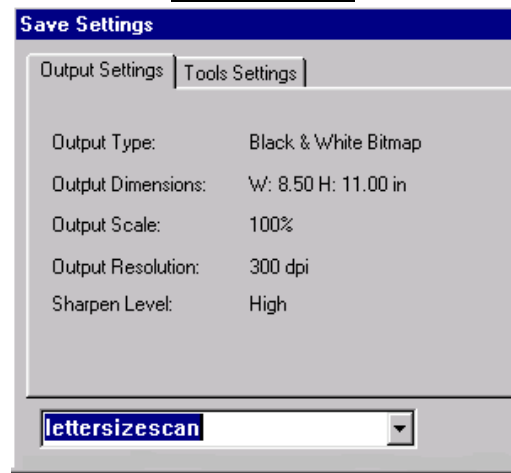
- 1.1 Scan a letter-sized page (8.5 x 11 inches) using the flat bed of the HP scanner.
- 1.2 In the toolbar, select "Tools", then "Dimensions".
- 1.3 In the Dimensions window, change both **Selection Area** and **Output Dimensions** to:    W: **8.5**           H: **11.00** (see Illustration A)
- 1.4 Set all other settings as desired (output type, resolution, etc).
- 1.5 Click on "Scan", then select "Save Settings", then type in **lettersizescan** to name the setting (see Illustration B).
- 1.6 Now you can load the ADF and scan in the documents.

Once the ADF detects the paper, the dialog box will appear. Select "Load Settings" and then select the setting name **lettersizescan**. This will preset the scanners dimensions to scan a letter size document without cropping.

**Illustration A**



**Illustration B**



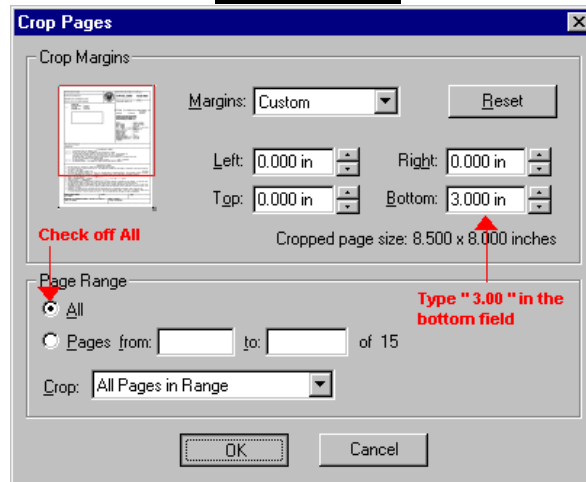
**2. Cropping Pages Using Adobe Acrobat 4.0**

**\*\*Do not perform this task if your scanner is set up to scan letter size documents.**

- 1.1 In the Adobe Acrobat window, click on "Document" in the toolbar.
- 1.2 Move down to "Crop Pages", then double click. The "Crop Pages" window will appear.
- 1.3 Under "Crop Margin", type **3.00** in the "Bottom" Field (see Illustration A)
- 1.4 Under "Page Range", Select "All".
- 1.5 Click "Ok".

This will reduce the legal size pages to letter size by subtracting 3 inches from it's height.

**Illustration A**



**SET UP AND INSTALLATION OF ADOBE ACROBAT® READER**

Downloading an Internet file is not as difficult as it sounds. Follow these easy steps and you will be able to read any PDF document that you may encounter. (Some of the Federal Income Tax forms are available in this format.)

**You may want to print this page for reference while performing the steps required.** (The Print command is in the File menu at the top of this window).

### **1. Downloading Adobe Acrobat® Reader**

- 1.1 **Click (once) on the hyperlink words [Adobe Acrobat®](#).** After a moment, you should be looking at the Home page for Adobe. If you are not, try clicking again.
- 1.2 **Click (once) on the Get Acrobat Reader icon.** After a moment, you should be looking at the "Downloading Adobe Acrobat Reader Software" page.
- 1.3 **Using the Drop-Down Menu in the middle of the page, select your operating System (e.g., Windows 3.1, Windows 95, Macintosh, etc.) and the preferred language (e.g., English).**
- 1.4 **Click on the Download Button**
- 1.5 **You will be given a few choices of where you download. Click on one of the "DOWNLOAD\_\_\_\_\_ .exe" links.** The instructions provided on the current page are not necessary at this time since you have our instructions.
- 1.6 **A box should appear prompting you to "Save As..." \_\_\_\_\_ .exe. Write down the file name and location the file will be saved in \_\_\_\_\_ (e.g., *c:\temp\ar32e301.exe* or *c:\netscape\netscape\download\ar32e301.exe*). If you know how, try directing the file to c:\temp.**
- 1.7 **Click OK.** Somewhere on the screen (depending on your software) you should see an indication of how fast the download is progressing. some will tell you the time remaining for the download. If it looks like it is going very slowly, you have a slow connection and should find something else to do, because it may take an hour or so to complete the download. When it is done, the pointer will be an arrow (not an hourglass) and you may see a "Download Complete" message.

### 2. Installation of Adobe Acrobat® Reader

**You Have Finished Step 1 (Downloading the Program). Now, to make it work--**The file you just downloaded is actually a compressed package of a great number of files including the Adobe Acrobat® Reader.

- 2.1 **Quit all programs including your Internet/Web browser.**
- 2.2 **Find the file you just downloaded.** For Windows, Open File Manager (Win3.1) or Windows Explorer (Win95); for Macintosh, open your hard drive icon. Double-click your way to \_\_\_\_\_.exe. Remember, you wrote the name and location two steps ago.
- 2.3 **Double-click on \_\_\_\_\_.exe.** A program should start that will walk you through a few questions and notices. Just press the RETURN key after reading whatever you want to read at each step. You should probably take note of where the files are being put on your hard drive (e.g., c:\acroread\\_\_\_\_\_. The last notice will be that Adobe Acrobat® Reader has been installed. Press RETURN.

### 3. Configure Your Browser to Use Adobe Acrobat® Reader

**You Have Finished Step 2 (Installing the Program). Now to configure your browser....**

- 3.1 **Start your Internet/Web browser.**
- 3.2 In **Netscape** click on **Options**, then **General Preferences**, then **Helpers**.
- 3.3 Look for the application/pdf file type. Highlight this file type.
- 3.4 Select launch the application and select **browse**. This will bring up your file manager.
- 3.5 Now look for the \_\_\_\_\_.exe file. Remember you wrote it down. When this file is located (e. g. c:\acrord32.exe) and appears in the file name box, click on OK.
- 3.6 This file should now appear in the box next to the browse box. Click on OK and you are finished.
- 3.7 Now try to use this new tool on any pdf file. In **Explorer** click on **View**, then **Options**, then **Programs**, then **File Types** and select Adobe Acrobat Document. Be sure that the Opens With box contains the same \_\_\_\_\_.exe file that you installed before. You are done.

### TIPS ON WORD PROCESSING

To view any Word 6.0 document as it was intended, please turn on your SHOW/HIDE Button (the Paragraph symbol on your STANDARD TOOLBAR. You may also use VIEW/TOOLBARS and make sure an X is present in the box beside STANDARD.

Continuous sentences or paragraphs typed in a solicitation document may look like the example below in WORD. Since the line does not *technically* end, the converted PDF document may look entirely different. PDF documents generally have larger margins and therefore smaller document width for each line. Some text may be reformatted into the next line causing gaps where they were not intended.

All text should be **Normal Arial 10**. Below is an example of text that is in many different styles and type sizes:

### EXAMPLE

**SPECIFICATIONS/REQUIREMENTS:** All structural steel materials to be furnished must meet ASTM A36 standards and shall meet the requirements of the new NC DOT Standard Specifications For Road Structures dated July 1995.

**Warranty:** Standard manufacturer's warranty shall apply to all materials used in the construction of the foundation for this project.

The Specification statement is in Century Schoolbook 12-point font while the Warranty statement is in Courier New 10-point font. When copied into a Word Bid Form, the text should be converted to Arial 10-point font. **Use Page Breaks in all documents**

### BROWSER INFORMATION

The Louisiana Procurement and Contract Network requires the use of specific browsers. The system has been designed and tested to run using Internet Explorer 5.0 or Netscape 4.73, both of which are available for free download via the internet.

### GLOSSARY

**Adobe Acrobat Reader** A software program that lets you view PDF (Portable Document Format) documents. PDF documents are based on PostScript® programming language. This file format accurately displays and preserves fonts, page layouts and other graphical elements in a document. See Page 22 for downloading instructions.

**Agency Specific Term Contract** A Term contract for a specific agency.

**Bookmark** A shortcut to a URL that has been stored in a browser for easy access to a specific web site. Creating a bookmark is as simple as accessing a particular site and clicking Bookmarks/Add Bookmark.

**Browser** Any application software program used to load, view and interact with World Wide Web documents. Most commonly used are Netscape Navigator or Microsoft Internet Explorer.

**Button** A button lets you jump to a different destination or activates an action or series of actions.

**Configure** The process whereby you set actions in your browser to perform certain functions automatically. One such action is to configure your browser to “read” PDF documents.

**Download** The process of copying files or information from one source such as the World Wide Web to your computer.

**Drivers** Device drivers are programs that provides the operating system with the information necessary to work with a specific device such as a printer.

**Explorer** A browser from Microsoft that is commonly used to view Web pages. Explorer is also a program in Windows 95 that helps you view and manage files.

**Internet** A network of computer networks. It is a global linkage of millions of computers.

**Link** A navigation tool that allows you to jump to another destination. In a browser the link is usually in color and underlined. When an arrow on the cursor changes to a pointing finger it indicates a link.

**Netscape** A browser from Netscape that is commonly used to view Web pages.

**Open Market Solicitation** A solicitation for the purchase of a commodity not covered by a term contract.

**PDF or pdf** Portable document format. See Adobe Acrobat Reader.

**Printer** As referred to in the PDF Procedures, the word printer is used to describe the computers printer device driver.

**Print** As referred to in the PDF Procedures, the word print is used to describe the computer's ability to transfer one electronic file to another in different formats.

**Reader** See Adobe Acrobat Reader.

**Statewide Term Contract** A term Contract for all agencies, unless exempted by statute, rule or special term and condition specific to a particular bid.

**Term Contract** A term Contract limited to an agency or group of agencies.

**URL** URL stands for Uniform Resource Locator. It is simply the Internet address for a specific file or group of files.