# **User Guide for Agenda Compiler**

Agenda Compiler is used to compile Agenda and related attachments into a single pdf document. This program will add attachment numbers and bookmarks to the relevant attachment within the final pdf file.

Please follow the steps below to use the Agenda Compiler.

1. Install Python on your PC (if not available already). Type ‘download python’ in google to download Python setup program.  
   When Python setup is running, remember to untick “Install for all users” option so that you don’t need admin privileges to install.
2. Use windows search function on status bar to type ‘Powershell’. Open Powershell.
3. In Powershell move to the directory where your agenda compiler python file is saved using following code  
   **> cd “directory path”**  
   *Example: > cd "Q:\ Committees Secretariat\agenda-compiler-folder"*
4. From within this folder, use following code to install all packages required to run the program. (This step needs to be done only before the first time you are using the Agenda Compiler.)  
   **> pip install -r requirements.txt**  
   (If that throws up an error about pip being an unknown command, try “python -m pip install -r requirements.txt” instead)
5. Run the agenda compiler using following code  
   **> python agenda\_compiler.py**
6. When prompted, enter the full path of agenda pdf file

*Example: Q:\Education Committee 2017\Meeting 08 - 23 October\Agenda\_CEC Meeting 8 - 23 Oct 2017.pdf*  
do not use quotes “ “ for the location path

1. When prompted, enter the location of attachment folder  
   *Example: Q:\Education Committee 2017\Meeting 08 - 23 October\PDF for agenda*

do not use quotes “ “ for the location path

1. The Agenda compiler will combine the files. The final Agenda file including attachments will be available in the folder where the Agenda compiler python file is located.   
   *Final pdf will be available in - Q:\ Committees Secretariat\agenda-compiler-folder*

**Note:** If you come across any bugs when using the program, pls note them via bug reports on the GitHub page (<https://github.com/byronvickers/agenda-compiler/issues/>) to inform the developer. You can use the same link to add new feature requests.