

# Quick Reference Guide to Les

*(All “clicks” are left clicks)*

## To log in:

1. Go to [www.pcusa.org/ga217](http://www.pcusa.org/ga217). Click on the Les icon.
2. Enter your username and password (upper right hand corner of screen).

## To read an item:

1. Click on "Business" tab (menu bar, home page).
2. In the left pane, click on the name of the committee you want (committee's agenda will appear).
3. Click on the item you want from that committee's business item list. (To see the full title of the business item, move cursor over the item name and wait for a box to open that contains the full title.)

## To use “My Items” (marks particular business item for easy reference):

1. To create “My Items” list: Open an item on business page; move cursor to “My Items” button above the text of the item. Click “New.” The item is now on your “My Items” list.
2. Two ways to view “My Items” list: (a) from home page: click on “My Items” bar; click on item number; Les will take you to that item. (b) from business page: click on “My Items” tab; click on the item number; Les will take you to that item.

## To use “My Notes” (adds reminder note to yourself about items):

1. While reading an item (see above), move your cursor to “My Notes” button above the item.
2. When small yellow window opens, write note. If the note is about a particular item, click on box at the bottom of window (“link to current item”).
3. Click “Save” – very important!
4. Two ways to read “My Notes:” (a) from home page: Click on “My Items” bar; click on particular note to read. (b) from business page: Move cursor over “My Notes” button; when list of notes drops down, click on desired note.
5. If you have written a note and linked it to a particular item, the “My Notes” button will be yellow when you open that item to remind you of the presence of a note.

## To read an attachment:

1. Click on "Business" tab (menu bar, home page).
2. In the left pane, click on the name of the committee you want (committee's agenda will appear).
3. Click on desired business item under committee. Continue to click on components under item (e.g., “Recommendation”), until you see “Attachment.” Click on attachment.
4. Follow prompts: Choose "Open" to read only; choose "Save" to save it to your computer.

## To print an item:

1. Open a business item (follow steps in “To read an Item” above).
2. Move cursor to the “Item” button (just to the left of “My Items” button).
3. Click on “Printer Friendly.” The screen appearance will change.
4. Click “Print” in top left corner of screen and follow prompts.
5. To return to previous screen and continue working in Les, click “Back to Item” in top left corner.

## To print an attachment:

1. Retrieve the attachment (see above).
2. Open or save the attachment to your computer.
3. Print from the open or saved document.