Copy and Paste into Budget of Signed Certificate Page

Question: I would also like to ask you how to inject a signed page into the budget. (certification page)?

Answer: As far as inserting a .pdf into the budget workbook, the instructions below should allow you to insert a scan of your signed certificate page, as well as a scan of your affidavit of publication, resolution/ordinance, etc.

   Step 1: Scan your signed certificate page, creating a .pdf.

   Step 2: Decide where in your budget workbook you would like to have your scanned document inserted (e.g. you may want the scanned doc in a new tab to the right of your "cert" tab).

   Step 3: Assuming that you would like to place the .pdf in a new tab to the right of the "cert" tab, place your mouse cursor on the "computation" tab and click on the right mouse button (a menu box will appear; choose "insert"; under the "General" tab highlight "worksheet" and click "OK").

   Step 4: Now, you will have a tab that reads "Sheet1."

   Step 5: Return to your .pdf and right click on the .pdf; you will have an option to "copy image"; choose this option.

   Step 6: Return to your blank worksheet ("Sheet1") and right click your mouse cursor somewhere up near the upper left corner (e.g. cell B2); choose the "paste" option.

   Step 7: At the top of your toolbar should be a tab named "View"; open this tab and click on "Zoom"; reduce/enlarge the magnification percentage of the pasted .pdf to a size that seems appropriate.

   Step 8: Right mouse click on the tab "Sheet1"; choose the option "Rename"; give your tab a name like "SignedCert."

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