

The Connecticut Yankee Council Advancement Committee

How to E-mail your Eagle Documents

These should be sent as attachments to your E-Mails

Eagle Workbook or Project Proposal

You should have saved your **Eagle Workbook** on your computer's hard drive, not in the Cloud..

It will save as an PDF Document.

Do not save as a Google Doc., JPG, or anything else.

➔ **Rename** as: "*your name* Proposal". OR "*your name* Workbook".

Signature Pages (for Proposal and for Final Project signature pages.)

Scan* the **signature page**, with signatures, as a PDF Document.

Not as a jpg. Not as a photograph.

➔ **Rename** as: "*your name* Prop Sig" OR "*your name* Final Sig"

Photographs (if not inserted in your Eagle Workbook)

Smart-phone or digital camera **photographs** of your project should be saved as a jpg.

➔ **Rename** as: "*your name* photo 1, 2, 3, etc."

Drawings

Scan* and save any **drawings** you have as a jpg.

➔ **Rename** as: "*your name* drawing 1, 2, 3, etc."

Life Statement

Save your **Life Statement** as a PDF.

➔ **Rename** as: "*your name* Life Statement".

Eagle Application

Scan* (both sides) of the **Eagle Application**, with signatures, as a PDF Document.

Not as a jpg. Not as a photograph.

➔ **Rename** as: "*your name* Eagle App".

**If you do not have use of a scanner,
talk to your Scoutmaster, Advancement Chair, Parent, or Friend.*