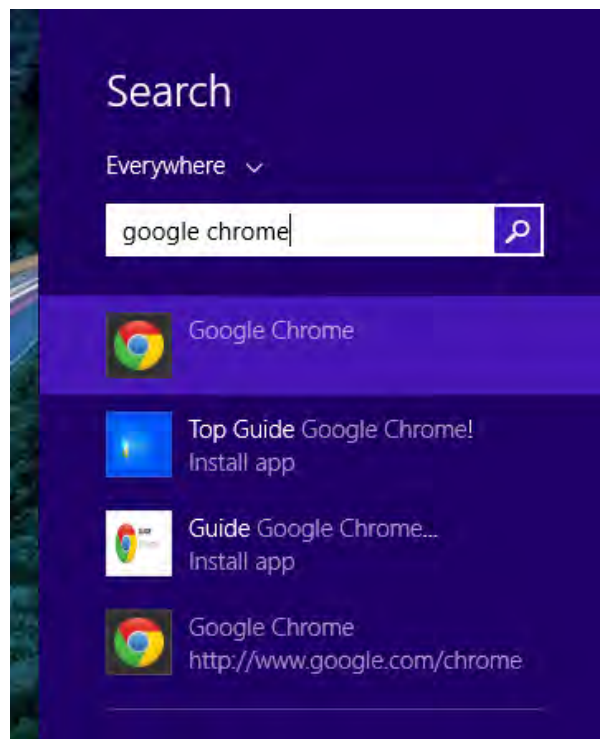


DCS INTENT: capturing quality images of website is integral to later processes involved in producing and sending PDFs. Ultimately it is also integral to future success of researcher, staff, and DCS. Researcher's must use GOOGLE CHROME for all web research and save all websites to ensure quality background and exhibit for each project.

**Step 1:** Open Chrome by double clicking on desktop icon or searching programs on your computer...



**Step 2:** identify webpage with content applicable to expert research (i.e. FL Sec of State website below)

The screenshot shows a web browser window with the URL: [search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=OfficerRegisteredAgentName&directionType=Initial&searchNameOrder=MELLMANDK](http://search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=OfficerRegisteredAgentName&directionType=Initial&searchNameOrder=MELLMANDK). The page header features the Florida Department of State Division of Corporations logo and the Sunbiz.org website address. A navigation menu includes links for Home, Contact Us, E-Filing Services, Document Searches, Forms, and Help. Below the menu, there are navigation links: [Previous On List](#), [Next On List](#), and [Return to List](#). A search box labeled "Officer/RA Name Search" contains the text "MELLMANDK" and a "Search" button. Below the search box, there are links for [Events](#) and [No Name History](#). The main content area displays the following information:

**Detail by Officer/Registered Agent Name**

**Florida Non Profit Corporation**

CREST AVENUE MEDICAL BUILDING CONDOMINIUM ASSOCIATION, INC.

**Filing Information**

Document Number	762789
FEI/EIN Number	592191507
Date Filed	04/08/1982
State	FL
Status	INACTIVE
Last Event	ADMIN DISSOLUTION FOR ANNUAL REPORT
Event Date Filed	09/21/2001
Event Effective Date	NONE

**Principal Address**

**Step 3:** to PDF the page, you will actually want to print the page. Two methods include (1) holding keyboard keys Control (Ctrl) and “P” or (2) clicking Chrome control panel and selecting “Print...”

search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=OfficerRegisteredAgentName&directionType=Initial&searchNameOrder=MELLMANDK

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS

Home Contact Us E-Filing Services Document Searches Forms Help

[Previous On List](#) [Next On List](#) [Return to List](#) Officer/RA Name Search  
 Search

[Events](#) No Name History

### Detail by Officer/Registered Agent Name

**Florida Non Profit Corporation**  
CREST AVENUE MEDICAL BUILDING CONDOMINIUM ASSOCIATION, INC.

**Filing Information**

Document Number	762789
FEI/EIN Number	592191507
Date Filed	04/08/1982
State	FL
Status	INACTIVE
Last Event	ADMIN DISSOLUTION FOR ANNUAL REPORT
Event Date Filed	09/21/2001
Event Effective Date	NONE

**Principal Address**  
2509 WEST CREST AVENUE  
TAMPA, FL 33614  
Changed: 04/08/1983

**Mailing Address**  
2509 WEST CREST AVENUE  
TAMPA, FL 33614

Print... Ctrl+P

**Step 4:** rather than print to a printer, ensure the “Destination” is set to “Save as PDF”. ALSO ensure the following, “Layout” is set to portrait or image depending on the website, “Pages” is set to All (note: you never know what may be important later), “Paper Size” is set to Letter (note: these will be printed at some point, offices don’t always use legal paper), “Margins” is set to default, and that Headers and footers is selected in “Options” (note: will show date of website visited and URL for citation purposes).

The screenshot shows a web browser window with a print dialog open on the left and a document page on the right. The print dialog has the following settings:

- Destination: Save as PDF (with a red circle around the 'Change...' button)
- Pages: All
- Layout: Portrait
- Paper size: Letter
- Margins: Default
- Options:  Headers and footers,  Background graphics

The document page on the right is titled "Detail by Officer/Registered Agent Name" and contains the following information:

922015 Detail by Officer/Registered Agent Name

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS

**Detail by Officer/Registered Agent Name**

Florida Non Profit Corporation  
CREST AVENUE MEDICAL BUILDING CONDOMINIUM ASSOCIATION, INC.

Filing Information

Document Number	762789
FEI/EIN Number	592191507
Date Filed	04/08/1982
State	FL
Status	INACTIVE
Last Event	ADMIN DISSOLUTION FOR ANNUAL REPORT
Event Date Filed	09/21/2001
Event Effective Date	NONE

Principal Address  
2509 WEST CREST AVENUE  
TAMPA, FL 33614

Changed: 04/08/1983

Mailing Address  
2509 WEST CREST AVENUE  
TAMPA, FL 33614

Changed: 04/08/1983

Registered Agent Name & Address  
GILL, WILLIAM JDDS  
2509 W GREST AVE STE 1  
TAMPA, FL 33614

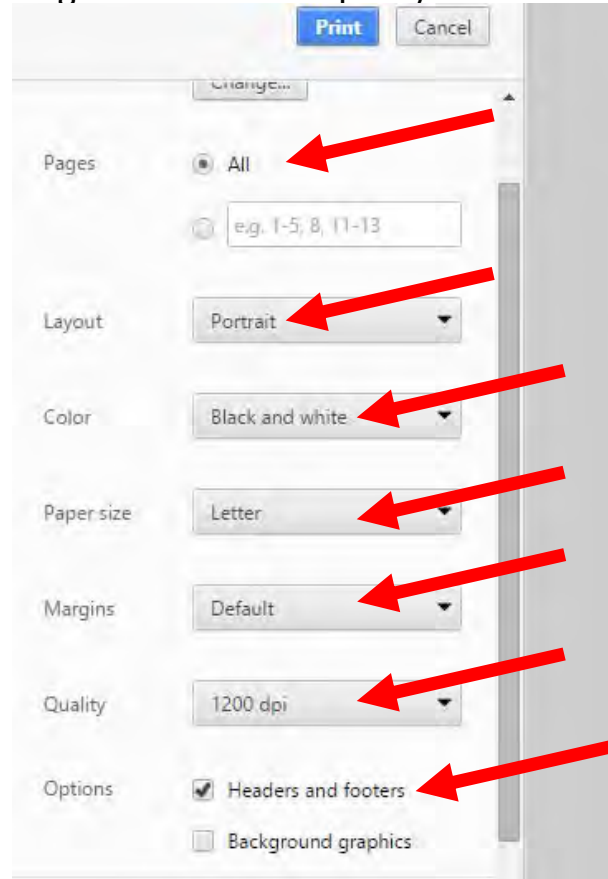
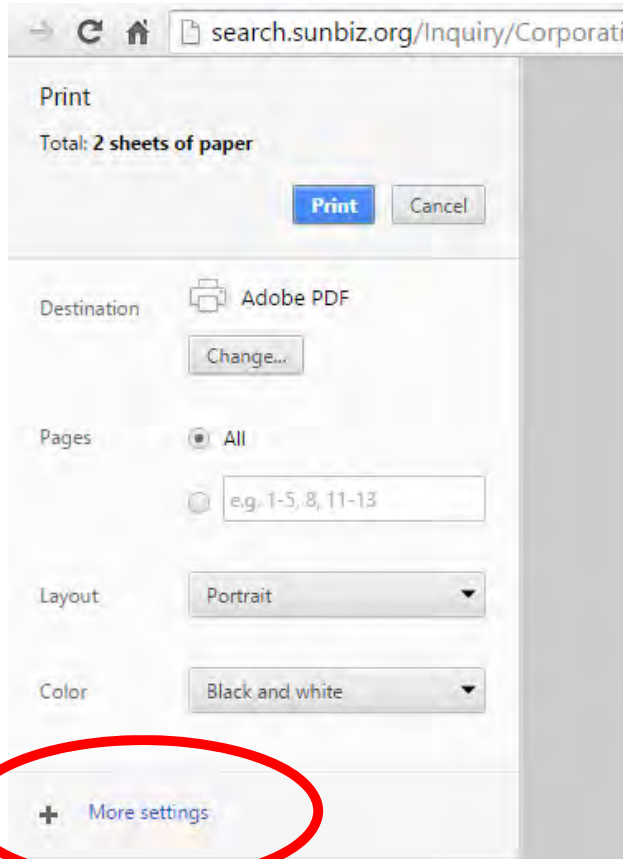
Name Changed: 01/28/2000  
Address Changed: 01/28/2000

Officer/Director Detail

**Name & Address**

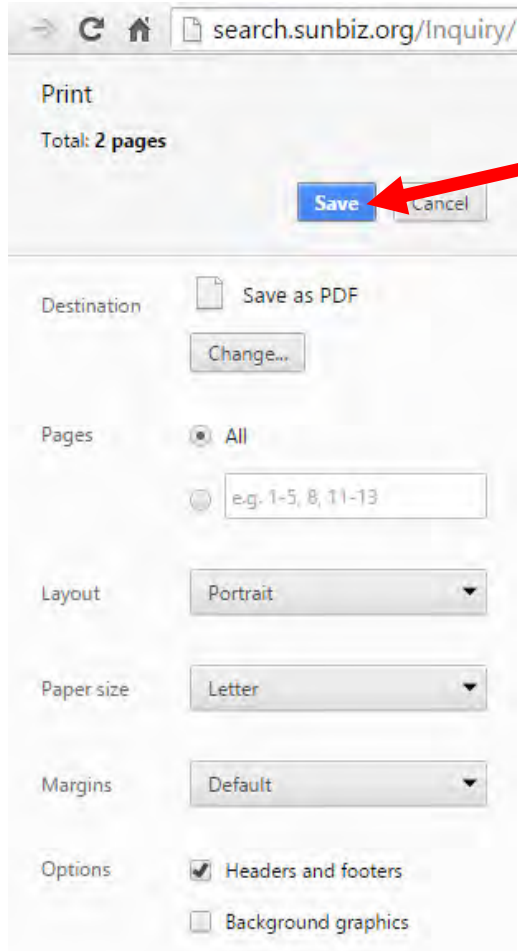
Title VPD  
COURTNEY, ROBERT J  
5204 N ARMENIA AVE  
TAMPA, FL 33609

**Step 4a:** IF YOU HAVE Adobe Acrobat 10 or later installed on your computer you can change the “Destination” setting to “Adobe PDF” (note: this takes a little longer but we can alter settings to improve future OCR of materials). Again, ensure you select “Change...” icon and scroll through list of available programs, then select “Adobe PDF.” Select “More settings” and ensure your settings match image below and to the right (note: ensuring “Color” is set to black and white will help future OCR as OCR function uses contrast to determine between text and background or blank space).



Additional note: 1200 dpi is minimum quality you want to use as this helps with quality of image and therefore contrast function of OCR. Disregard this file being larger as after we combine PDFs, we can use Adobe’s Optimizer to reduce file size.

**Step 5:** click save button...



**Step 6:** when saving the “File Name” should describe the PDF’d file as SECTION - PAGE NAME, WEBSITE NAME (i.e. Business – Crest Avenue Medical Building FL SEC OF STATE Details (note: you may have dozens or even hundreds of PDFs at the end of your project. And you never know when another researcher will need to continue your research with little or no handoff).

