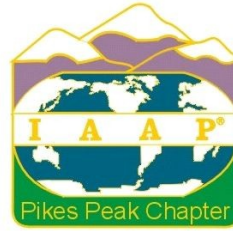


**Pikes Peak Chapter, IAAP
Invites you to "Save the Date"
for the
2012 Administrative Professionals Day
Seminar & Luncheon**



**Featuring Dawn Bjork Buzbee, *The Software Pro*®
Presenting: "Creating and Using Adobe Acrobat Documents"**



Dawn Bjork Buzbee, **The Software Pro**®, knows how to take the hard out of software. With over 25 years experience as an independent software trainer, software speaker, consultant, writer, author, and problem-solver, Dawn simplifies complex processes with a warm, friendly, and extremely knowledgeable manner.

Forget Stereotypes. Dawn is a Geek in Disguise; a techie that doesn't act, look, or communicate like a computer nerd. She speaks in plain English and builds comfort and competence for software users of any experience level. Dawn is an energizing and informative software speaker, trainer, coach, and consultant that delivers results.

On this year's topic...

We live in a digital world, and so, it's not surprising that Portable Document Format files (PDFs) are one of the fastest growing document types today and are now showing up everywhere from web sites to email messages. Unlike a Word or Excel document, sharing a PDF ensures that the format and layout of the file remains intact and secure.

About IAAP and Administrative Professionals Week

IAAP is a professional association for administrative assistants, office coordinators, executive secretaries, office managers and other administrative professionals. The Pikes Peak Chapter was established in 1944 to enhance the value, image, development and influence of administrative professionals in the Pikes Peak Region. IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance

their individual and collective value, image, competence and influence. For more information on the Pikes Peak Chapter, visit our website at: www.iaap-pikespeak.org. Since 1952, IAAP has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays. In the year 2000, IAAP announced a name change for Professional

Secretaries Week. The names were changed to Administrative Professionals Week and Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

**Tuesday
April 24, 2012**

**Marriott Hotel
Tech Center Drive**

Special points of interest:

- > Seminar begins at 9:00 a.m.
- > Luncheon begins at 1130 a.m.
- > Costs and Menu to be announced at a later date
- > Open to all administrative professionals and office personnel
- > Stay informed by visiting our website frequently:
www.iaap-pikespeak.org



**2012 Administrative
Professionals Week Committee**

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