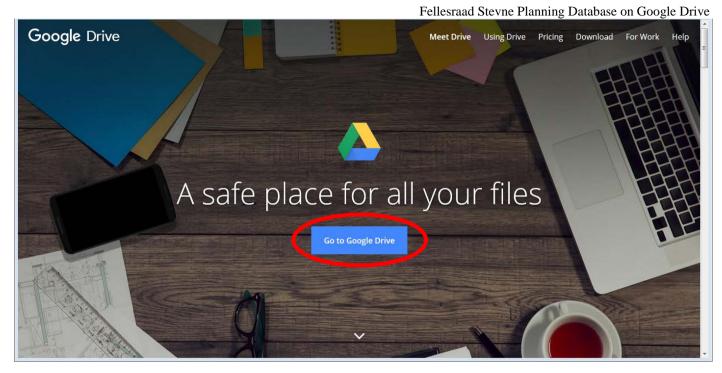
Using Google Drive for the Stevne Database

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Google Home page

Click the Menu symbol at the top, then the Google Drive icon in the drop-down menu.



"Meet Drive" page

If you've not used Google Drive before, you'll see this page. Explore if you want. The page may not show in later visits. Click "Go to Google Drive" to proceed.

2

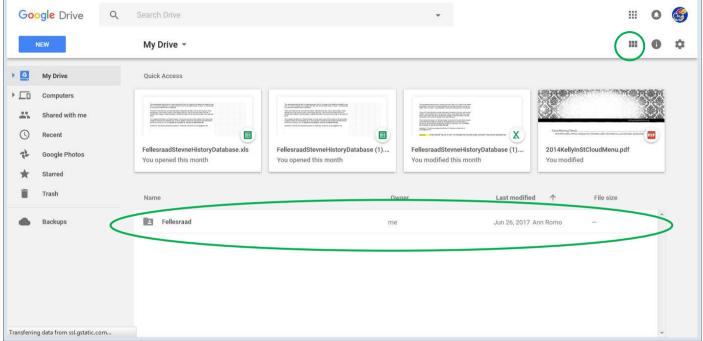
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Sign In to Google with your Google ID or Gmail address and click Next.

In the sample, I've used a Google ID I created for Google Drive. Although it IS a Gmail address, I don't use if for email. If you need to contact me, use my "real" email address: <u>nancyp@minn.net</u>.

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Enter your password and click Next.



The Main View of the Google Drive account.

Many types of documents can live here.

You're looking for the folder named "Fellesraad". Double-click the icon to open the folder to view the contents.

(You can also change the view with the menu icon at the top)

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Folder Contents View

Notes:

- Note the icon symbols for different types of documents. For this database, we're using the symbol seen at the top which corresponds to "Google Sheets" Google's version of Excel spreadsheets.
- You can sort by file name or modification date. I've made it easier to know which is most current database file by placing a star by the file you should use for the database. You'll also note its modification date, which should be the newest.

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Invitees

This dropdown list shows the owner of the folder (me) and two others who have been invited to share the folder and its documents. As we invite more planners to join the group, their (your) names will appear here, too.

Okay, let's click open the "FellesraadStevneHistoryDatabase (1).xls". It can take a while to load, and opens in a new tab. (Your folder tab is still open underneath.)

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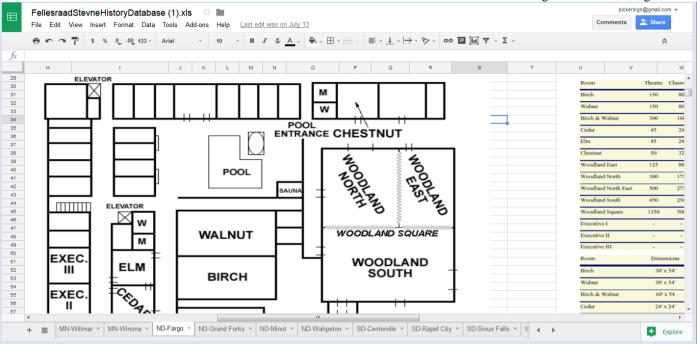
The Spreadsheet

The first tab is a Readme" tab with an introduction to the organization of the file.. It also has my email address if you need to contact me.

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Fargo Tab

The first five tabs are planning information such as Locations, Themes, and Speakers. The next 36 tabs are specific to host cities. They are arranged alphabetically by state, then alphabetically by cities within that state. So the first one is Decorah, Iowa, and the last is Whitewater, Wisconsin. Some tabs are mosre filled with information than others. I did get lots of information from the planners of my own Tre-Lag stevne, but I need more information entered for the other stevner. This is the tab for Fargo.



Inserting Images

One note you should be aware of: If you have floorplan drawings or data that you want to add to a page, first save that file as a JPG or PNG file and insert it into a cell in the "southeast corner" of the spreadsheet tab, where it won't mess up rows and columns.

Fellesraad Stevne	Planning	Database	on Google Drive	

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Logging Out

When you're ready to sign out, click your login name at upper right to open a drop-down, and then click Sign Out.. If you're offered a change to Sign In again, you can close the tab if you're truly finished. Same with the Folder view on the tab underneath.