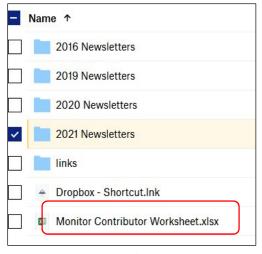
How to Upload and Record Files in the STUG Shared Dropbox

LOG IN TO DROPBOX (This Dropbox is owned by Noreen Eckert, our editor.)

Open your browser and type this address: https://www.dropbox.com/home/STUG

UPLOAD YOUR CONTRIBUTION(S)



The first screen includes recent newsletters, as shown in figure 1. Click the **year** and then **month** the Monitor will be published. The deadline for contributions is the **third Friday before the Monitor is published.** (For example, you will upload a February Monitor contribution in January.)

Figure 1

On the right side of the screen, click **Upload files**. Your File Explorer will open. Find the file you want on your PC, click its name, and click Open.

Your file will appear in the list of files with a checked blue box next to it, but the "Upload files" on the right will disappear. To make it reappear, click the blue box. Repeat, as needed, if you have more to upload.

Hint: To save time, put all the items you want to upload into a single folder on your computer and upload the folder.

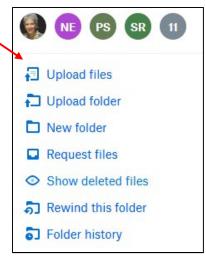


Figure 2

EDIT YOUR CONTRIBUTIONS, IF NECESSARY

At times, you may find a need to edit a file which you put into Dropbox. Rather than deleting the article and replacing it with a new one, you can open the article in Dropbox, edit, and save it. (Be sure to do this before it gets placed in the Monitor.)

5/8/2020

RECORD YOUR CONTRIBUTION(S)

The Monitor Contributor Worksheet is at the bottom of the Overview screen. (figure 1) Click the back arrow in top left corner until you get the Overview screen. Click the worksheet to open it. Double click in the cell where your article and appropriate month intersect.

Add a code to indicate the status of the article (! = My article is uploaded, or X = Skip it this month), and so on. (Options are listed in red below the worksheet.) Do not miss this step. The editor checks this worksheet each month to make sure she has all the articles she should have.

If your name is listed with an outdated item, delete that row. Add a row, if needed. Please delete any row with your name which is now obsolete.

Content Contributor Type Frequency Jan Feb March April May June July August	August 21	July 17 August	June 19 July	May 15 June	April 19	Mar 15	Feb. 15 March	Jan. 18 Feb	Dec. 14	DUE DATES	COPY		
December Cerry, Jim Column Column Cerry Cerry, Jim Cerry C	Sept									Frequency	Type	Contributor	Content
Definition Cerry, Jim		-			!				!	monthly	column	Cerny, Jim	ack to Basics
Seting Presentation Crowe, Bill Info monthly Info Inf					None	!		!	!	monthly	info		orums
Jass listings DeMarte, Nancy Poplock, Hewie Info once Itru to Online Stug Meetings Poplock, Hewie Info once Itru to Online Stug Meetings Poplock, Hewie Info once Itru to Online Stug Meetings Poplock, Hewie Info once/yr Itru to Online Stug Meetings Poplock, Hewie Info once/yr Itru to Online Stug Meetings Poplock, Hewie Info once/yr Itru Itru Itru Itru Itru Itru Itru Itr			<u></u>					!	!	monthly	column	Crowe, Bill	pple News
Poplock, Hewie Info Once			l l		!		!	!	!	monthly	info	Crowe, Bill	Meeting Presentation
Intro to Online Stug Meetings Poplock, Hewie Info Once/vr						!	!	1	1	monthly	Info	DeMarte, Nancy	lass listings
lass Calendar DeMarte, Nancy Info monthly It I I I I I I I I I I I I I I I I I I						!				once	Info	Poplock, Hewie	oom Tips 2
TUG Business section Dennis, Nancy Info monthly con			- V.	9.		!				once/yr		Poplock, Hewie	ntro to Online Stug Meetings
leve Members Dennis, Nancy Info monthly c c c c c c c c c monthly monthly webste Ad DuBois, Marshall ad monthly lefurb Group Totals Hutchinson, Mike Info monthly c c c c c c c c c c c c c c c c c c c			<u> </u>			!	!	!	1	monthly		DeMarte, Nancy	Jass Calendar
Imazon Smile DuBois, Marshall how-to monthly lebste Ad DuBois, Marshall ad monthly lefurth Group Totals Hutchinson, Mike Info monthly c c c c c c c c c c c c c c c c c c c			<u> </u>		con	con	con	con	con	monthly		Dennis, Nancy	TUG Business section
Velbste Ad					С	С	С	С	С		info	Dennis, Nancy	lew Members
The furb Group Totals in Hutchinson, Mike in formonthly in the furbishing Project in Hutchinson, Mike in the furbishing Project in the furbishing													
Lefurbishing Project Hutchinson, Mike column monthly c con con con con con con con con con c			<u> </u>										
Sorphical Prize winners DeMarte, Nancy Info monthly			- V	С	С	С	С	С	С		Info	Hutchinson, Mike	tefurb Group Totals
Tail ads Orenstein, Dick ad monthly once/or Orenstein, Dick list once/or once lill C Drive Poplock, Hewe artide once lill C Drive Poplock, Ann ad monthly lill lill lill lill lill lill lill l				con	con	con		œn	С	monthly	column	Hutchinson, Mike	Refurbishing Project
Salate of Directors Orenstein, Dick list once/vr Unil C Drive Poplock, Hewie artide once once once once once once once onc							!	1		monthly		DeMarte, Nancy	Door Prize winners
Content Contributor Type Frequency Dec. 14 Jan. 18 Feb. 15 Mar 15 April 19 May 15 June 19 July 17			-							monthly		Orenstein, Dick	aid ads
Tolunteer shirt ad Ross, Ann ad monthly esident's Message Ross, Ann column monthly ! ! ! ! ! ! !			3							once/yr	list	Orenstein, Dick	
resident's Message Ross, Ann column monthly ! ! ! ! ! ! ! !			3								artide	Poplock, Hewie	
Tolurteers Needed ad Ross, Ann ad monthly colurteer Spotlight Various authors column monthly c ! !			9	1								Ross, Ann	
Columteer Spotlight Various authors column monthly c ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !			1		!	!	!		!				
affle Rump, Sharon info quarterly echnical Thoughts Sorrentino, Phil column monthly ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !													
rechnical Thoughts Sorrentino, Phil column monthly leeting Photos photos monthly ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !			3			!		!	С	monthly		Various authors	
Photos P			3									Rump, Sharon	
Content Contributor Type Frequency Dec. 14 Jan. 18 Feb. 15 Mar 15 April 19 May 15 June 19 July 17			9				!					Sorrentino, Phil	echnical Thoughts
Content Contributor Type Frequency Dec. 14 Jan. 18 Feb. 15 Mar 15 April 19 May 15 June 19 July 17					!			!		monthly	photos	100000000000000000000000000000000000000	Meeting Photos
								TES	COPY DUE DA				
	August 21	July 17	June 19	May 15	April 19	Mar 15	Feb. 15	Jan. 18	Dec. 14	Frequency	Туре	Contributor	Content
Issue Jan Feb Mar Apr May Jun Jul Aug	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Issue			

Figure 3 - Monitor Contributor Worksheet

LOG OUT OF DROPBOX

When you finish adding codes to the spreadsheet, click "Save and Return to **Dropbox**" in the green bar above the spreadsheet. To log out of Dropbox, click your name or photo in the top right corner of the screen, (figure 2) then click Sign Out in the menu.

If you have questions about anything in these instructions, please contact Nancy DeMarte, nanellend@gmail.com, or 941-376-2306.

2 5/8/2020