

# toolbox machinery

## TECHNICAL GUIDE PROCEDURE FOR OBTAINING TOOLS

1. Make sure you are a member of the Machinery.
2. Send an email to [outil@machineriedesarts.ca](mailto:outil@machineriedesarts.ca) with the subject "Toolbox". In the email, list the call number of all the tools to which you wish to get access, or specify if you wish to get access to the entirety of the Toolbox.
3. The Tools are available via Google Drive and can be shared through one of these two options :

**Option 1 | You have a Google account** : Follow the sharing link sent by email, access the tools in the *Shared with me* folder and create copies in *My Drive*.

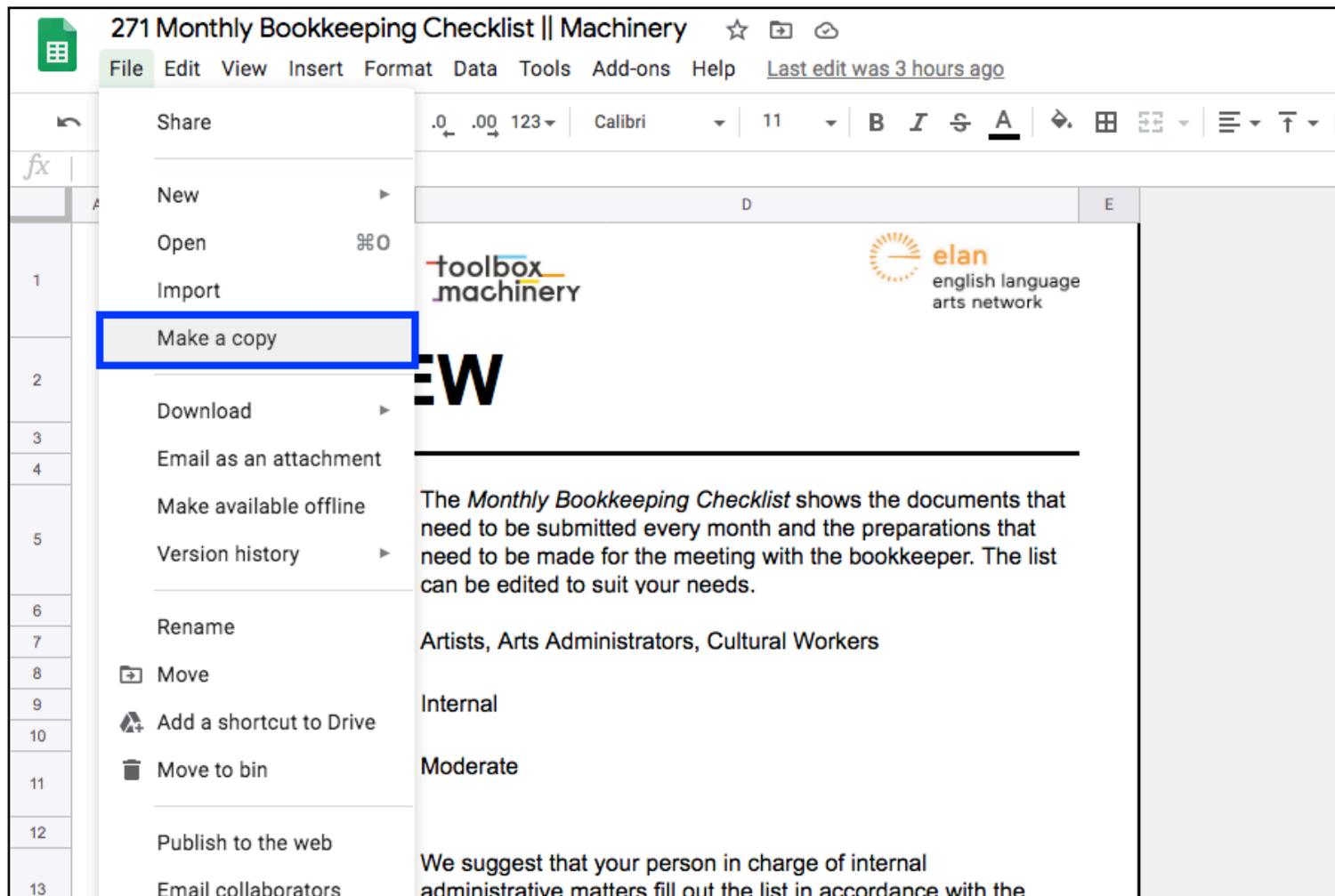
**Option 2 | You don't have a Google account** : Follow the sharing link sent by email and download the tools directly on your computer.

4. You can get in touch with the Machinery's team to get technical support to access and use the tools, if need be.

**IMPORTANT** : the shared documents (tools) are in Read only to keep them in their original state. To edit them, you must follow one of the two options offered. You will then be free to use the tools, edit them, etc.

## OPTION 1 USING GOOGLE DRIVE

If you have a Google account, create a copy of the document (tool) in order to edit it. Please note that if you want a complete access to the Toolbox, you cannot use the function 'Move to' to transfer files on 'Your Drive'. To access the integral you need to follow the Option 2 steps and download it directly on your computer.



The screenshot displays the Google Docs interface for a document titled "271 Monthly Bookkeeping Checklist || Machinery". The "File" menu is open, and the "Make a copy" option is highlighted with a blue box. The document content includes logos for "toolbox machinery" and "elan english language arts network", a large "EW" watermark, and text describing the "Monthly Bookkeeping Checklist" and its purpose for artists and arts administrators.

271 Monthly Bookkeeping Checklist || Machinery ☆ 📄 ☁️  
File Edit View Insert Format Data Tools Add-ons Help Last edit was 3 hours ago

Share  
New ▶  
Open ⌘O  
Import  
**Make a copy**  
Download ▶  
Email as an attachment  
Make available offline  
Version history ▶  
Rename  
📁 Move  
🗑️ Add a shortcut to Drive  
🗑️ Move to bin  
Publish to the web  
Email collaborators

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elan english language arts network

EW

The *Monthly Bookkeeping Checklist* shows the documents that need to be submitted every month and the preparations that need to be made for the meeting with the bookkeeper. The list can be edited to suit your needs.

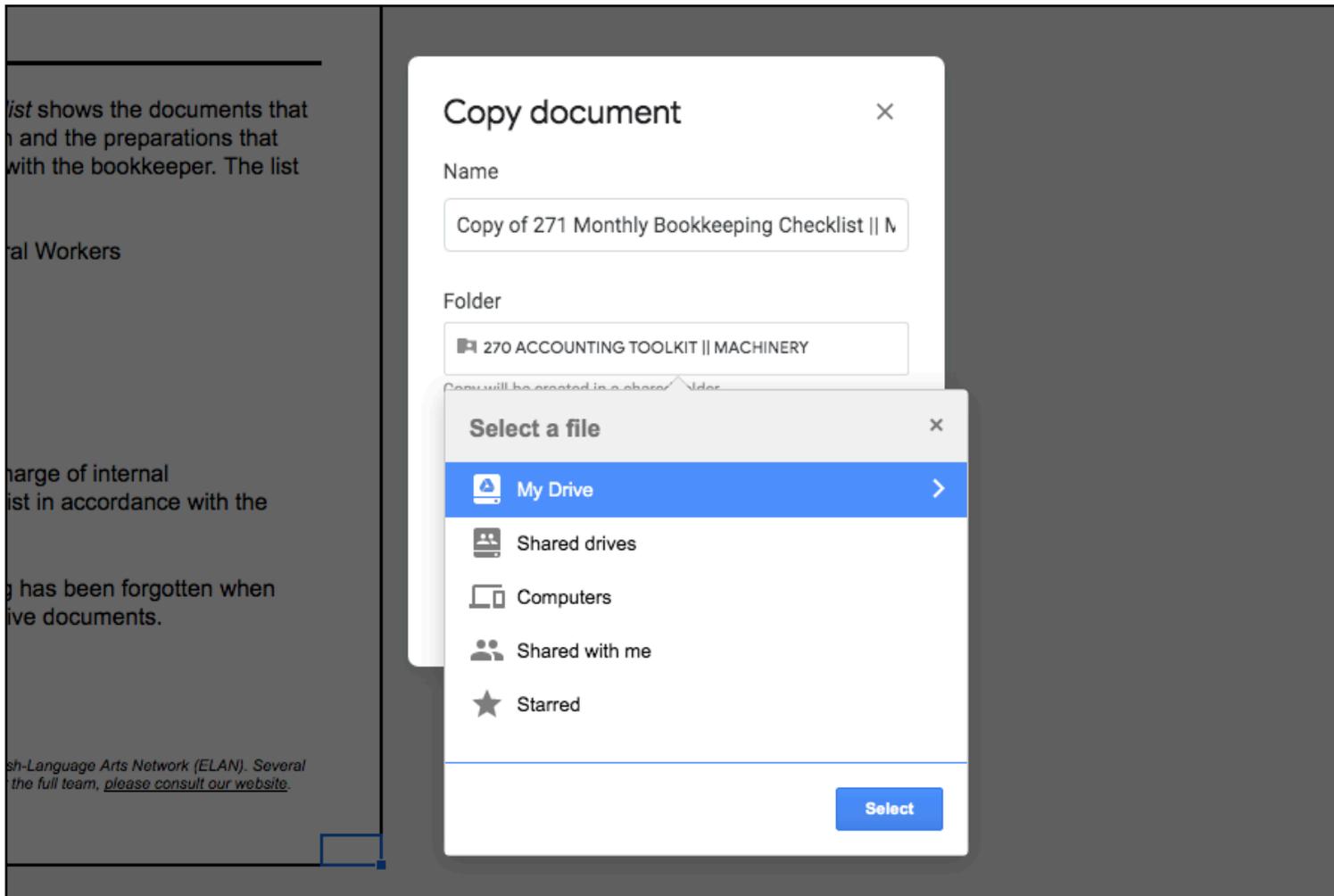
Artists, Arts Administrators, Cultural Workers

Internal

Moderate

We suggest that your person in charge of internal administrative matters fill out the list in accordance with the

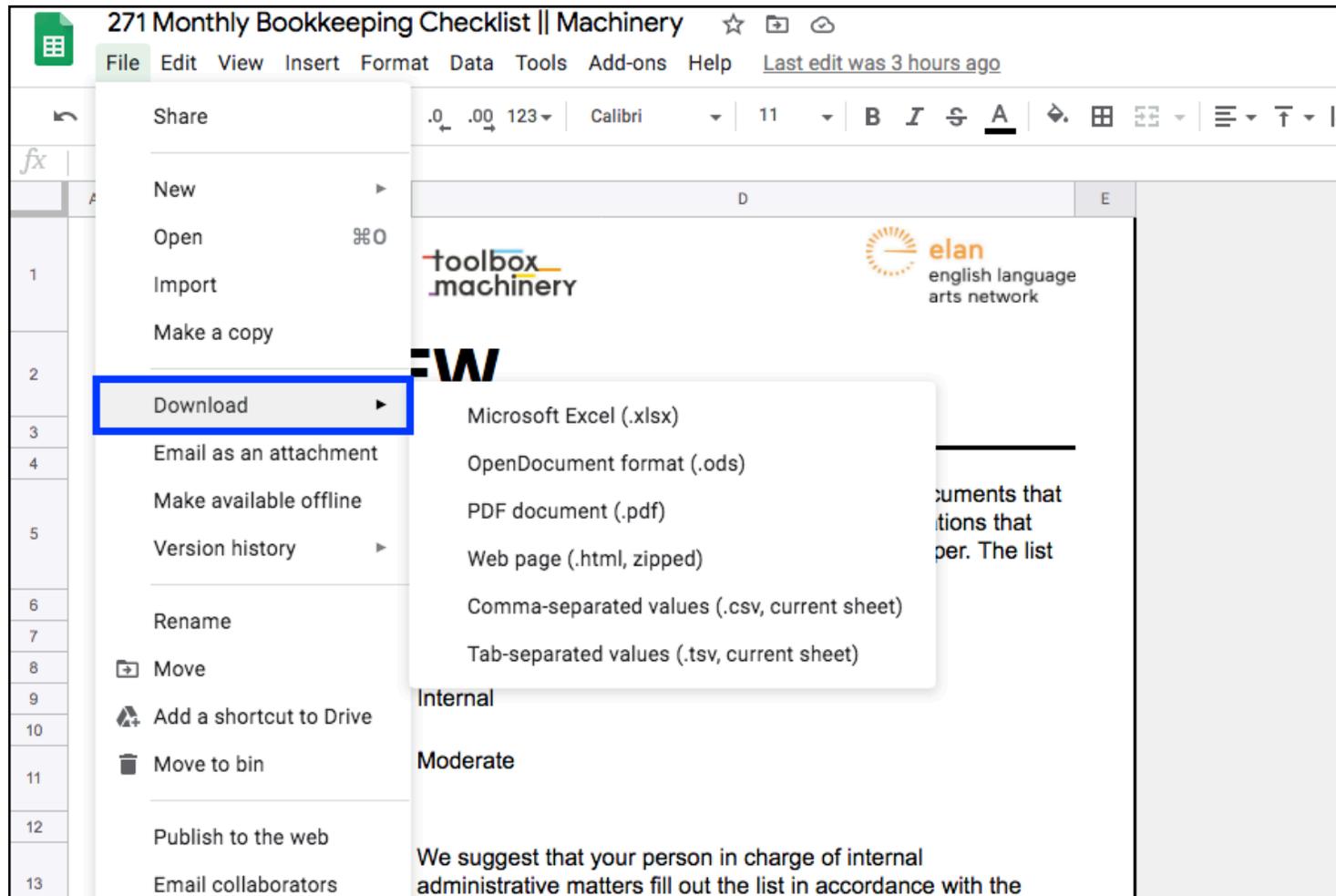
When you make a copy of a single document (tool) it is automatically saved in 'My Drive' and will be named Copy of (title). Then, you will be able to classify the tools copied as you wish and edit them.



## OPTION 2

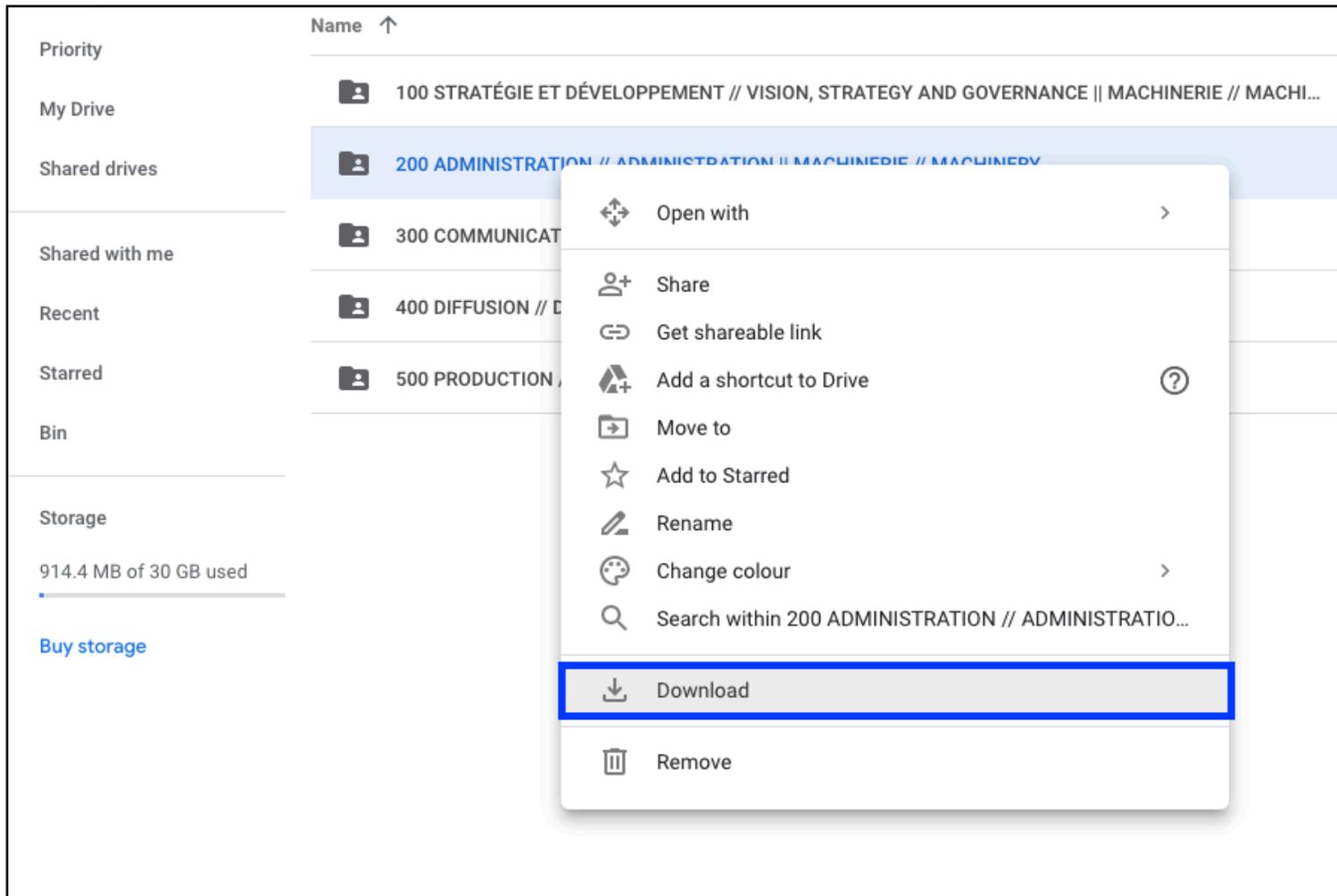
### DOWNLOAD DIRECTELY ON YOUR COMPUTER.

Individually, by selecting the format into which you want to save the document (tool):



**IMPORTANT :** For compatibility reasons, it is better to download the .xslm, .xlsx and .docx documents (tools) on your computer.

Or as batched files:

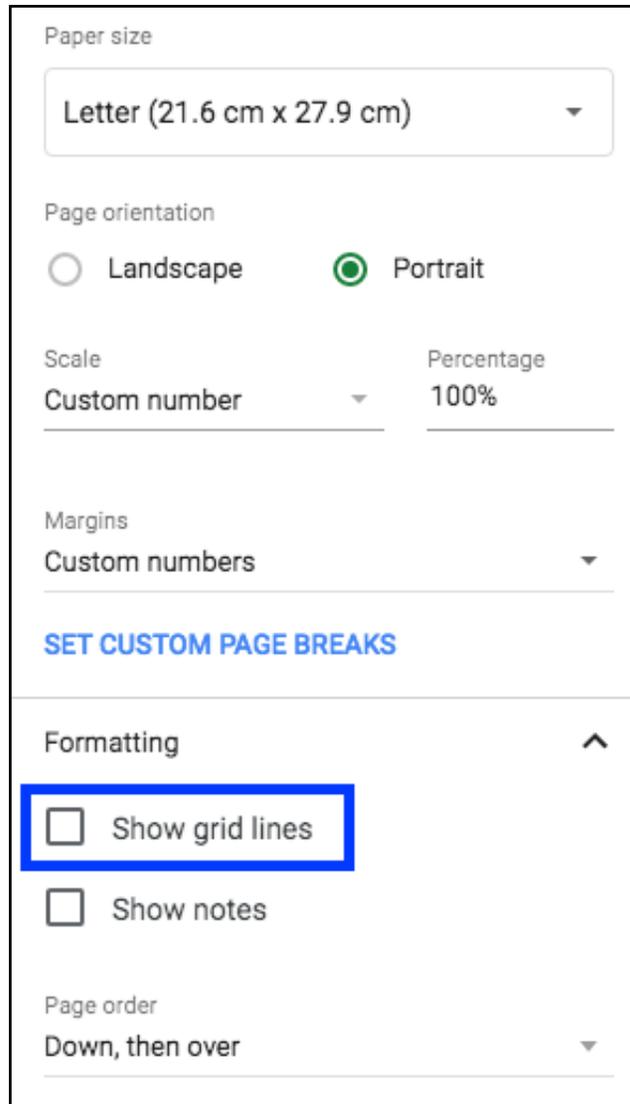


Be patient, the process can take a few minutes. You will find the files in your downloads. Also, the layout of the document may change a bit.

**IMPORTANT :** For compatibility reasons, it is better to download the .xlsm, .xlsx and .docx documents (tools) on your computer.

## PRINTING TOOLS IN GOOGLE SHEET FORMAT

When printing a .gsheet tool (Google Sheet), it is important to make sure the Show grid lines option in the formatting menu of the print screen is unchecked. Otherwise, the print will not match the original look of the tool.



The image shows a screenshot of the print settings menu in Google Sheets. The menu is divided into several sections: Paper size, Page orientation, Scale, Margins, Formatting, and Page order. The 'Show grid lines' option in the Formatting section is highlighted with a blue box, indicating it should be unchecked for printing.

Paper size  
Letter (21.6 cm x 27.9 cm) ▼

Page orientation  
 Landscape  Portrait

Scale  
Custom number ▼ Percentage 100%

Margins  
Custom numbers ▼

[SET CUSTOM PAGE BREAKS](#)

Formatting ▲  
 Show grid lines  
 Show notes

Page order  
Down, then over ▼