

toolbox machinery

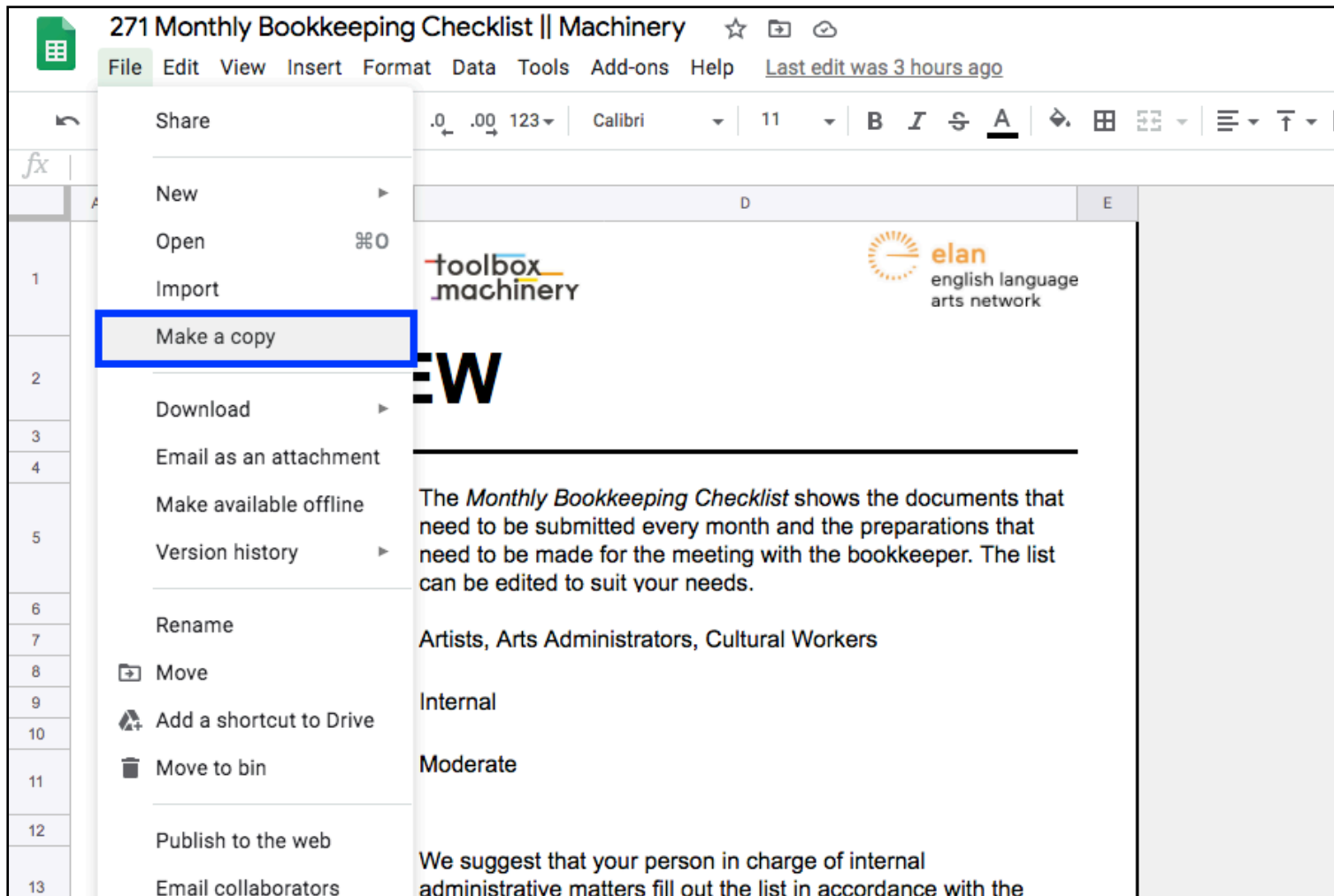
TECHNICAL GUIDE PROCEDURE FOR OBTAINING TOOLS

1. Make sure you are a part of the Machinery's community. You can join for free by filling this [form](#).
Note : If you previously have been a member of the Machinery or you've already used our services, you are already part of our community.
2. Create an account for our [login area](#) using the same email you provided in the form to join our community.
Note: the processing time when sending the form is 15 minutes. Please allow for this waiting time before creating your account!
3. Log into your account and go to the Tools section to access the full Toolbox directory. You can display the tools by category or language, or search for specific tools by using keywords in the search bar.
4. When you open the document (tool), you can save it using on these two options:
Option 1 | You have a Google account : Make a copy of the tool in My Drive.
Option 2 | You don't have a Google account : Download the tool directly on your computer.
5. If you need technical support to access and use the tools, you can get in touch with the Machinery's team.

IMPORTANT : the shared documents (tools) are in Read only mode 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.



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 border. The document content includes logos for "toolbox machinery" and "elan english language arts network", a large "NEW" watermark, and introductory text about the "Monthly Bookkeeping Checklist".

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
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🗑️ Add a shortcut to Drive
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Publish to the web
Email collaborators

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toolbox machinery elan english language arts network

NEW

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.

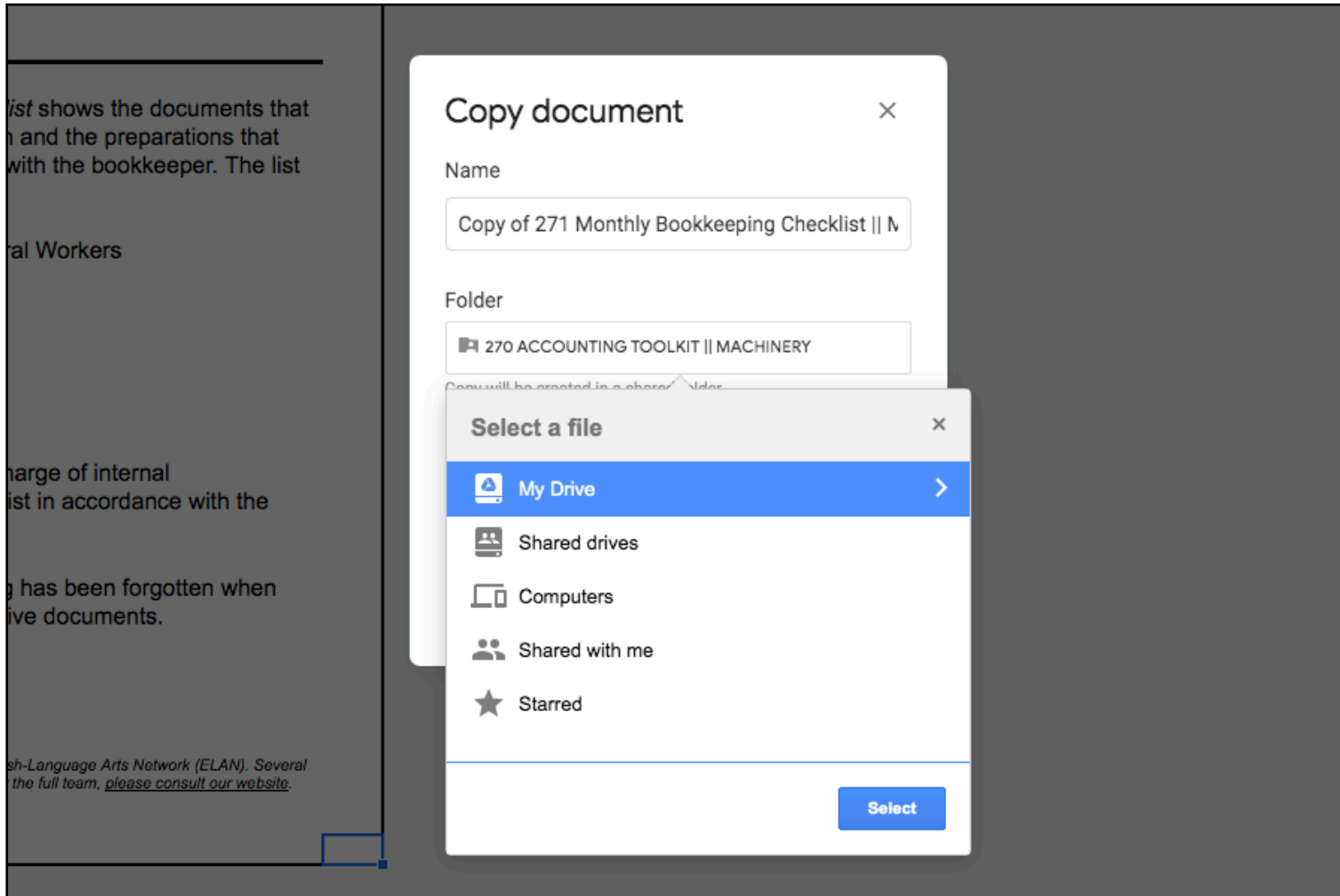
Artists, Arts Administrators, Cultural Workers

Internal

Moderate

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

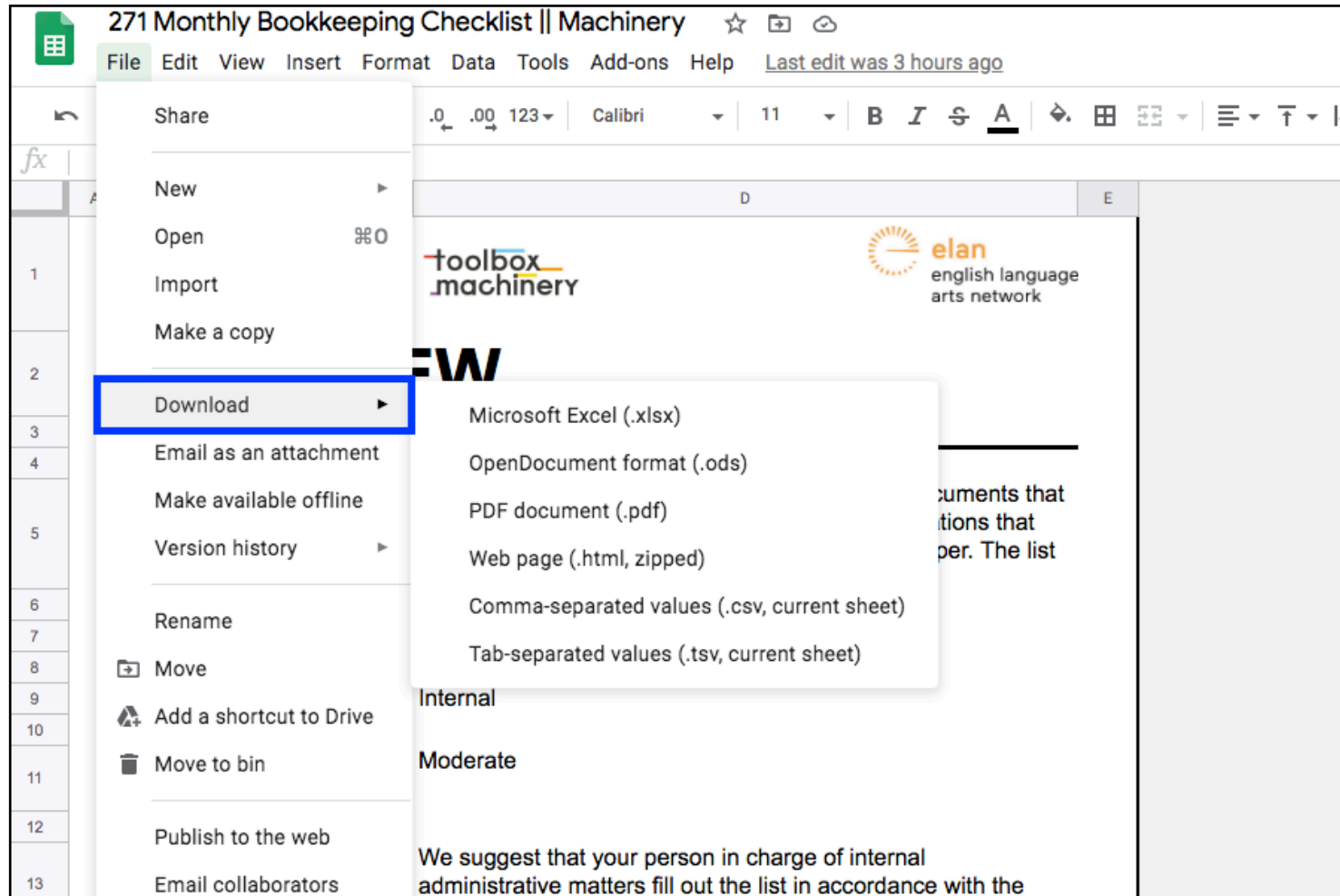
When you make a copy of a document (tool) it is automatically saved into 'My Drive' and will be named *Copy of (title)*. You will then be able to organize the copied tools and edit them as you wish.



OPTION 2

DOWNLOAD DIRECTELY ON YOUR COMPUTER.

You can download each document (tool) by selecting the format into which you want to save it.

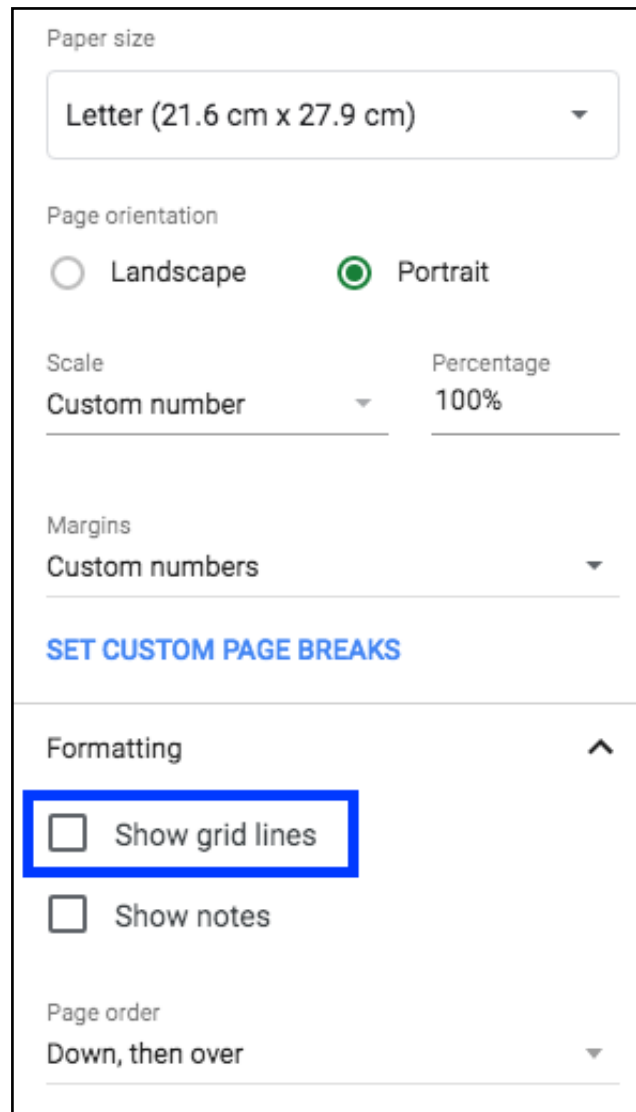


You will find the files in your downloads. The layout of the document may also change a bit.

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 print settings menu for Google Sheets. The menu is organized 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 ▼