



toolbox machinery

TECHNICAL GUIDE

1. Make sure you are part of the Machinerie's community. You can join it for free by filling [this form](#). To know if you are already part of the community, please contact us at outil@machineriedesarts.ca.

IMPORTANT : There is a **15 minute** processing time once you submit your form. You will have to wait that amount of time before proceeding to the next step.

2. [Create your online account](#) for the login space by using the same email address used to join the Machinerie's community.
3. [Log into your account](#) and go to the *Toolbox* section to access the full Toolbox directory.
4. Once you have opened a document (tool), you can save it in order to edit it using of the following options:

Option 1 | You have a Google account: create a copy of the tool in *My Drive*.

Option 2 | You do not have a Google account: download the tool directly to your computer.

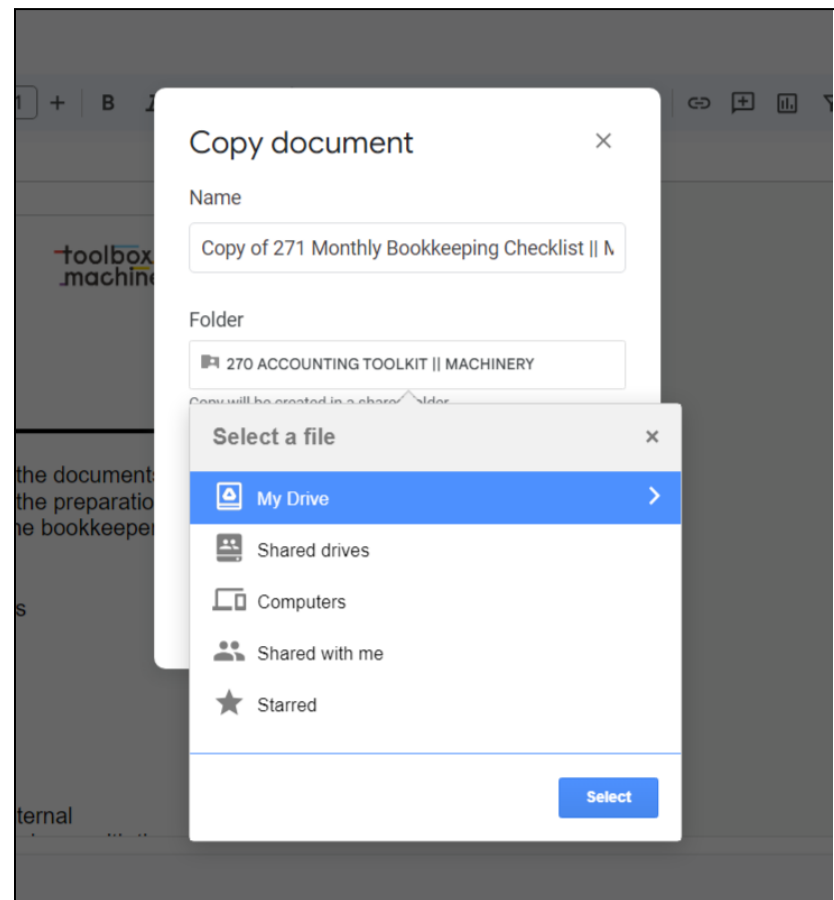
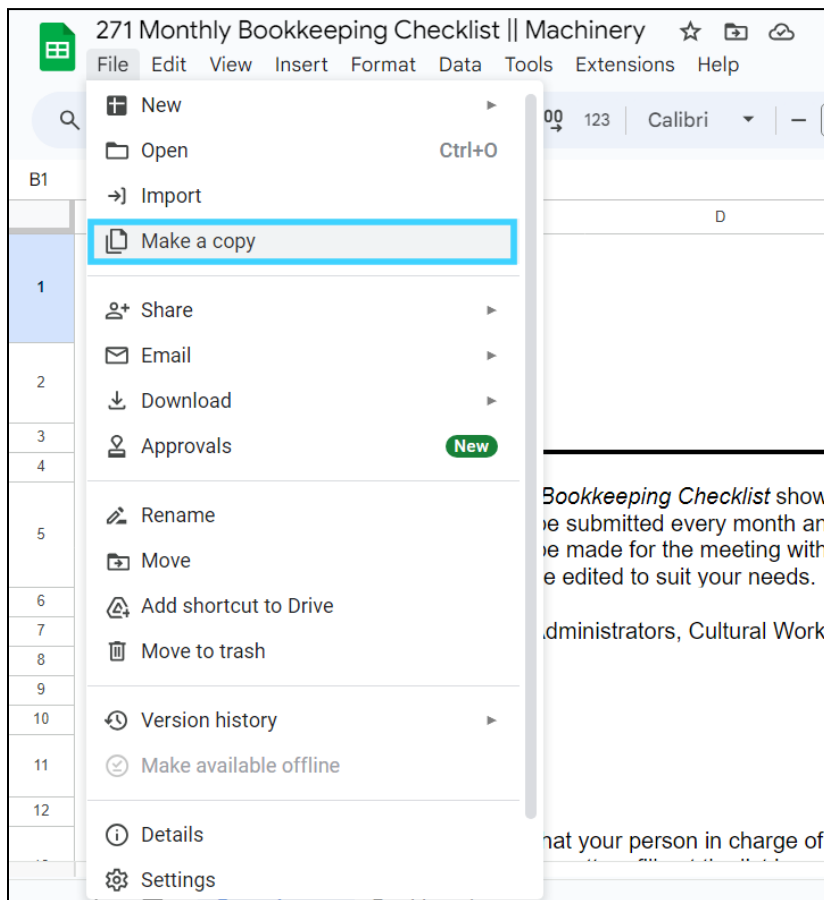
5. If you are experiencing technical difficulties, please contact the Machinerie at outil@machineriedesarts.ca.

IMPORTANT : The shared documents (tools) are in read-only mode to keep them in their original form. To edit them, you must follow one of the two options suggested above in step 4. You will then be able to edit the copies, use them, insert text, etc.

OPTION 1: USE A GOOGLE ACCOUNT AND DRIVE

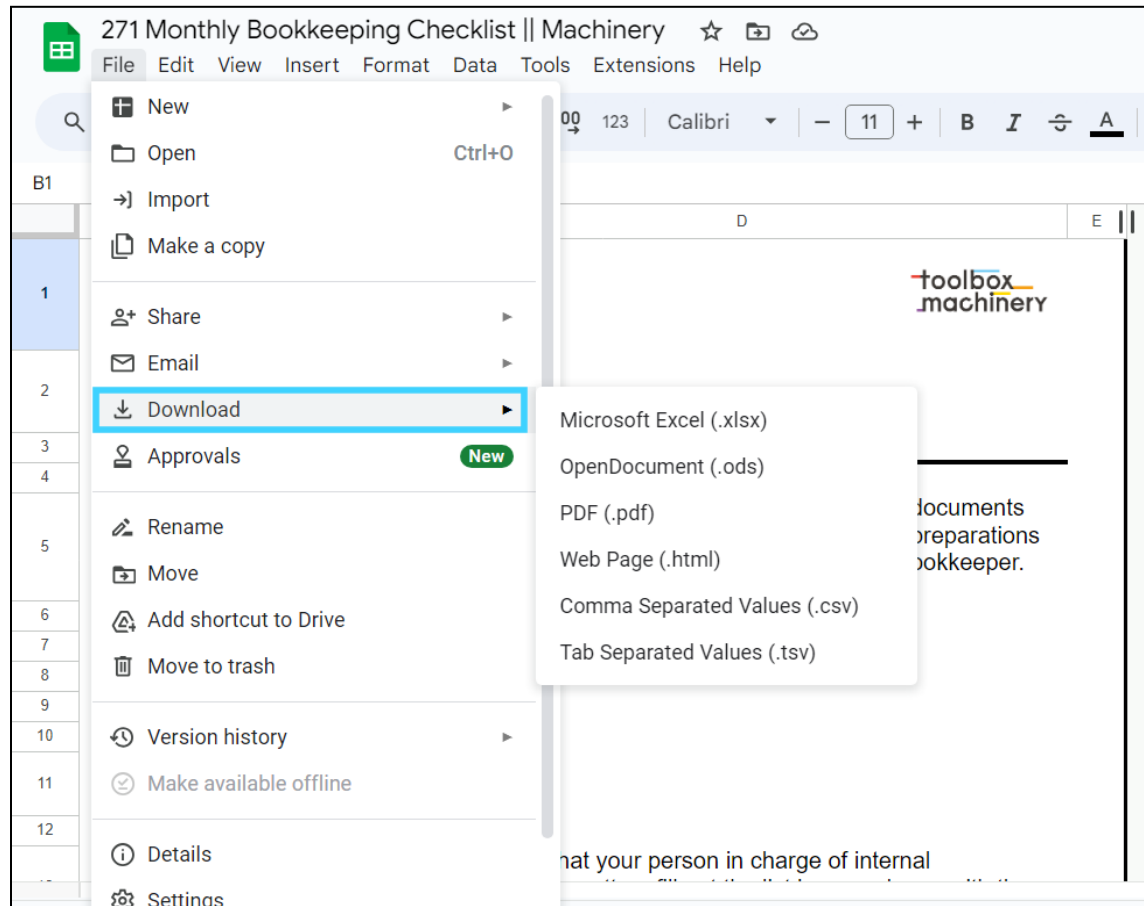
If you have a Google account, make a copy of the document (tool) by opening the **File** menu and selecting the **Make a copy** option.

When you copy a document, it is automatically saved to My Drive and renamed *"Copy of [original title]"*. You can then rename the copied tool, sort it where you want and edit it however you like.



OPTION 2: DOWNLOAD THE TOOL DIRECTLY TO YOUR COMPUTER

If you do not have a Google account, download the document (tool) directly on your computer by opening the **File** menu, the **Download** option and selecting the format in which you want to download it.



You will then find the document in your downloads folder. Please note that the page layout might be slightly altered when you first open the downloaded document in the Office suite.

PRINTING TOOLS THROUGH GOOGLE SHEETS

When printing a document (tool) through Google Sheets, make sure the “Show gridlines” and “Show notes” formatting options are unchecked in the print window so the print matches the document’s original appearance.

