



## Instructions on How to Retrieve Your Edited Narrative

*At this time, we will not be accepting new narratives to edit. More than enough time was given for makers to submit them. You can still enter them on your maker page but you will be responsible for their content, spelling, grammar etc.*

### Instructions:

Follow these carefully.

### Step One: Finding Your Batch of Edited Narratives

1. Open the shared **ENTRY ID Google Spreadsheet**:  
<https://docs.google.com/spreadsheets/d/1XdbAKW5brvRK7Mg0SoCftDV4DI2lz4ziftubNrp2w4l/edit?usp=sharing>
2. Search the **ENTRY ID Google Spreadsheet** for your name
  - a. How to search:
    - i. Click the **Edit** tab in the menu
    - i. Scroll down and select **Find and Replace** (or CTRL H on a PC)
    - ii. Type your **LAST NAME** in the **FIND box**
    - iii. Click the **FIND** button
    - iv. Make sure the name you find also has your same first name (some folks have the same last name). If it is not your same first name, click FIND again and go the next last name that is the same as yours. Continue until you find your first name.
    - v. To the **LEFT** of your **FIRST NAME** is the **BATCH NUMBER** where you will be able to find your **EDITED NARRATIVE**

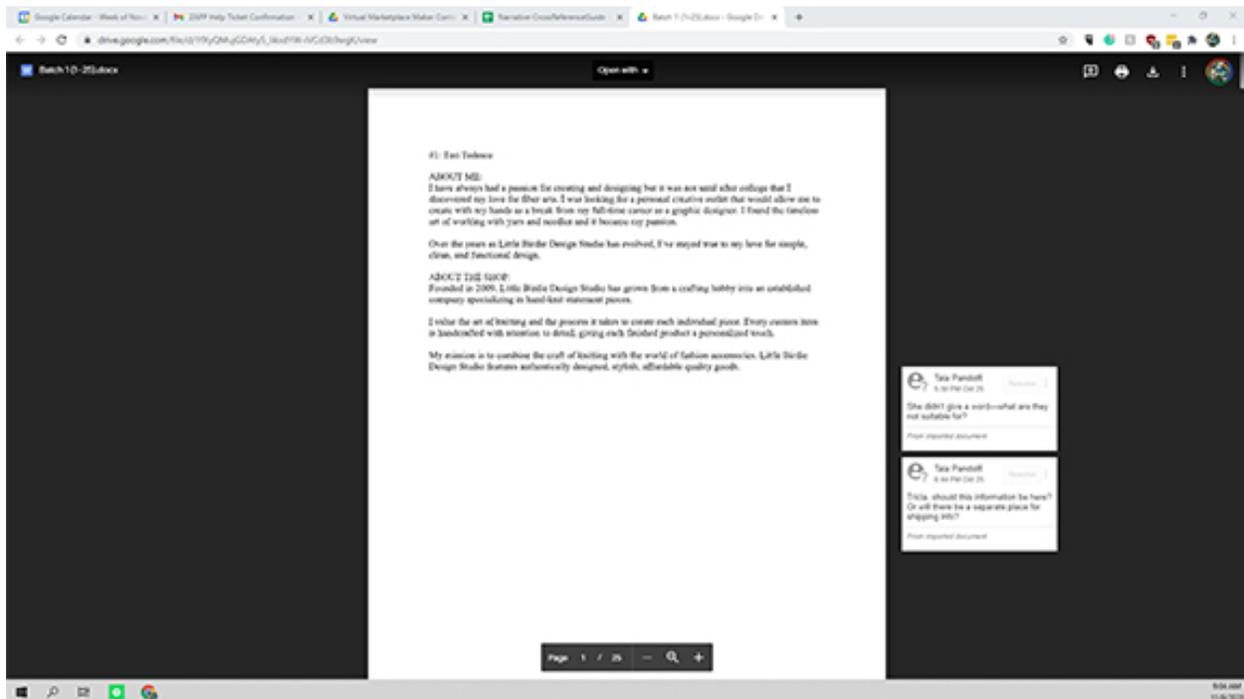


## Step Two: Finding your Edited Narrative

Once you know which BATCH contains your EDITED NARRATIVE, **open the link below or in the spreadsheet.**

Batch #	Entry ID	Link to Edit Narrative
Batch 1	Entry ID: 1 - 25	<a href="https://drive.google.com/file/d/1fXyQMujGDAty5_lkx_dYW-iVCd3b9wgK/view?usp=sharing">https://drive.google.com/file/d/1fXyQMujGDAty5_lkx_dYW-iVCd3b9wgK/view?usp=sharing</a>
Batch 2	Entry ID: 26 -50	<a href="https://drive.google.com/file/d/127P7qq_LfCMEXfVFz4mrflIocglbrB4P/view?usp=sharing">https://drive.google.com/file/d/127P7qq_LfCMEXfVFz4mrflIocglbrB4P/view?usp=sharing</a>
Batch 3	Entry ID: 51-75	<a href="https://drive.google.com/file/d/1txhR2XxAhGATMIOy_o3h8i6QRRo8xAmki/view?usp=sharing">https://drive.google.com/file/d/1txhR2XxAhGATMIOy_o3h8i6QRRo8xAmki/view?usp=sharing</a>
Batch 4	Entry ID: 76-106	<a href="https://drive.google.com/file/d/1dkOsv-BvluC5lamwgRtt3nS4Q8wwThhY/view?usp=sharing">https://drive.google.com/file/d/1dkOsv-BvluC5lamwgRtt3nS4Q8wwThhY/view?usp=sharing</a>
Batch 5	Entry ID:107-117	<a href="https://drive.google.com/file/d/17lcoQS2WB4MSXEb1NyVWCyXs2eb9yx5w/view?usp=sharing">https://drive.google.com/file/d/17lcoQS2WB4MSXEb1NyVWCyXs2eb9yx5w/view?usp=sharing</a>
<b>Batch 6</b>	<b>NOT YET EDITED: Entry ID: 118-126</b>	<b>IN PROCESS</b>

When the document opens, it should look like this:

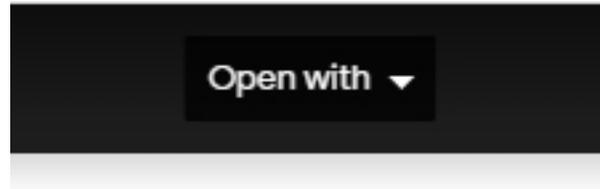




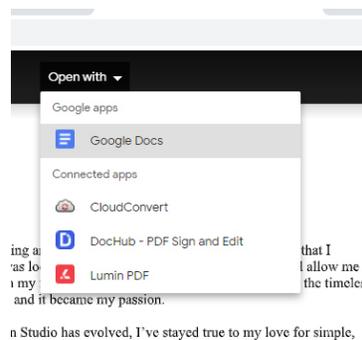
## THERE ARE TWO WAYS TO OPEN THE DOCUMENT:

### ONE: USING GOOGLE DOCS:

Click the top bar where it says “Open with” and an arrow pointing down.



Then choose “Google Docs”



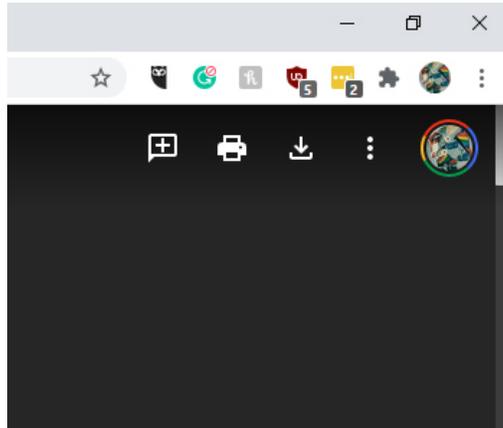
The document will open and you can search for your **EDITED NARRATIVE** by:

1. Click the **Edit** tab in the menu
2. Scroll down and select **Find and Replace** (or CTRL H on a PC)
3. Type your name as it appears in on the spreadsheet\* in the **FIND box**  
*\*a surprising number of you use different names in different places, you have to be consistent from the spreadsheet to the document here*
4. **Find your Edited Narrative**
  - a. **Copy YOUR NARRATIVE ONLY**
  - b. Open a document on your computer
  - c. Paste your edited narrative on your computer
  - d. Save it and have it ready for when you are able to populate your maker page



## TWO: YOU CAN DOWNLOAD THE WORD DOCUMENT TO YOUR COMPUTER OR DEVICE

In the RIGHT corner click the DOWNLOAD option. It is the down arrow.



The Word Document will download to your computer.

1. **Click on it to open it.** It should appear in the bottom bar of your web browser. If not, check your downloads folder.
  - a. When you open the document, you may have to choose “ENABLE EDITING” – it is a button at the top of the document in a yellow bar.
2. **CTRL F** to Search the Document for your EDITED NARRATIVE.
3. Type your name as it appears in on the spreadsheet\* in the **FIND box**  
*\*a surprising number of you use different names in different places, you have to be consistent from the spreadsheet to the document here*
4. **Find your Edited Narrative**
  - a. **Copy YOUR NARRATIVE ONLY**
  - b. Open a document on your computer
  - c. Paste your edited narrative on your computer
  - d. Save it and have it ready for when you are able to populate your maker page

*NOTE: In a few narratives, the editor made comments where she needed clarification or had a question. WE WILL NOT BE LOOKING AT THESE AGAIN FOR YOU. Read her comment, make or abandon the edit as you see fit.*

*If you open the document using Google doc, you will see the notes in the side bar. If you download the doc and open it using word, you will see a comment bubble.*