

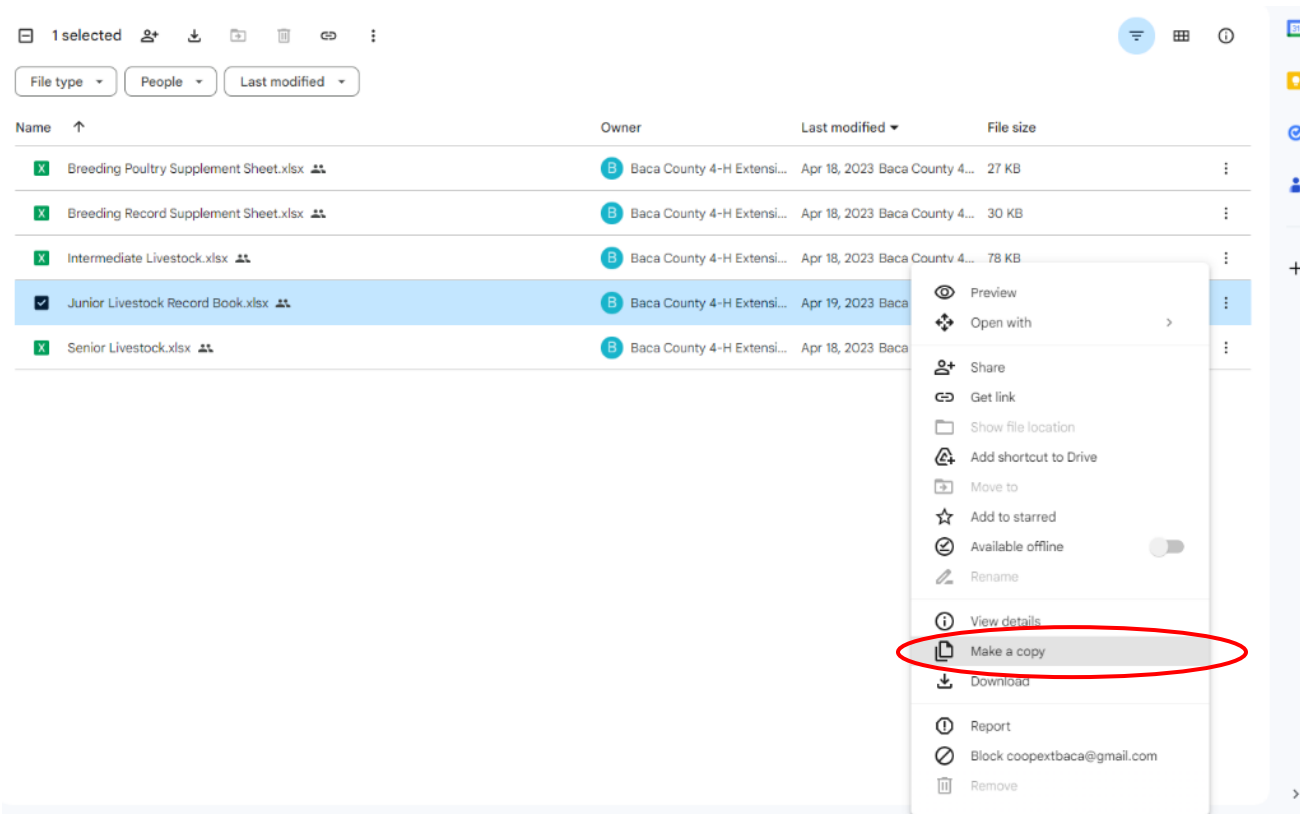
Shared with me > Livestock Record Books



File type People Last modified

Name	Owner	Last modified	File size
Breeding Poultry Supplement Sheet.xlsx	Baca County 4-H Extensi...	Apr 18, 2023 Baca County 4...	27 KB
Breeding Record Supplement Sheet.xlsx	Baca County 4-H Extensi...	Apr 18, 2023 Baca County 4...	30 KB
Intermediate Livestock.xlsx	Baca County 4-H Extensi...	Apr 18, 2023 Baca County 4...	78 KB
Junior Livestock Record Book.xlsx	Baca County 4-H Extensi...	Apr 19, 2023 Baca County 4...	47 KB
Senior Livestock.xlsx	Baca County 4-H Extensi...	Apr 18, 2023 Baca County 4...	78 KB

1. Click on the three dots at the left of the file you would like to edit.



1 selected

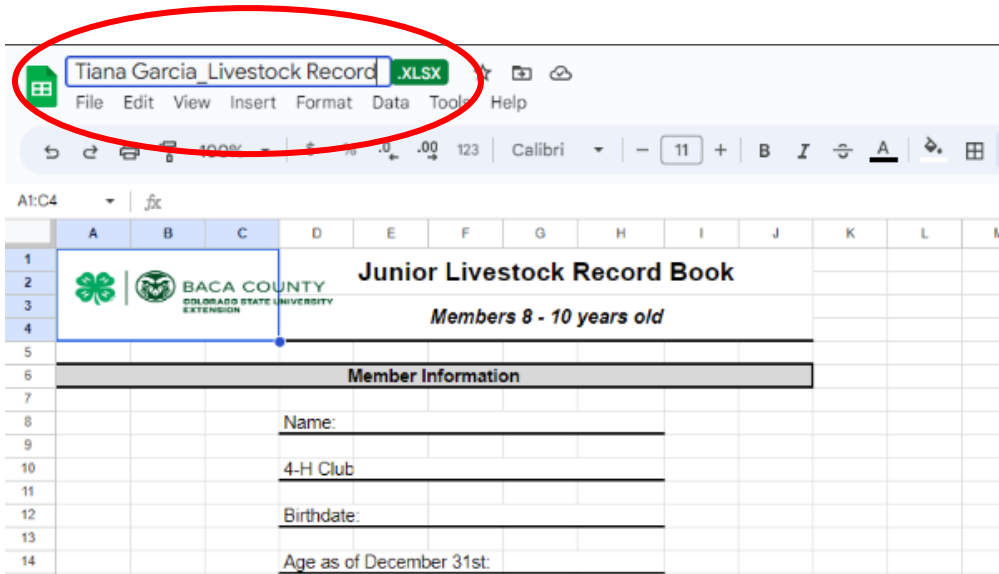
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- Preview
- Open with
- Share
- Get link
- Show file location
- Add shortcut to Drive
- Move to
- Add to starred
- Available offline
- Rename
- View details
- Make a copy**
- Download
- Report
- Block coopextbaca@gmail.com
- Remove

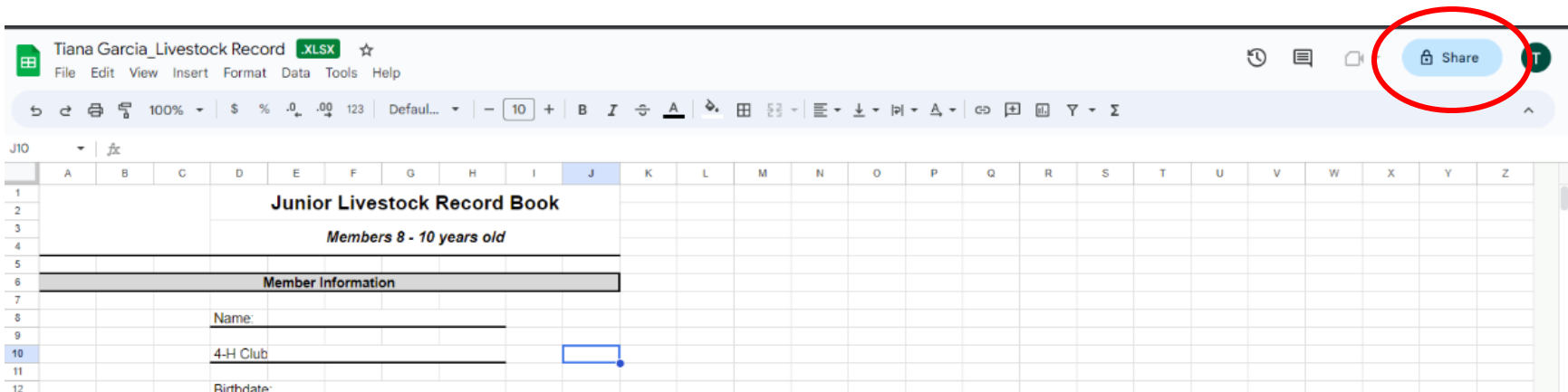
2. Click on Make a Copy.

Livestock Record Book Google Sheets Instructions



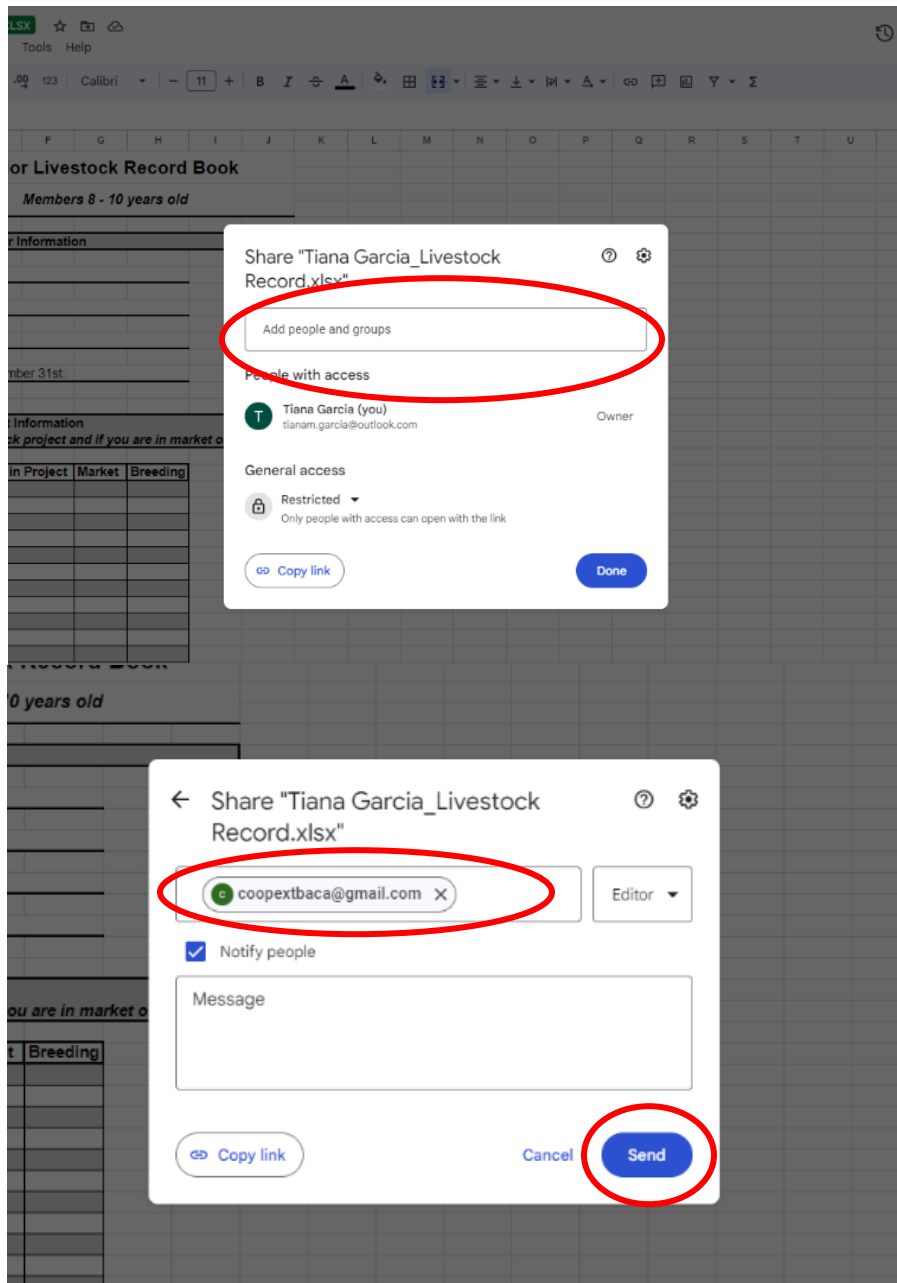
3. Rename your file as follows.

First & Last Name_Livestock Record



4. When you are ready to submit your record book back to the extension office, click the Share button.

Livestock Record Book Google Sheets Instructions



The image shows two screenshots of the Google Sheets sharing interface. The top screenshot shows the 'Share' dialog box for a file named 'Tiana Garcia_Livestock Record.xlsx'. The 'Add people and groups' input field is circled in red. The bottom screenshot shows the same dialog box with the email address 'coopextbaca@gmail.com' entered in the input field, also circled in red. The 'Send' button at the bottom right is also circled in red.

5. Click to type in the Add People dialog box.

6. Type in the Baca County 4-H email address.

coopextbaca@gmail.com

7. Click send when you have the email added.