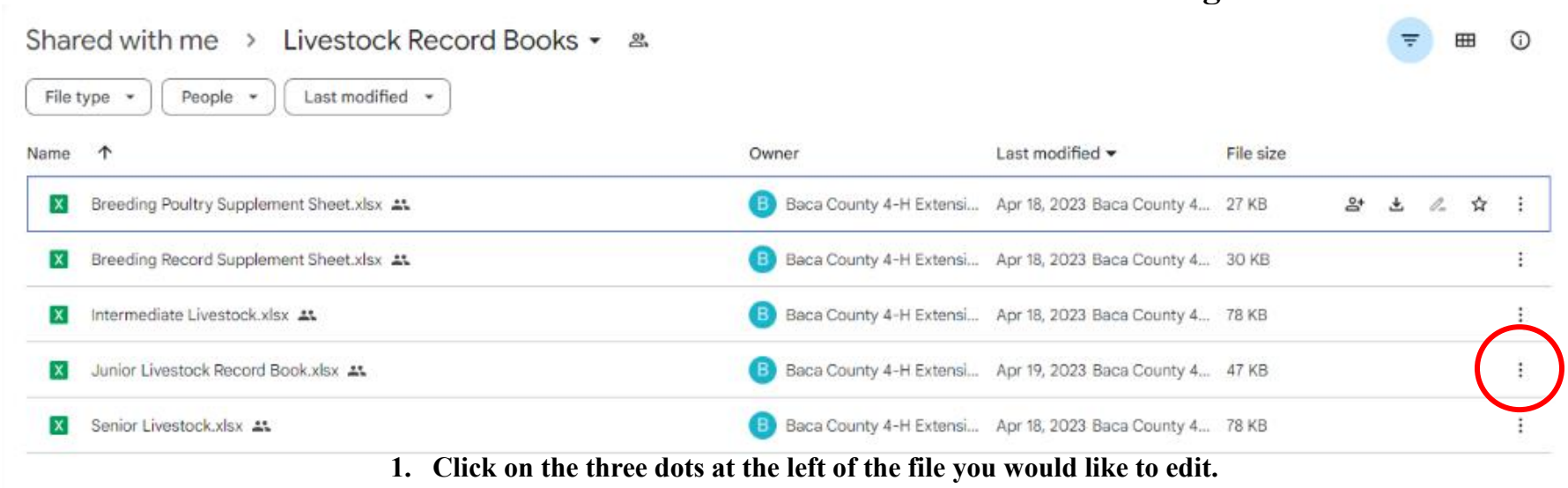
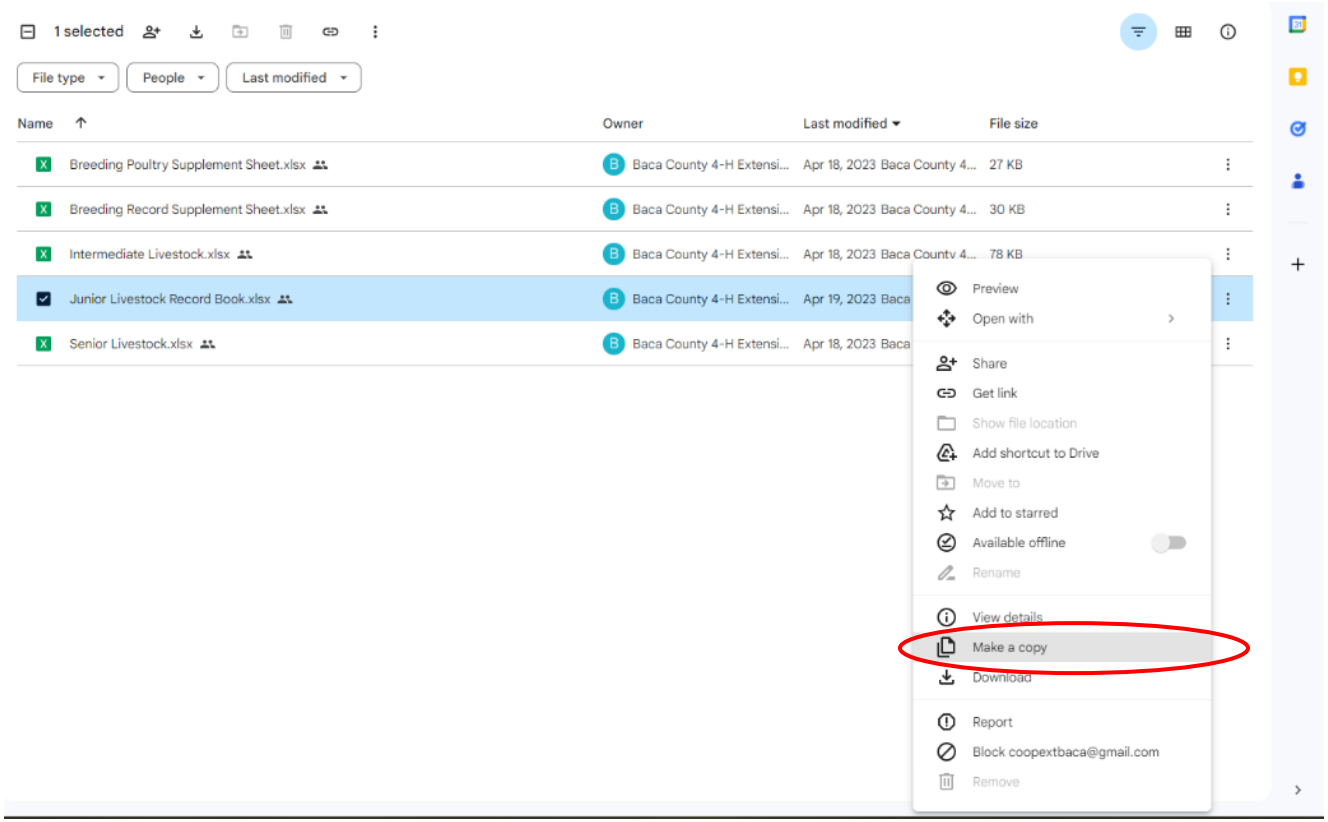
BACA COUNTY
COLORADO STATE UNIVERSITY EXTENSION

Livestock Record Book
Google Sheets Instructions



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



2. **Click on Make a Copy.**

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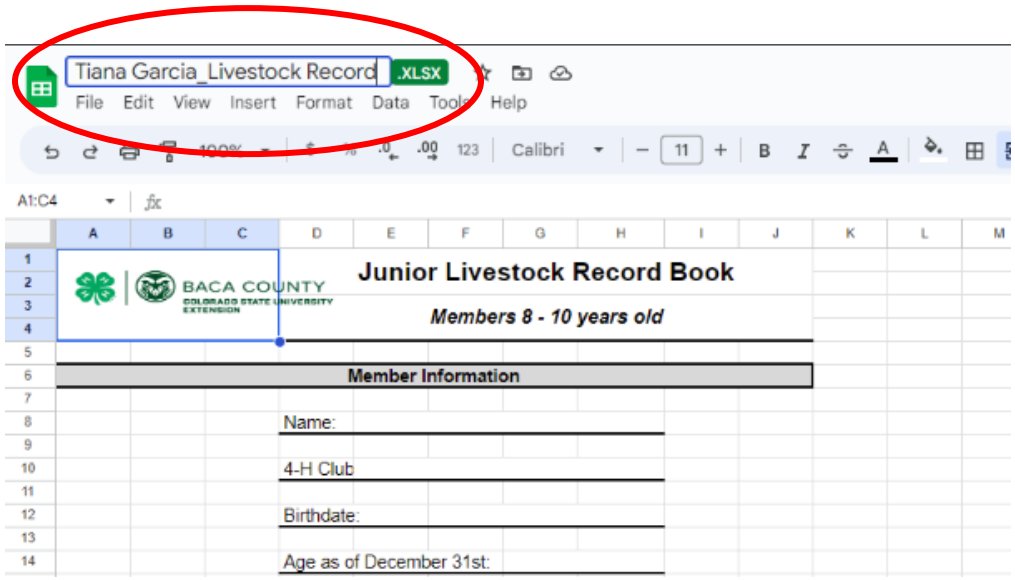
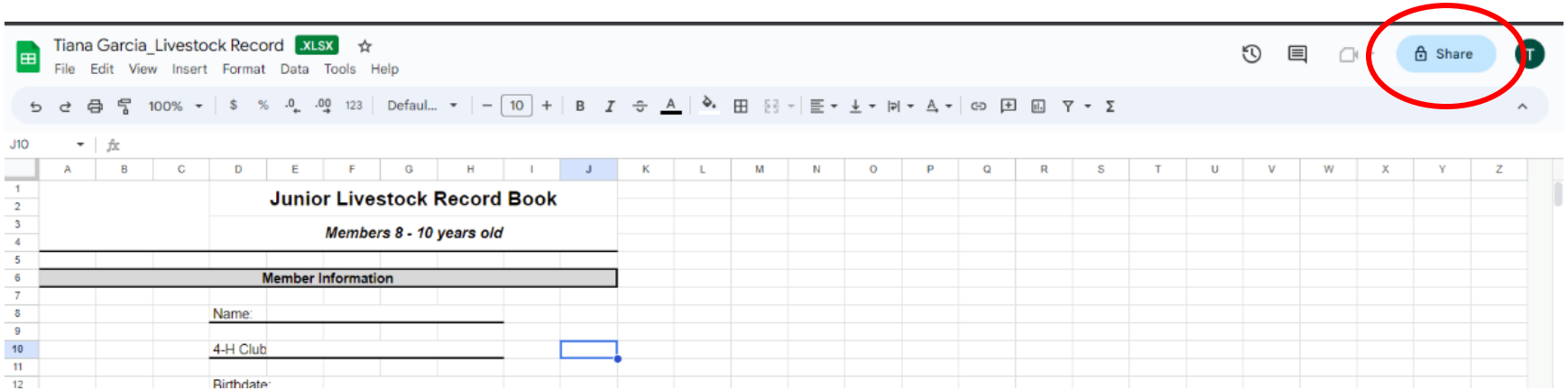


3. Rename your file as follows.

First & Last Name_Livestock Record



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

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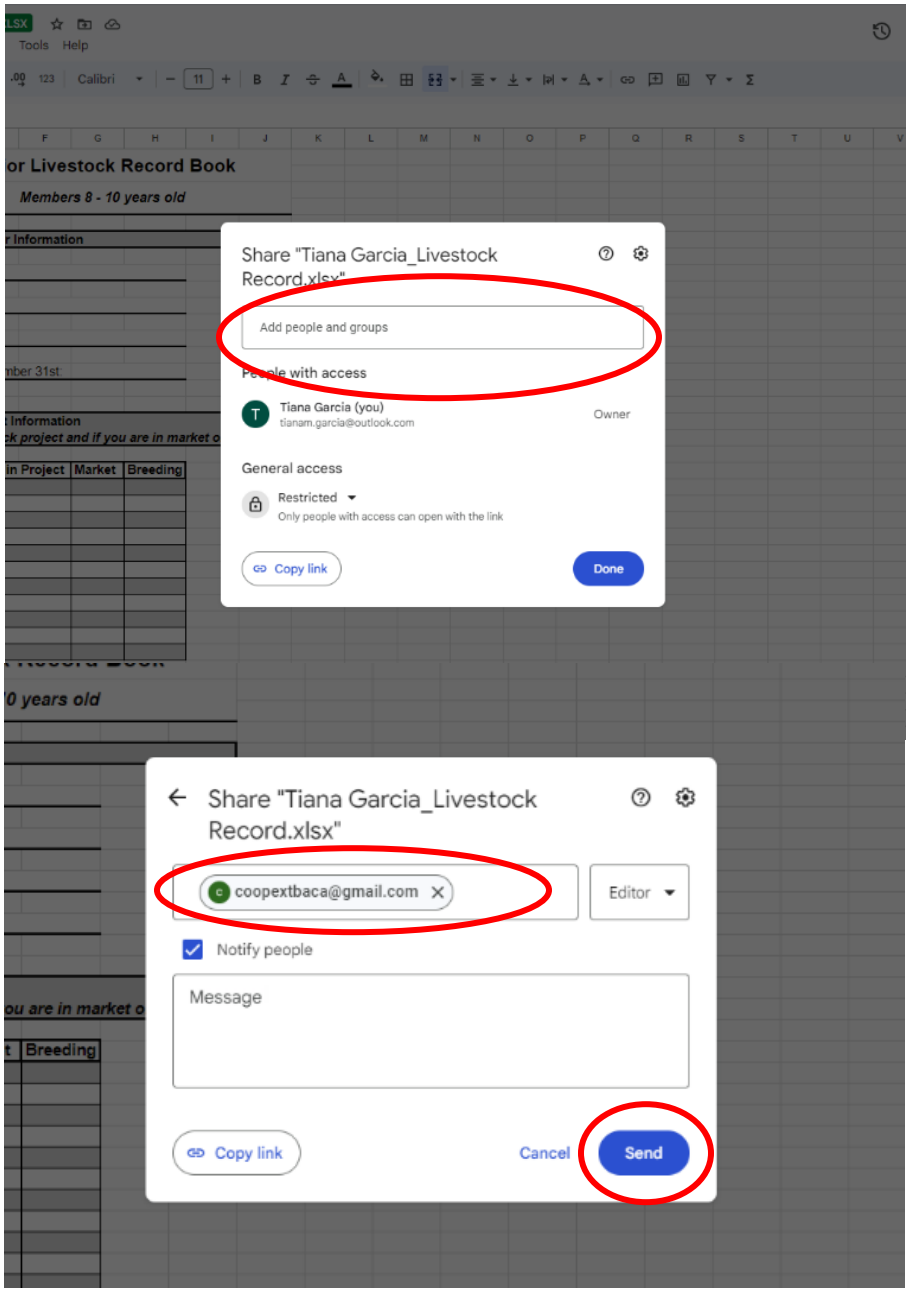

5. Click to type in the Add People dialog box.

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

coopextbaca@gmail.com

7. Click send when you have the email added.