

ACAE Google Spreadsheet Manual

This manual has been created in order to help you gain access quickly to the Google Spreadsheet. We use Google Spreadsheet for:

- ACAE Country report in Matrix form,
- Handbook of Asian Architectural Schools.

Google Account

In order to access Google spreadsheet, you will need a Google Account. Your Google Account gives you access to **Gmail** and other Google services, such as **Google Docs** where you will find the spreadsheet.

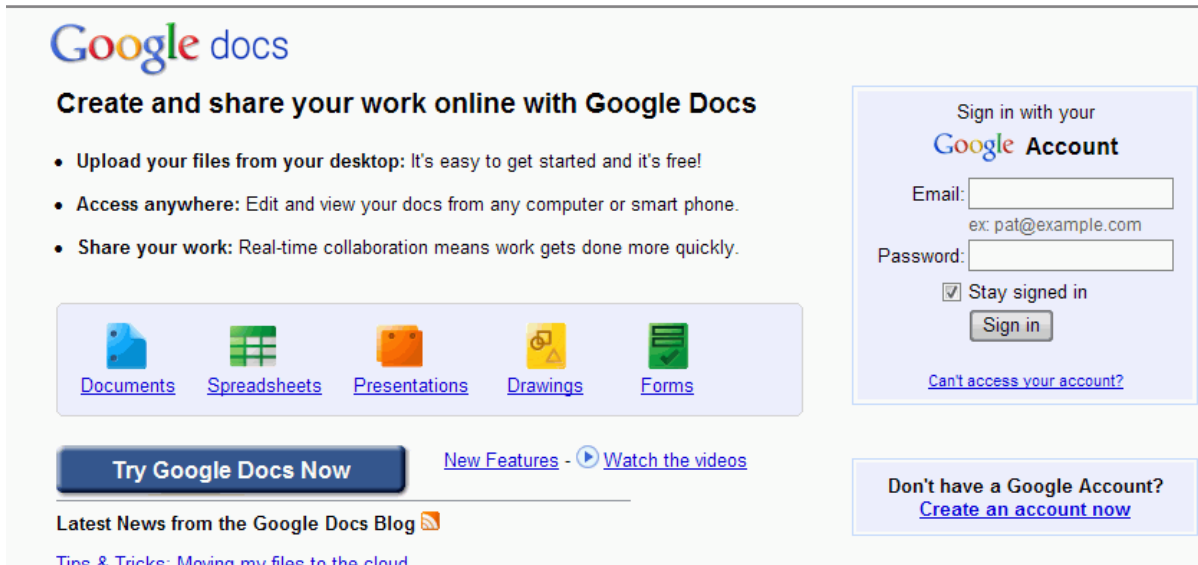
A Google Account (or Gmail) has been created for your respective country. The password is "lahore12345".

Please note that **the password is the same** for every account listed here:

1. Bangladesh - acaebangladesh@gmail.com
2. China - acaechina@gmail.com
3. Hong Kong - acaehongkong@gmail.com
4. India - acaeindia@gmail.com
5. Indonesia - acaeindonesia@gmail.com
6. Japan - acaejapan@gmail.com
7. Macau - acaemacau@gmail.com
8. Malaysia - acaemalaysia@gmail.com
9. Mongolia - acaemongolia@gmail.com
10. Nepal - acaenepal@gmail.com
11. Pakistan - acaepakistan@gmail.com
12. Philippines - acaephilippines@gmail.com
13. Singapore - acaesingapore@gmail.com
14. South Korea - acaekorea@gmail.com
15. Sri Lanka - acaesrilanka@gmail.com
16. Thailand - acaethailand@gmail.com
17. Vietnam - acaevietnam@gmail.com

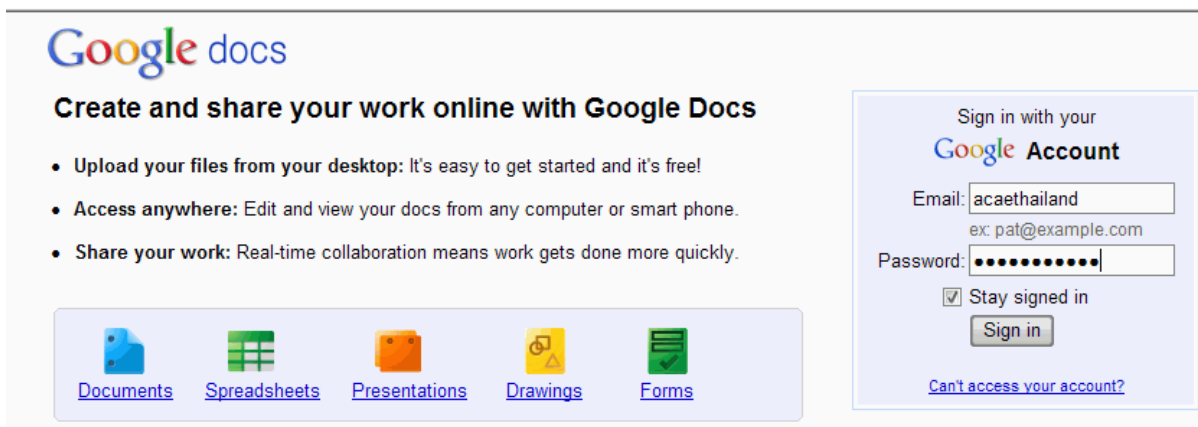
Recommended Browser: Internet Explorer, Google Chrome, Firefox

Step 1: Go to <http://docs.google.com>



The screenshot shows the Google Docs homepage. At the top left is the "Google docs" logo. Below it is the heading "Create and share your work online with Google Docs". A list of features includes: "Upload your files from your desktop: It's easy to get started and it's free!", "Access anywhere: Edit and view your docs from any computer or smart phone.", and "Share your work: Real-time collaboration means work gets done more quickly." Below the list are icons for Documents, Spreadsheets, Presentations, Drawings, and Forms. A "Try Google Docs Now" button is present, along with a link to "New Features - Watch the videos". At the bottom left, there is a link to "Latest News from the Google Docs Blog" and "Tins & Tricks: Moving my files to the cloud". On the right side, there is a "Sign in with your Google Account" form. The "Email:" field is empty, with the placeholder text "ex: pat@example.com". The "Password:" field is also empty. There is a "Stay signed in" checkbox which is checked, and a "Sign in" button. Below the form is a link "Can't access your account?".

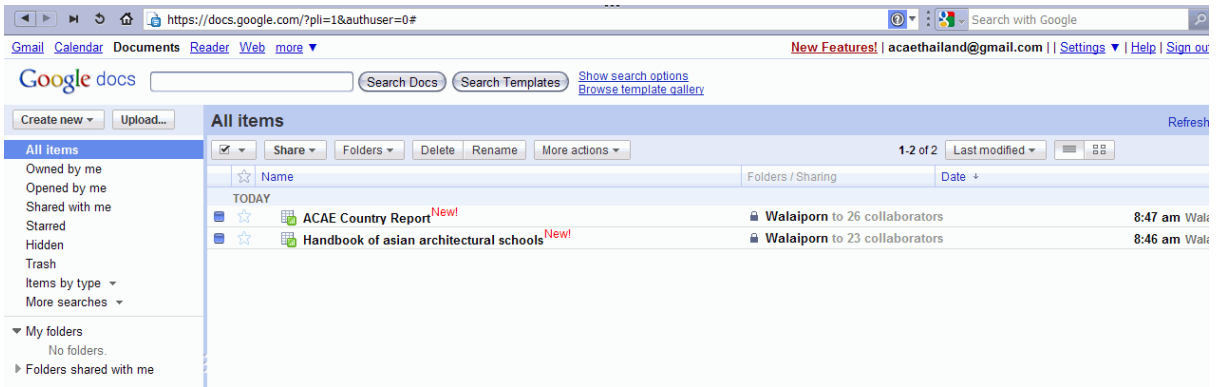
Step 2: Login with your country username and password.



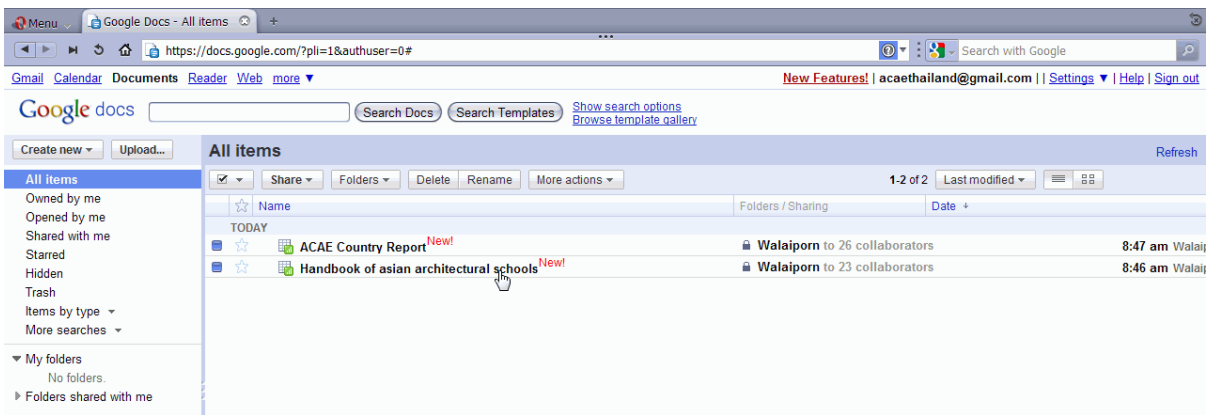
This screenshot is identical to the previous one, but the "Email:" field in the login form is now filled with the text "acaethailand". The "Password:" field remains empty. The "Stay signed in" checkbox is still checked, and the "Sign in" button is visible. The link "Can't access your account?" is also present.

Shorten login name is accepted. For example, you can either type "acaethailand" or acaethailand@gmail.com on the Email field.

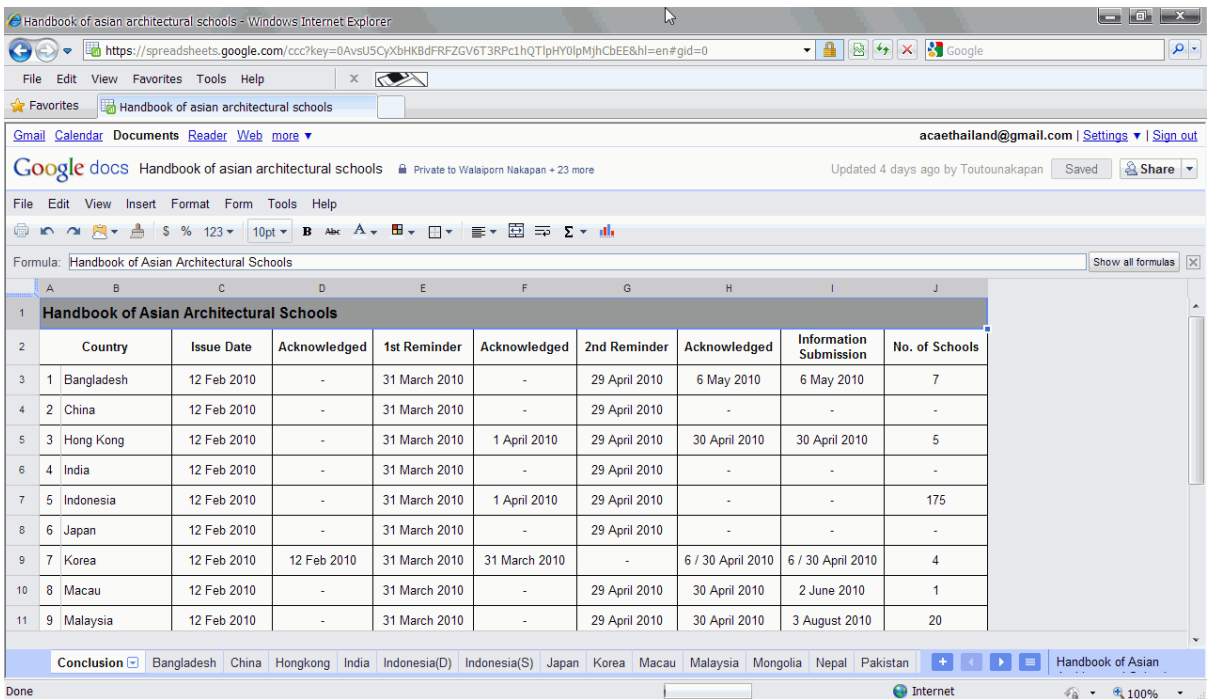
Step 3: Arrival at Google Docs, you will see two spreadsheets.



Step 4: Click on the spreadsheet you want to edit.



It will open up.



Step 5: Find your respective country on the tab below. Then click on tab to edit. You can edit it like a normal Excel file.

The screenshot shows a Google Docs spreadsheet titled "Handbook of asian architectural schools". The spreadsheet is currently displaying the "Thailand" tab, which is highlighted in the bottom navigation bar. The spreadsheet content includes a header row for "Country" and "Thailand", followed by columns for "No.", "Schools & Contacts", "Vision, Mission", "Program Offered", "Enrollments Per Year", and "Status of Accreditation". The data for Chulalongkorn University is visible, including details like Dean, Address, Government status, Year Established, and various architectural programs (B.Arch, M.Arch) with their respective enrollment numbers.

Step 6: Click on "Save now" button to save the data immediately. Otherwise, Google spreadsheet will automatically save your data every now and then.

This screenshot is identical to the previous one, but with the "Save now" button in the top right corner of the Google Docs interface circled in red. The spreadsheet content remains the same, showing the "Thailand" tab and the data for Chulalongkorn University.

Step 7: When you finish editing, just close the browser.