

Instructions for submitting Master Gardener Log Sheets by email:

Step 1: Go to the Cherokee County Extension website and click on the “Members Only Forms” link under the Master Gardener Menu. The direct link is as follows:

www.ugaextension.com/cherokee/anr/GeneralForms.html

Step 2: Click on the “Log Sheet (.doc)” link in Microsoft Word format on our website.

Step 3: When prompted by a pop-up screen, click “Save” to your computer/desktop. You may wish to create a new file on your computer/desktop to store Log Sheets at this time. This can be done by clicking the “Create a New Folder” icon from the same pop-up screen and then saving the Log Sheet into that new folder.

Step 4: Open the newly saved Log Sheet document from your computer/desktop and begin completing the form by typing. The form is locked to prevent you from accidentally editing the layout. However, you can hit the “Tab” key on your keyboard to advance to the next line or box for typing. Holding down the “Shift” key while hitting “Tab” will allow you to go back to the previous entry.

Step 5: When you have finished typing your Log Sheet entries, be sure to “Save” the document for your records to a file that you can find on your computer. From the menu, select “File”→ then select “Save As”. Next to the “file name” blank, you may want to rename the file and save according to year and month so that you can file them on your computer accordingly. A suggested file name format might be “LOGSHEETJan09.doc” which could be changed according to month and year each time you save a new log sheet.

Step 6: After you have saved the Log Sheet, you can then close out the document, select “File”→ then select “Close” or left click the big “X” in the upper right hand corner of your document window. Before sending this as an attachment to our office, you may want to go back and try to open the file under the name that you gave it in Step 5 to make sure it was saved properly.

Step 7: Go to your email account provider, login, and compose a new email. Your email should allow you to “attach” a document or “insert” a file by browsing your computer’s files. Navigate through the menus to where you saved your file. Select the file you just saved and click “insert” to attach it to the email.

Step 8: Please email log sheets to the Extension office by way of Judy Haygood at uge1057@uga.edu by the 5th of each month or as soon as a log sheet is full. You may also print the log sheet and/or fax a copy to 770-479-0565. The deadline for all log sheets to be turned in is December 15th to be included in the County Annual Summary.