

# The CUE Magazine Exchange

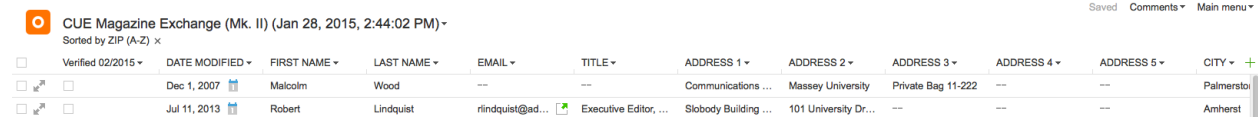
## About the CUE Magazine Exchange

The CUE Magazine Exchange was created so that college and university and secondary school editors could see each others' work. If you join the exchange, you agree to send your magazine to the other members of the list. You should in turn receive the magazines produced by the others.

Before you send a new issue of your magazine to the exchange list, please download the current version of the list using the instructions below. You can also edit your information on the mailing list, using the instructions below. **Please edit only your own information, and remember to change the "Date Modified" field so other users can easily identify when changes were made.**

The list is maintained in an Obvibase database. To access it:

1. Go to <http://bit.ly/CUEMagExchange> or [www.obvibase.com](http://www.obvibase.com).
2. Click the "Sign in with Google" link.
3. Log in using the email address [cuemag@yahoo.com](mailto:cuemag@yahoo.com) and the password EditorsRock. You should see the database, something like this:



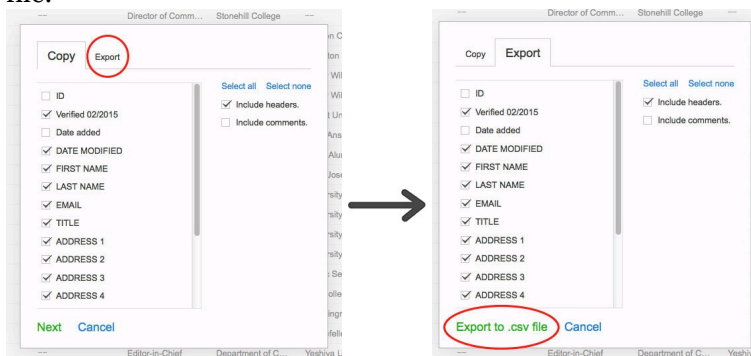
CUE Magazine Exchange (Mk. II) (Jan 28, 2015, 2:44:02 PM) - Saved Comments Main menu

Sorted by ZIP (A-Z) x

<input type="checkbox"/>	Verified 02/2015	DATE MODIFIED	FIRST NAME	LAST NAME	EMAIL	TITLE	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	CITY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dec 1, 2007	Malcolm	Wood	--	--	Communications ...	Massey University	Private Bag 11-222	--	--	Palmerston North
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jul 11, 2013	Robert	Lindquist	<a href="mailto:rlindquist@ad...">rlindquist@ad...</a>	Executive Editor, ...	Slobody Building ...	101 University Dr...	--	--	--	Amherst

## How to download the exchange address list

1. Click "main menu" in the upper right and choose "Copy/Export" in the menu.
2. Click the "Export" tab in the popup window, choose the fields to export, and click "Export to .csv file."



3. Save or open the file on your computer.

## How to edit the exchange address list

1. Follow the steps above to log onto Obvibase and open the database.
2. Find your information and click the cells you need to edit, just as you would in Excel. Change the "Date Modified" field in the row(s) you updated. Changes are saved automatically.

## How to add yourself to the address list

1. Follow the steps above to log onto Obvibase and open the database.
2. Click the green plus sign in the lower left to add a new row at the bottom of the database.
3. Scroll down to the new row and click each cell to add your information. Changes are saved automatically.

Questions or other needs? Email [tdavies@commschool.org](mailto:tdavies@commschool.org).