

## The CUE Magazine Exchange On Google Sheets

### About the CUE Magazine Exchange

The CUE Magazine Exchange (CUE-ME) 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 a Google sheet. To access it, go to <http://bit.ly/CUE-ME-edit2016>.

### To add or update your information:

1. Edit the sheet as you would an Excel spreadsheet.
2. Mark today's date in the "DATE MODIFIED" column for your row.

*If you make a mistake that affects the entire database, please revert to a previous version. Instructions for this are at <https://support.google.com/docs/answer/190843>.*

### To download the exchange address list:

In the "File" menu in the upper left, choose "Download as" and then click on the arrow to see and choose a file format.

Questions or other needs? Email [tbd6@columbia.edu](mailto:tbd6@columbia.edu).

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