

GPD Finland 2017 - Manuscript Submission Instructions

Dear GPD 2017 Presenter,

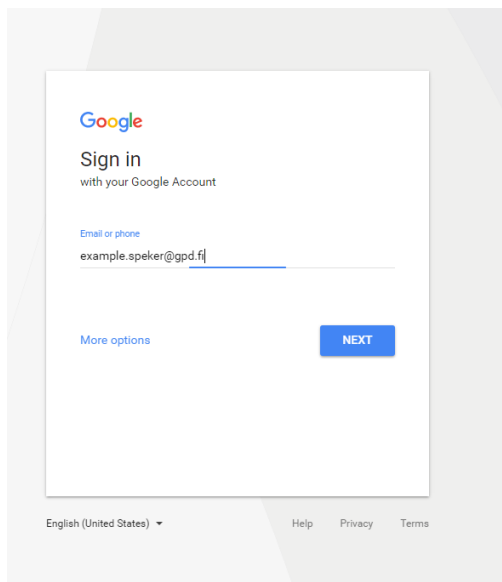
We are now ready to start receiving your manuscripts for publishing in the GPD 2017 conference book via Google Drive platform.

Below are the steps for you to follow during the process

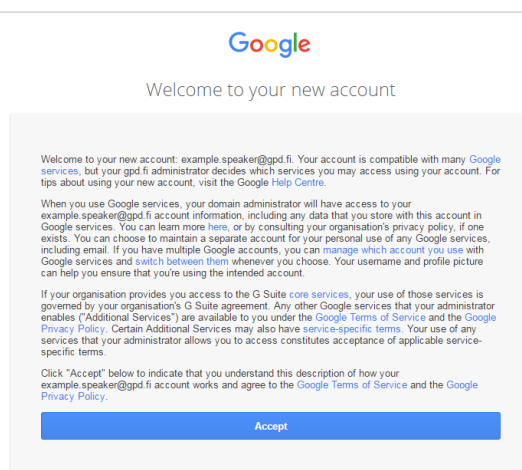
1. The process will begin with you receiving an email invitation to access the Google Drive submission platform. The email will be from the following address;

GPD 2017 (Via Google Drive)

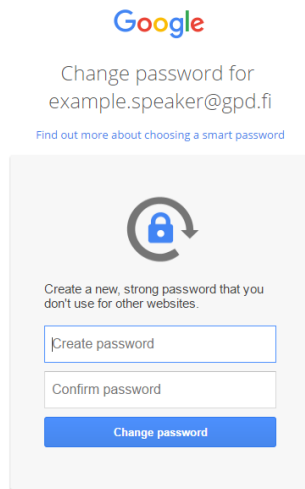
2. When you open the email, the message will contain your user name and password. There will also be a link to access GoogleDrive platform. Please click the link and login with your credentials. Then follow the instructions as indicated below.



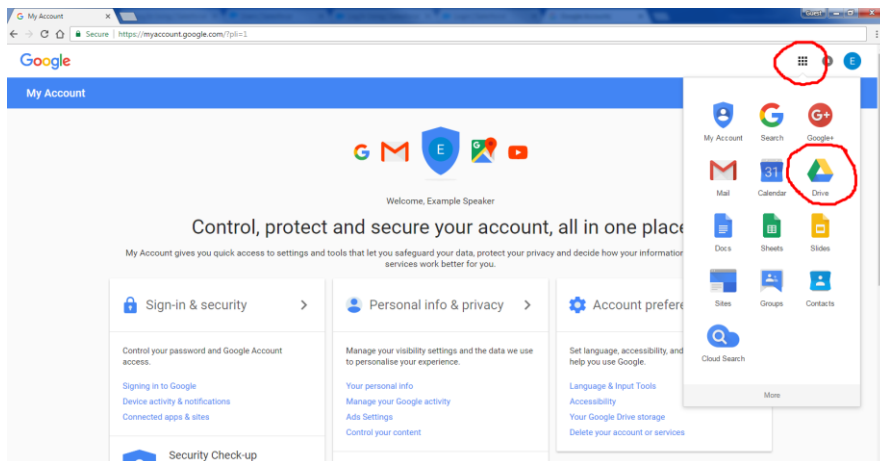
3. Accept the Online Agreement.



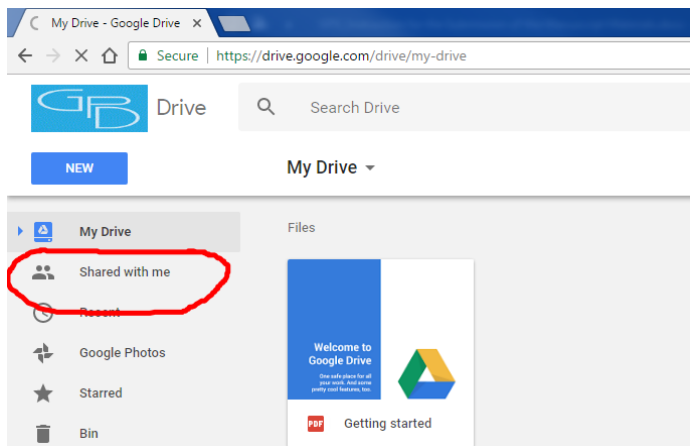
4. Change your password



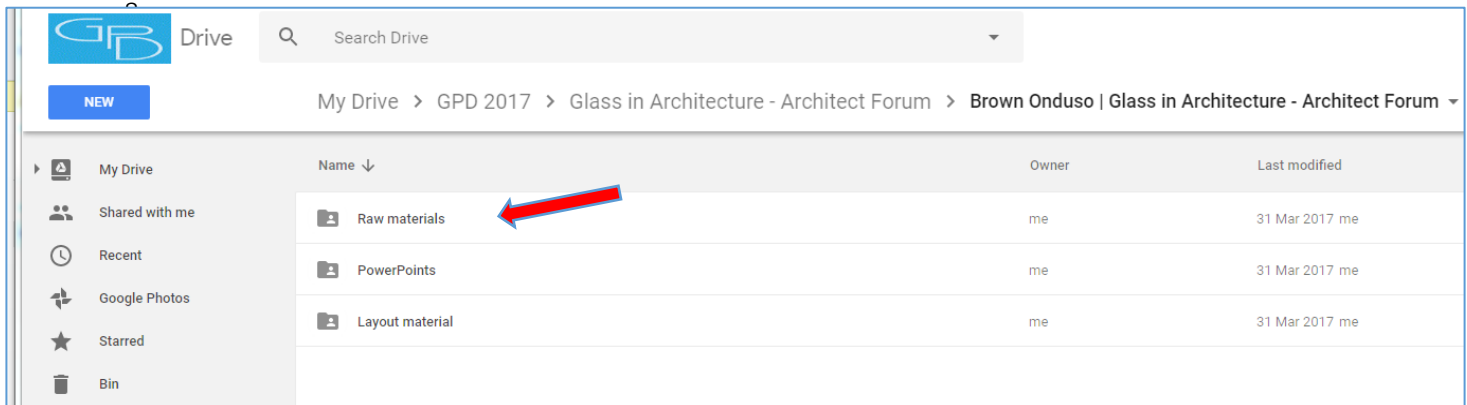
5. If you end up to My Account page, choose the "Drive"



6. Choose "Shared with me"



7. You should end up in Google Drive with a similar view to the image shown below. There will be the following 3 sub-folders – **Raw Materials**, **PowerPoints** and **Layout Material**

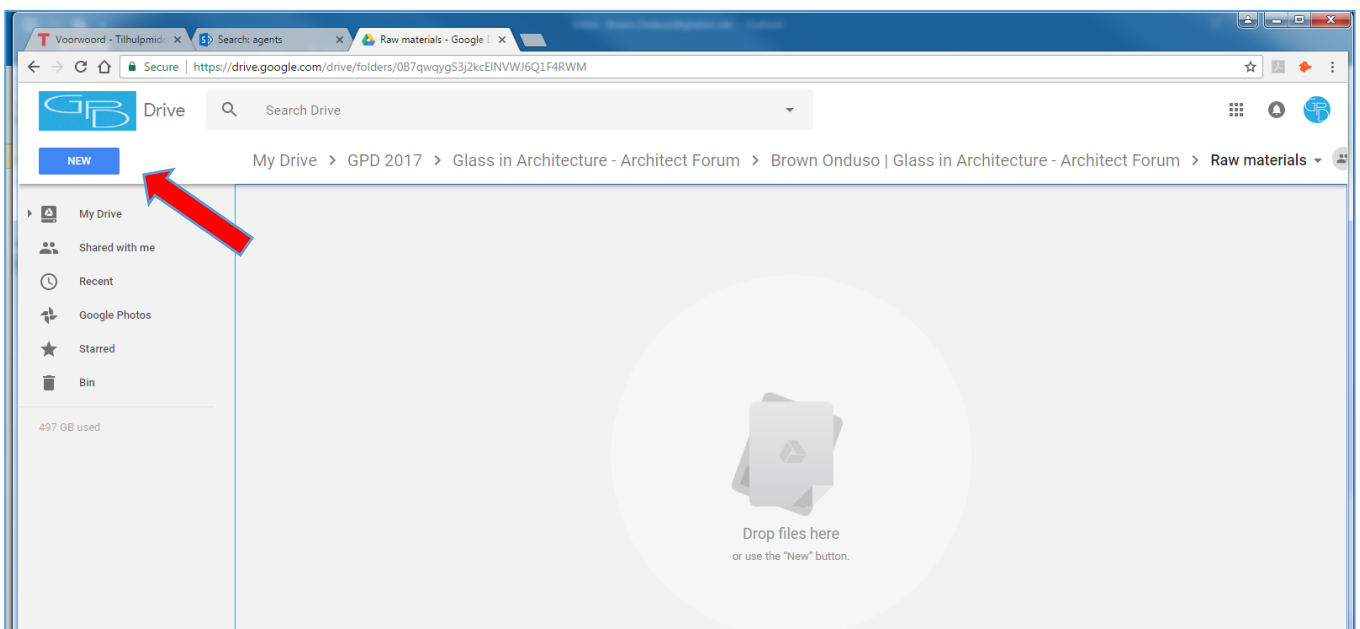


9. Uploading Your files:

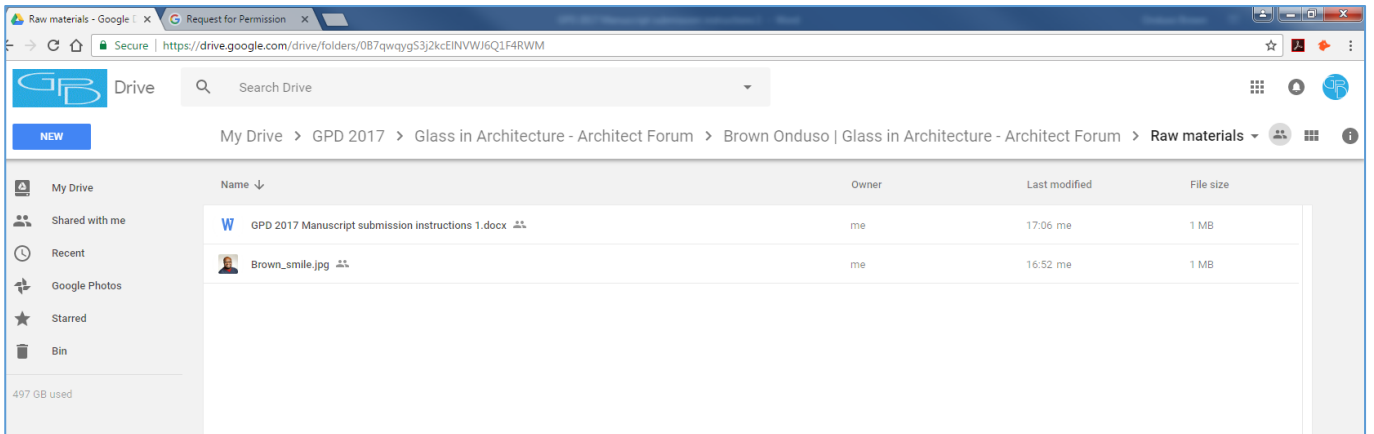
Please upload your raw manuscript material in the Raw materials folder. To do so, please open the Raw Materials folder by clicking twice on it. You should with a view like the image shown below.

You can **upload files in 3 ways**

1. **Option 1:** Simply **drag and drop** your files from your computer into the folder
2. **Option 2:** **Right click** on the mouse, then select **'upload files'** from the drop-down menu.
3. **Option 3:** Click on the **'NEW'** button at the top left side of the top menu. Then select **'File Upload'** from the drop-down menu to upload your files. The **'NEW'** button is in blue colour
- 4.



Example Image with two files uploaded

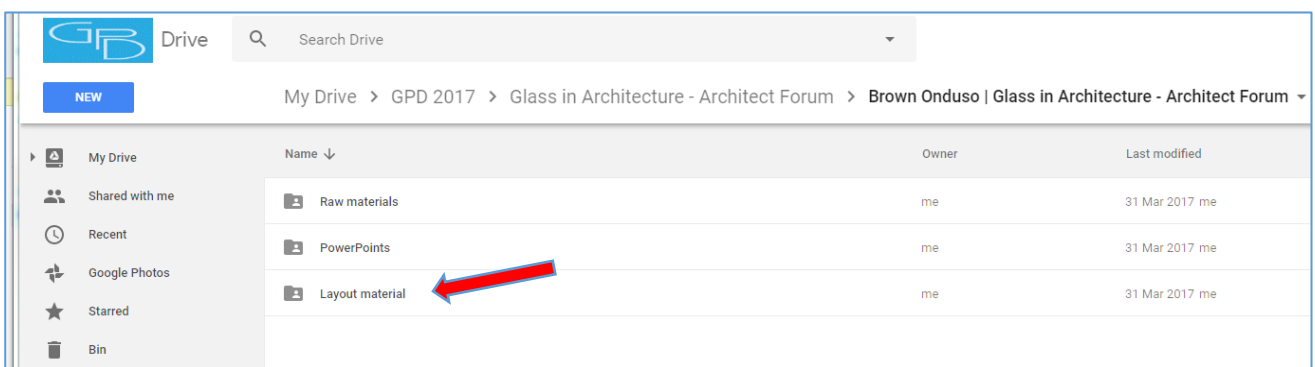


10. Updating or editing your file uploads

- If you want to update / edit your material after you have uploaded it, download the PDF file from the layout folder into your computer, edit it and then upload the new one. Remember to remove the un-edited file to avoid having duplicate files. To remove the file, right click on the file and select '**Remove**' from drop-down menu
 - **Do not upload several versions of the same material. The book layout designer will not know which one to use.**

11. After uploading all your files, sign out by simply closing your browser. The graphic designer that will make the page layouts will be notified about the uploaded material. The designer will get the files, make the first version of the page layouts for you to check.

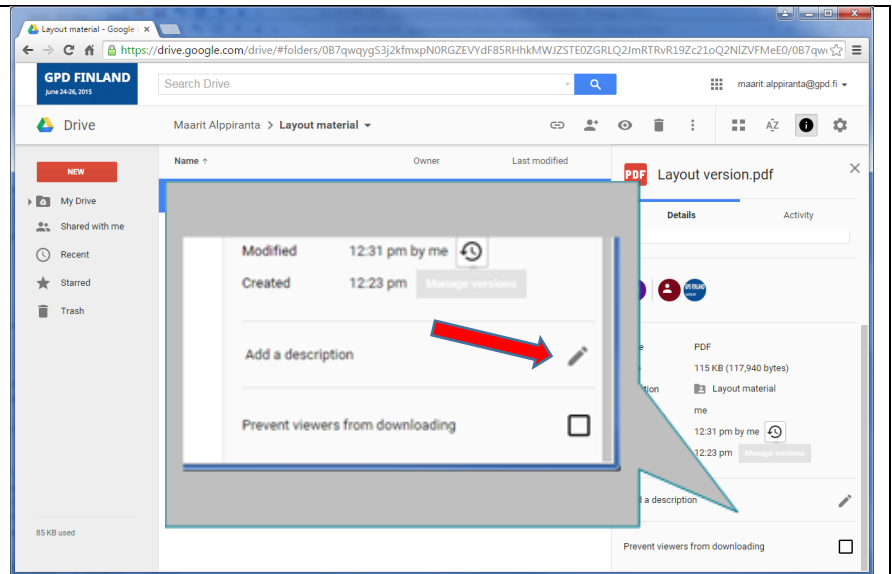
1. When the Layout material is ready for you to check, the material will be uploaded in your google drive 'Layout Material' folder
2. You will receive an email **alert**. When this happens, go the layout material folder and open it to access the laid-out PDF file



12. If the material is ok:

Open the document, review if and if ok, close it, then accept it by adding a short description to the details bar (e.g. "Material is accepted"). Edit description field by clicking the pen button.

If you have **some short comments**, use the **description field** to add them. (Suggested option)



13. If material is not ok, please do the following:

- download the PDF file from the layout folder into your computer. Insert comments in the PDF file, save it and then **upload it to the Layout folder as a new version** with the text "with comments" in the title of the document.
- Your comments will be used to make the **final version of your manuscript**

14. After that, the material will be ready for publishing in the book

If you experience any problems or need assistance, please contact Ms. Viktoriia Serediuk – via viktoriiia.serediuk@glaston.net, Tel: +358 50 4325591