

Digital Workbook FAQ

How do I access the GC43 Digital Workbook?

The Workbook can be accessed from here: <https://www.generalcouncil43.ca/council/digital-workbook>

What are the technical requirements?

The workbook website is designed to work on a variety of devices, including laptops, desktops, phones, and tablets. A modern Web browser like Chrome, Firefox, or Edge is required on your preferred operating system.

How do I know which files are new/updated?

Navigate to either the “Reports” or “Proposals” folder on the digital workbook site and select the  (All Documents) dropdown and select “Newest First.” This will re-sort the folder to show the newest (or last changed) files at the top of the list. See the “Modified” column for the exact date of changes for each file. There is also a “changelog” file pinned to the top of the Digital Workbook, effective June 25, 2018.

How do I download files for reading offline?

You can download files individually (for example when one file is changed) or as a set (all Reports, etc.).

To download a single file to your device:

Navigate to the digital workbook site and then:

1. Click/select the title of the file you wish do download to open it in your browser.
2. Select the  Download (Download) button at the top of the screen.
3. Save the file to your desired location when prompted.

To download multiple files as a compressed ZIP file (smaller, single download):

Navigate to either the “Reports” or “Proposals” folder on the digital workbook site and then:

- To download **all files** in the folder at once, don’t select any files and click/select the  Download (Download) button at the top of the screen. Save the file to your desired location when prompted.
OR
- To download only **some files**, click/select to the left of the titles you’d like to download and then select the “Download” button at the top of the screen. Save the file to your desired location when prompted. Mobile Note: On tablets/phones, you may need to first click/select a  Select items (Select Items) button before seeing the left column beside the titles.

I’m being asked to login. How do I do that?

No login is required to access the workbook. Always use the link provided above, and you should not be asked for a login. Note that bookmarks to specific files may not always work or may change over time. For this reason always use the link above.

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How do I organize/sort proposals differently?

The default workbook view is currently grouping files by “themes.”

If you want to see the list of files in alpha-numeric order (not grouped by theme, but grouped by originating Conference or body) look at the second column over and find the word [Source].

- Click/select [Source] and choose the 4th option down which is [Group By Source]. This will put the files in basic alpha order.
- Unclick/deselect [Group By Source] to return it to themed order.
- You can also sort on other columns, such as [Stage] or [Status] via the same method.

Can I print the Workbook?

Yes, you can print the documents individually at home, the office, or at your local print shop (i.e. Staples). HOWEVER please be aware that the workbook will be continually changing leading up to and throughout General Council. In particular printouts of the proposals will most likely be outdated very quickly. Learn more about the [new business process](#) at GC43.