Contributing Documents to the CPFUMC Electronic Archive

The CPFUMC Electronic Archive has been created to provide a collection point for the data, information and knowledge which is developed as we live our lives in the Christian community of Cedar Park First United Methodist Church. This collection of electronic document, photo and video files can be helpful in a number of ways:

- It helps us avoid "re-creating the wheel" since we can use previous documents as templates for creating future documents.
- It retains historical information to help us understand trends over time.
- It helps us create new ways of doing ministry by improving on old ways of doing ministry.

This CPFUMC Electronic Archive is only useful if we all contribute to it. The rest of this document describes how you can contribute to the CPFUMC Electronic Archive.

To give you an idea of what types of documents are candidates for the CPFUMC Electronic Archive, here is a list of a few of the types of items currently in the CPFUMC Electronic Archive:

- Photos of church events
- Videos of church events
- Meeting agendas
- Meeting minutes
- Drawings (scanned and native formats)
- Hand sketches
- Reports (monthly, annual and *ad hoc*)
- Policies
- Procedures
- Spreadsheets of various types
- Slide show presentations
- Forms
- Logos & Artwork in various formats
- Licenses (software, service subscriptions, etc.)
- Backup files from church computers
- Equipment manuals
- Newsletters and articles
- Brochures

Here are three different ways in which you can contribute electronic or hardcopy documents to the CPFUMC Electronic Archive.

Direct Contributions

You can make direct contributions to the CPFUMC Electronic Archive by bringing your electronic files to the church on a flash drive, logging in to any one of the 14 computers connected to the CPFUMC Local Area Network (LAN) and copying files from your flash drive directly into the CPFUMC Electronic Archive.

All of the computers at the church have one or more accounts which require you to login before you can gain access to the computer. To login to any of the computers on the church LAN, you must know the password for the account which you are using to login. If you do not know the login password to at least one account on one computer at the church, please consult with the CPFUMC LAN Administrator who will give you the access you need and show you how to login if you do not already know how to do that.

Once you are logged in to a church computer, plug in your flash drive in a USB port on the front of the computer. Locate and double-click on the CPFUMC Electronic Archive icon which is generally in or near the upper RH corner of the desktop on your screen. Browse the archive for the best place to copy your documents. You may want to consult the CPFUMC Electronic Archive Index to simplify your search for the best place. This index is update once a year each January. The index is found in the root directory of the archive.
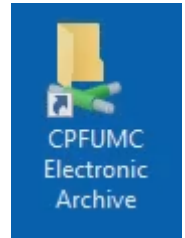
Once you have found the best place in the archive to place your files, copy your files from your flash drive to the archive. Then congratulate yourself for making a contribution to the future of our congregation!

Email Your Contribution

If you cannot or do not want to make a direct contribution, you can email your electronic files as attachments to an email message. Send the email message to CPFUMCArchive@gmail.com. Please indicate some distinguishing title in the email Subject field such as *CPFUMC Electronic Archive Contribution*. Email is an easy way to send your contribution to the archive directly from your home computer, smart phone or tablet. Members who are committee chairpersons should add CPFUMCArchive@gmail.com to their regular distribution list for committee documents.

**Hardcopy Contributions – Scan to Email**

All of the files stored in the CPFUMC Electronic Archive are computer files in some electronic format. If you have a hardcopy document, you can convert it to an electronic format by using the Sharp multi-function copier/printer/scanner in the church office. This device has a "Scan to Email" feature which allows you to easily scan your hardcopy document and automatically email the scanned document to CPFUMCArchive@gmail.com as an email attachment.

Here is how to use the **Scan to Email** feature of the church office Sharp MX-3071 MFP.

1. The control screen of the MFP should light up as you approach the machine. It has a motion sensor. The display on the control screen looks like the image below. The control screen is touch-sensitive:
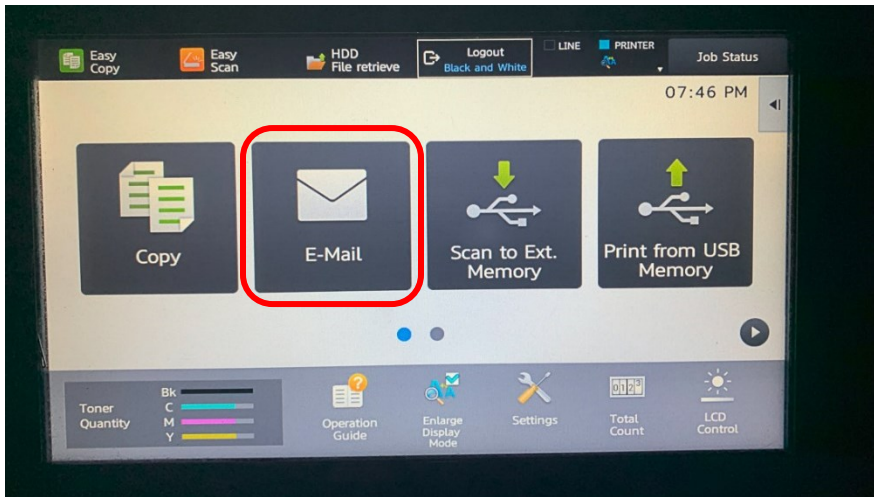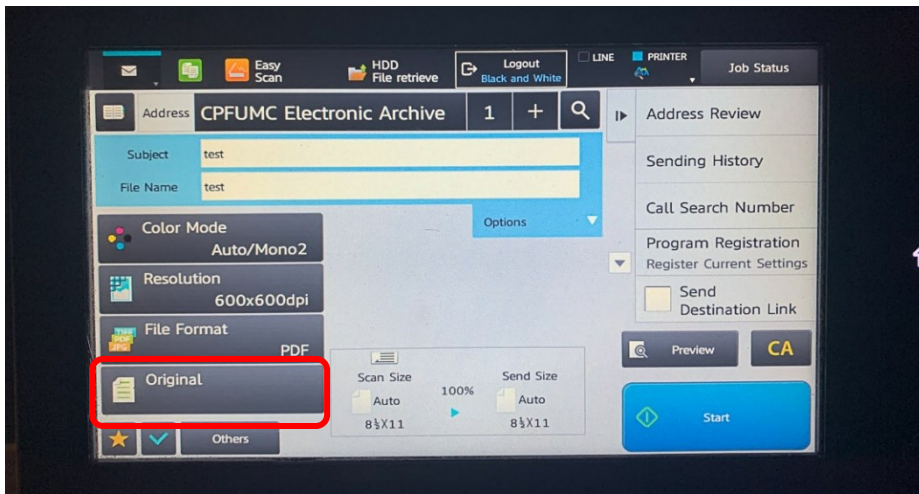

2. Press the E-mail button on the control screen. The Scan to E-mail screen will appear. Press the **Address Book** button to access to the Address Book stored in the machine.
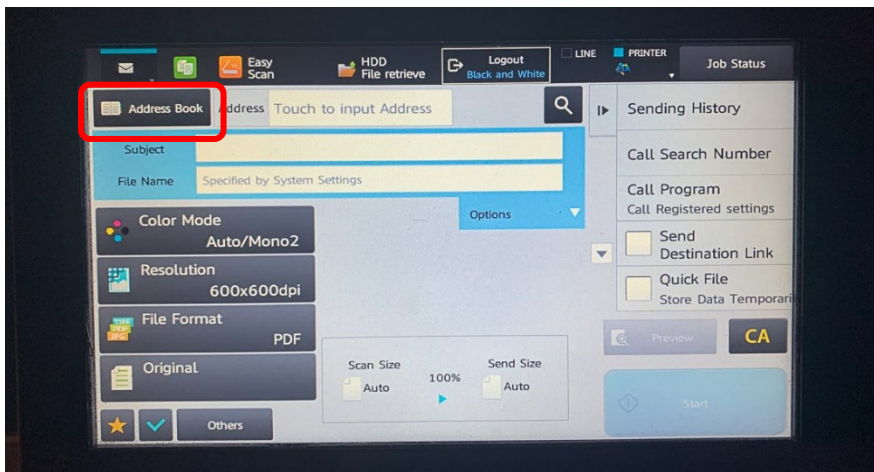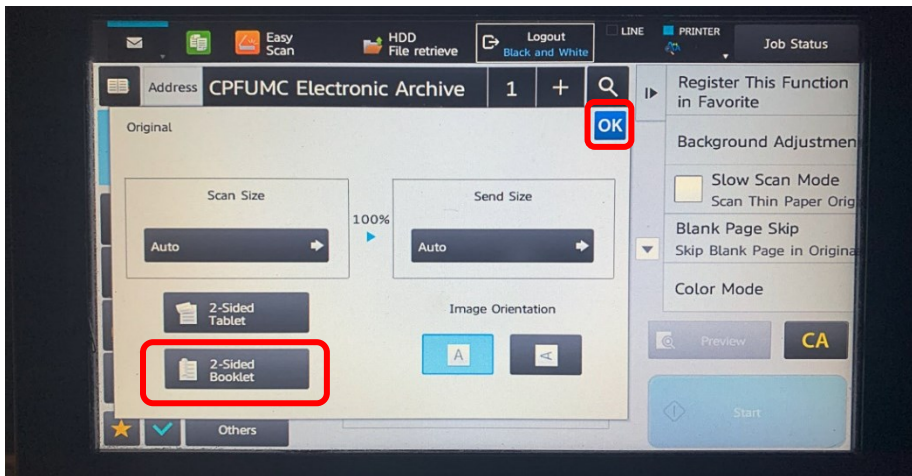

3. Scroll down by pressing the double down arrows and select the **CPFUMC Electronic Archive** near the bottom of the list of addresses. Press OK.
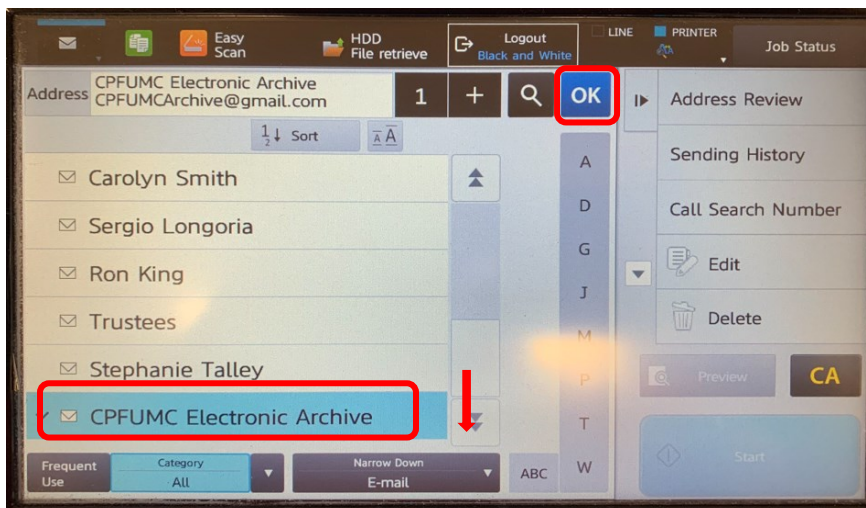
4. If the document is double-sided, press the **Original** button:

5. And press **2-Sided Booklet** and **OK.** This will scan both sides of each page of your document in one pass through the machine.
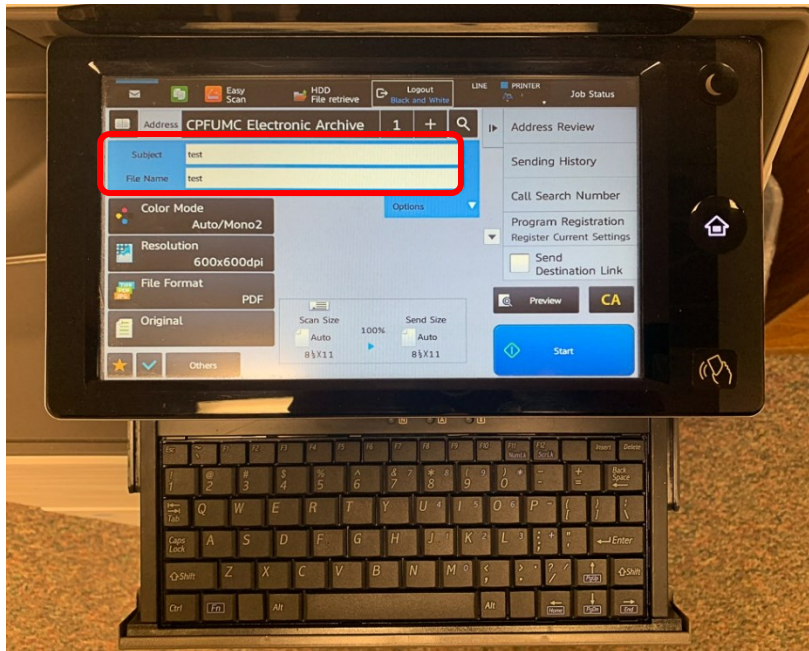

6. Load your document face-up in the sheet feeder:

7. (Optional) You can use the pull-out keyboard on the front of the control panel to enter the **Subject** line of the email and a **Name** for the file you are sending as an email attachment:

8. Press the blue **Start** button to initiate the scan to email. The machine will scan all of the pages of the document and automatically send it as a PDF format email attachment to the CPFUMCArchive@gmail.com email address. There it will be received and then later filed in the CPFUMC Electronic Archive.
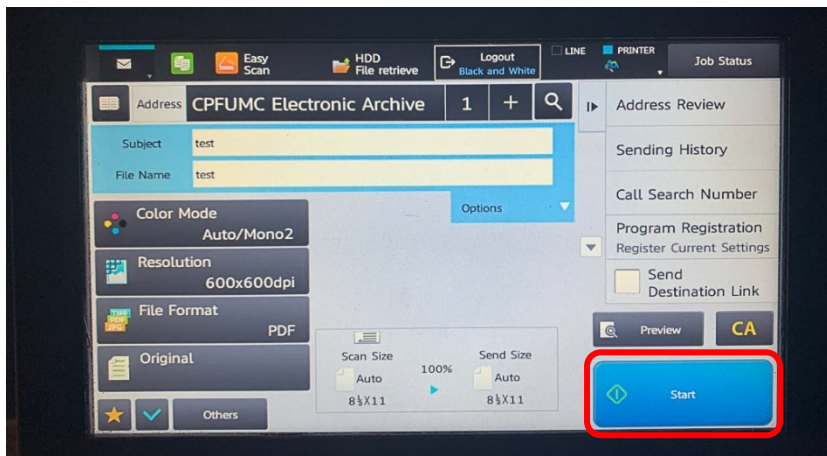
If you are scanning hardcopy photos, you can use the **File Format** button select a JPEG format instead of the default PDF format for your scanned document.

If you have any questions about this scan to email feature of the church office MFP machine, contact the CPFUMC LAN Administrator.