

Social Media Calendar by Faith Engine

File Edit View Insert Format Data Tools Add-ons Help

Share...

New

Open... Ctrl+O

Rename...

Make a copy...

Move to...

Move to trash

Import...

Version history

Download as

Publish to the web...

Email collaborators...

Email as attachment...

Document details...

Spreadsheet settings...

Print Ctrl+P

Weekly Social Media Calendar

Monday Thursday

Post #1 Post #1 Post #1 Post #1

Select Post Category Select Post Category Select Post Category Select Post Category

Select Time Select Time Select Time Select Time

Select Post Category First Select Post Category First Select Post Category First Select Post Category First

Notes Notes Notes Notes

Post #2 Post #2 Post #2 Post #2

Select Post Category Select Post Category Select Post Category Select Post Category

Select Time Select Time Select Time Select Time

Select Post Category First Select Post Category First Select Post Category First Select Post Category First

Notes Notes Notes Notes

Post #3 Post #3 Post #3 Post #3

Select Post Category Select Post Category Select Post Category Select Post Category

Select Time Select Time Select Time Select Time

Blank Weekly Template NEW TAB NAME Example - Filled Monthly Template Labels

1

First, select the "File" menu and then choose "Make a copy..."

Social Media Calendar by Faith Engine

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View only

Weekly Social Media Calendar

Monday Tuesday Wednesday Thursday

Post #1 Post #1

Select Post Category Select Post Category

Select Time Select Time

Select Post Category First Select Post Category First

Notes Notes

Post #2 Post #2

Select Post Category Select Post Category

Select Time Select Time

Select Post Category First Select Post Category First

Notes Notes

Post #3 Post #3 Post #3 Post #3

Select Post Category Select Post Category Select Post Category Select Post Category

Select Time Select Time Select Time Select Time

Select Post Category First Select Post Category First Select Post Category First Select Post Category First

Notes Notes Notes Notes

Blank Weekly Template NEW TAB NAME Example - Filled Monthly Template Labels

2

Rename the file here if you wish to.

Copy document

Name

Copy of Social Media Calendar by Faith Engine

Comments will not be copied to the new document.

Folder

My Drive

OK Cancel

3

You can click on the file folder to organize the new file on your Drive account

NEW

My Drive

- My Drive
- Computers
- Shared with me
- Recent
- Google Photos
- Starred
- Trash
- Backups
- 0 bytes of 15 GB used
- Upgrade storage
- Get Backup and Sync for Windows

Quick Access

Name ↑	Owner	Last modified	File size
Folder	me	1:47 PM	—
Copy of Social Media Calendar by Faith Engine	me	2:03 PM	—



Now you have your own version of the file that you can edit inside your Drive account.