

Social Fabric Matrix Sharing Guide

How to add a new social fabric matrix

1. Prepare your new social fabric matrix in Microsoft Excel file and associated information file in Microsoft Word.
2. Visit <http://cba.unl.edu/academic-programs/departments/economics/sfm/>
3. Click on "Add New Project"
 - a. "Project Name" is your name of your project
 - b. "Owner" is your name
 - c. "Email" is your email address
 - d. "Comments" is a short description of your project
4. Click the "Browse..." button below "Matrix File", "Description File", and "Digraph File" to find the files on your PC and upload them.
5. Click the "Add Project" button to upload the project.

How to download an existing social fabric matrix file

1. <http://cba.unl.edu/academic-programs/departments/economics/sfm/>
2. Click on the project name under the "Project" column of the table.
3. Find the heading for the file you want to download, either "Matrix Files", "Description Files" or "Digraph Files".
4. Click the "Download Latest" button to download the most up to date file and save to your desktop -or- select the version of the file you want to download from the list.
5. Open the file in Excel, or the files related program.

How to submit an updated version of an existing social fabric matrix

1. Download the file using the above instructions
2. Make any changes you want to the above mentioned file
3. Save the changes
4. <http://cba.unl.edu/academic-programs/departments/economics/sfm/>
5. Click on the project name under the "Project" column of the table.
6. Find the heading for the file you want to download, either "Matrix Files", "Description Files" or "Digraph Files".
7. Click the "Add Updated ... File" pertaining to the file you want to update (Matrix, Description, or Digraph)
8. Fill out the form with the same information as when you added a new project.
 - a. "Owner" is your name
 - b. "Email" is your email address
 - c. "Comments" is a short description of your project
9. Click the "Browse..." button below "... File" (Matrix, Description, or Digraph) and find the file on your PC and upload it.
10. Click the "Upload" button to upload the new file