

The U3A Costa Brava Archive Library

The U3A Costa Brava has been operating successfully for over a decade, and as such it has amassed an enormous quantity of information. An archive library has been created to store and protect our important documents, to give members access to useful information, and to support the President and the committee in their work.

Drop Box is the programme that has been selected to support the archive library, and is accessed through the U3A Costa Brava website. There are two main libraries, one gives unrestricted membership access, the other provides administrative access for the President and the committee.

Carolyn Hipkiss is the Archive Administrator, and is responsible for uploading and removing the data supplied by contributors such as group co-ordinators. The information that is available to you is intended to add value to your membership and is available for your personal use.

The screenshot shows the Dropbox web interface. At the top right, there are links for "Get free space!" and "U3A Costa Brava". On the left sidebar, there are navigation options: "Dropbox", "Sharing", "Links", "Events", and "Get Started". The main content area displays a table of files and folders:

| Name ▲ | Kind | Modified ▲ | |
|-----------------------|---------------|-------------------|--|
| Photos | folder | -- | |
| Public | folder | -- | |
| U3A | folder | -- | |
| U3A Committee Archive | folder | -- | |
| U3A Member Archive | shared folder | -- | |
| Getting Started.pdf | document pdf | 7/2/2012 10:56 PM | |

Below the table, there is a promotional banner for the "Dropbox on the go!" mobile app, which is available for iPhone, iPad, Android, and BlackBerry. The banner includes an illustration of a smartphone and a laptop.

Once you have signed into the U3A Costa Brava website, you will see the link to the Archive Library within the menu options on the left hand side of the Home Page.

When you click on the link, the above is the page you will see. The 5th folder down is the U3A Member Archive. When you click on that folder, you will be presented with the following screen.

Get free space! U3A Costa Brava

U3A Member Archive

| Name ▲ | Kind | Modified ▲ |
|--|--------------|-------------------|
| Bird Group | folder | -- |
| Book Lovers Group | folder | -- |
| Craft Patterns | folder | -- |
| Gardening | folder | -- |
| Information for Event Organisers | folder | -- |
| Local Interest Group | folder | -- |
| Newsletters | folder | -- |
| Presentations to Members | folder | -- |
| Recipes from Cookery Group | folder | -- |
| Walks | folder | -- |
| How U3A Costa Brava began author...ushby.DOC | document doc | 7/5/2012 11:30 AM |

Each Group has its own folder. Therefore should you wish to access a recipe for example, you click onto Recipes from Cookery Group. Within the folder, there are sub-folders, select which recipe style you wish to view by clicking on say Chicken Dishes:

Get free space! U3A Costa Brava

Dropbox

Sharing

Links

Events

Get Started













Recipes from Cookery Group


| Name ▲ | Kind | Modified ▲ |
|---------------------------------|--------|------------|
| Barbeque | folder | -- |
| Chicken Dishes | folder | -- |
| Chinese Dishes | folder | -- |
| Chutney, Pickles, Mustard, Mayo | folder | -- |
| Desserts | folder | -- |
| Fish Dishes | folder | -- |
| Indian Dishes | folder | -- |
| Indonesian Dishes | folder | -- |
| Moroccan Dishes | folder | -- |
| Nibbles | folder | -- |

A list of all the chicken dishes appear listed alphabetically. Click on the one you wish to view, and the file will open for you. You can print the recipe if you so wish.

- Dropbox
- Sharing
- Links
- Events
- Get Started

Chicken Dishes

| Name ▲ | Kind | Modified ▲ |
|---|--------------|--------------------|
|  CHEESY CHICKEN.pdf | document pdf | 2/19/2012 9:50 PM |
|  Chicken and Chorizo.pdf | document pdf | 2/19/2012 9:56 PM |
|  Chicken and Mushroom Pasta Bake.pdf | document pdf | 2/6/2012 11:32 PM |
|  Chicken and sausage pie Cuts into 10.pdf | document pdf | 2/6/2012 11:33 PM |
|  Chicken Basque.pdf | document pdf | 2/6/2012 11:33 PM |
|  CHUTNEY CHICKEN.pdf | document pdf | 2/19/2012 9:49 PM |
|  Coriander Pesto and boned chicken.pdf | document pdf | 2/6/2012 11:44 PM |
|  Poulet A L'Angevine.pdf | document pdf | 2/18/2012 10:42 PM |
|  Poulet A L'Auvergne.pdf | document pdf | 2/6/2012 11:23 PM |
|  Spanish Chicken or Pork Stew with Chorizo.pdf | document pdf | 2/19/2012 10:02 PM |
|  SWEET AND SPICY APRICOT CHICKEN.pdf | document pdf | 2/6/2012 11:10 PM |
|  The Chinese Storecupboard.pdf | document pdf | 2/19/2012 10:26 PM |



Dropbox on the go!

Apps for iPhone, iPad, Android and BlackBerry let you always have your Dropbox at hand.

Should you wish to view say the Cheesy Chicken, then click on “CHEESY CHICKEN.pdf” and the recipe is presented to you thus:

CHEESY CHICKEN

Chicken breasts
Boursin
Tomatoes
Olive oil
Herbs

Preheat oven to 200C

1. Make a slit down the middle of each breast, taking care not to cut right through, open up the slit with your fingers to make a pocket. Arrange the breasts in a slightly oiled ovenproof dish in a single layer.
2. Finely chop up the herbs, add plenty of black pepper and mix well with the boursin.
3. Spoon into the pockets of the chicken.
4. Slice the tomatoes and place one slice over the pocket. [Reserve the tomato ends for the soup.] Drizzle with olive oil.
5. Season and bake for 25 -30mins.
6. When cooked remove and pour away the juices or they will set in jelly when cold.

You can print or save the document by right-clicking over the page.

Most documents are in MS Word, Excel or are PDF files. We have made every effort to ensure that the files are accessible on most computers. The Archive Library Administrator will welcome any feedback in due course. Contact Carolyn at cazo.hipkiss@btinternet.com
 Happy Surfing!!!