1. Save a checkpoint of the google doc and make a PDF
   1. In google docs, go to file > version history > name current version
   2. Give it a name and include the version number.
   3. Print it as a pdf. Copy pdf to the google drive.
   4. <https://drive.google.com/drive/folders/1WmTBN17epeTuPh2FRMR67jlzY5VVDVmJ>
2. Get the hash of the document
   1. With a local copy of the governance document run:
   2. sha256sum Factom\ Governance\ 1.0.pdf
   3. Which gives an output of:
   4. 5b1c7a93bbe631efd875831739616c16a0b02487f5205e82b0db2faf62f6076b Factom Governance 1.0.pdf
3. Update the Current Version of the document being updated.
   1. In the folder, there is a document with the suffix CURRENT-VERSION.pdf
      1. For example Factom Governance\_CURRENT-VERSION.pdf
   2. Right click on the CURRENT\_VERSION pdf and choose “Manage versions”
   3. Upload the newly factomized document as the new version
4. Add the hash to the Governance Tracking Chain
   1. echo "5b1c7a93bbe631efd875831739616c16a0b02487f5205e82b0db2faf62f6076b Factom Governance 1.0.pdf" | factom-cli addentry -c 957477d3dd8564cb15fcbed377b50f3ada7ef52c8ac7dc6be25155121f96cda6 EC2...

This made Entryhash: The following outlines the process by which the Governance Document will be Factomized following each ratification and the minutes will be Factomized after each Guide meeting.

* 1. f21c807f85f406d7d80739115faa3e49c8a52b4ef80c3927a4b0755738b9be3b
  2. Which shows up here: <https://explorer.factom.com/chains/957477d3dd8564cb15fcbed377b50f3ada7ef52c8ac7dc6be25155121f96cda6/entries/f21c807f85f406d7d80739115faa3e49c8a52b4ef80c3927a4b0755738b9be3b>

1. Add the hash to *Factom Community Document 002 - Verification hashes* located [here](https://docs.google.com/document/d/1gFguzGSbQ1l3xmE_nx3hq_hqd49KEvsOpGdty98Pyqo/edit?usp=sharing).

To view all document hashes in the blockchain, run:

factom-cli get allentries 95747778172628a9f8642d48e66f45f6874ca38ef27d42fe6421a2e0d0b18d89396e70 Minutes - Guide Meeting #2- 2018-04-17.pdfd3dd8564cb15fcbed377b50f3ada7ef52c8ac7dc6be25155121f96cda6

Or visit: <https://explorer.factom.com/chains/957477d3dd8564cb15fcbed377b50f3ada7ef52c8ac7dc6be25155121f96cda6>

Note, This is an unauthenticated message, but we can add signatures later on to authenticate data added to the governance chain.

The following only needed to be done once on command line. It is being included for posterity.

echo "This chain contains hashes and metadata about the Factom governance documents" | factom-cli addchain -n "Factom Governance" EC2…

Created ChainID: 957477d3dd8564cb15fcbed377b50f3ada7ef52c8ac7dc6be25155121f96cda6