Hello Jacque Scott

First, I would like to thank you for helping the Montana Memory Project go that extra step in permanently preserving the rich cultural heritage of this great State of Montana!

In an effort to simplify what has historically been a very difficult process of archiving we have tried to make the process a click and drag process for you and offsetting the harder parts to the Montana State Library. We have created a file-sharing site called MTMemory.IO to act as our gateway to transfer the data to us. You have a special link that will take you directly to your temporary archive. That link is:

https://mtmemory.io/index.php/s/aRN3AySZPgzg9Ga

From this page, you should be greeted with a page that shows a series of folders based on your collections and/or years for yearbooks. (your screen will vary)
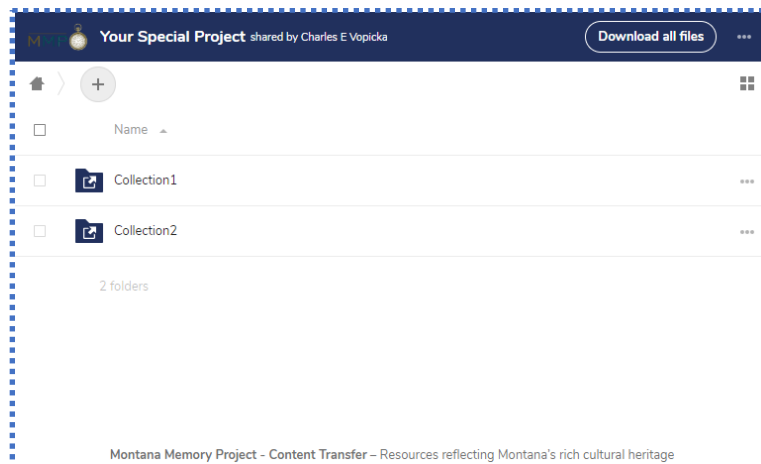
"Your Special Project" will be replaced with your collection name or contributing organization name. Please verify that the files you are uploading are for that project. Otherwise, we will have a bit of a head-scratcher when we try to match your archive data with the metadata that you entered when you originally uploaded to the MMP.

At this point, you are ready to upload. This is as simple as drag and drop. Let's have an example...

Setting up your screen. To make this simple move and resize your windows into this kind of layout to make dragging and dropping easy. You can see I have already navigated to my collection folder both online and in my file explorer.
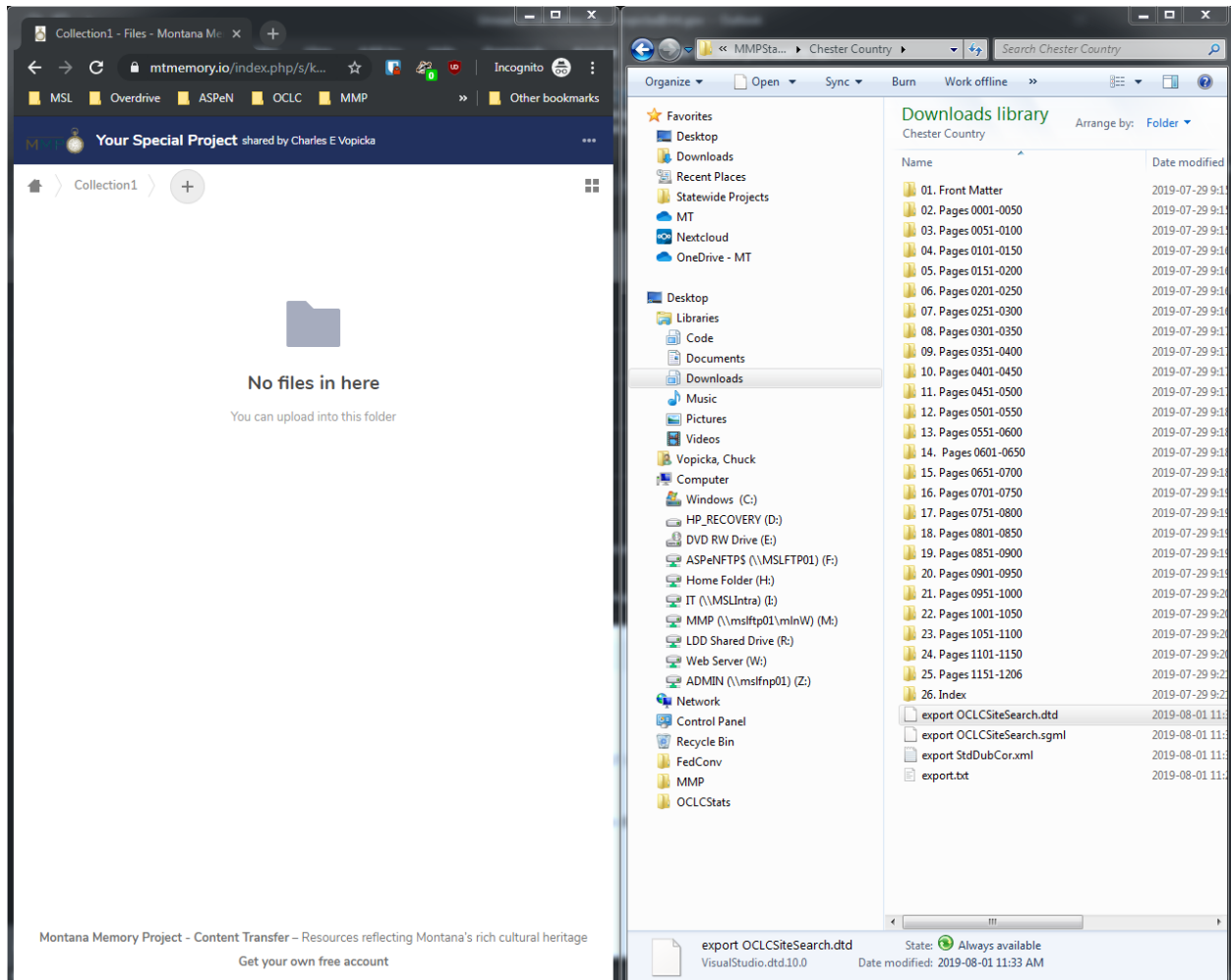

While you can upload folders, I caution you in doing that because it will likely be difficult to reconcile the files to be sure it was all uploaded. If you need folders you can click the + near the top of the browser screen and add a folder.

Time to drag and drop. Remember, slow and steady wins the race. While I could select EVERYTHING in the above list and drag it over that might not end well if the internet connection is slow or a thunderstorm passes through. So it is better to break things into chunks. In this case, we will divide the task up into the chunks these folders show.

Select the group you want to upload. If you have a CD with 40 yearbooks maybe only select a decade of files and upload. There is no firm limit. Here is an example.
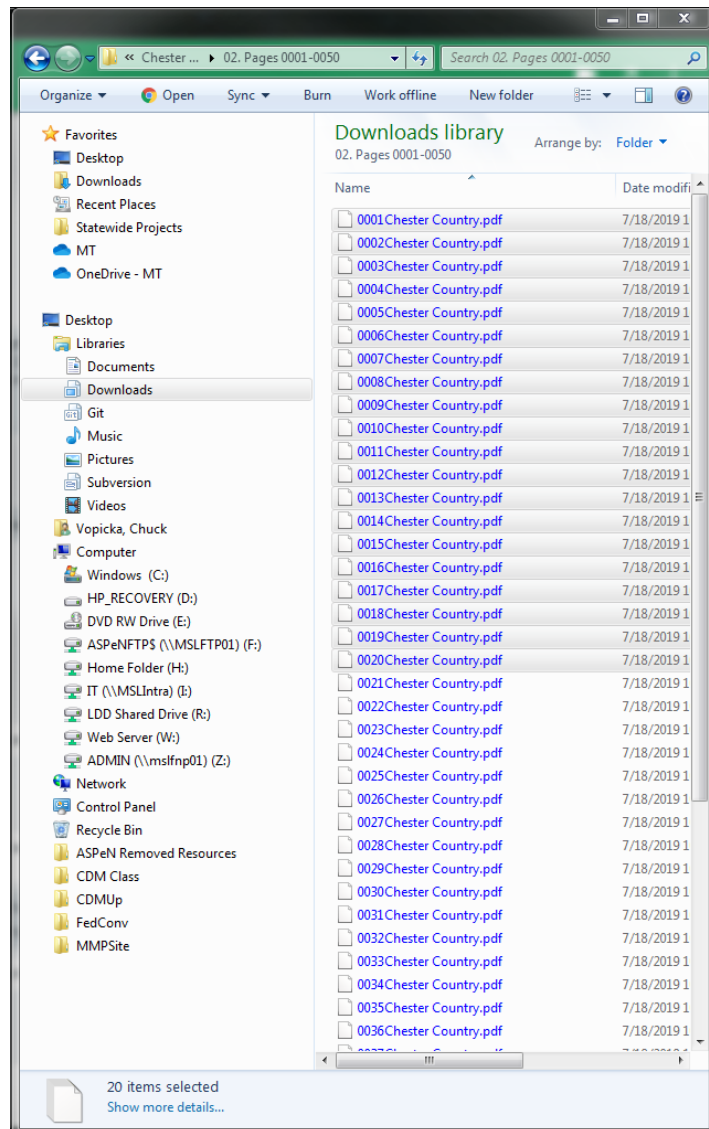
Now on a Windows PC, (if you have a Mac I believe it is similar), you will want to click on that highlighted area and drag it over to the button on the web browser. Here...

No files in here

You can upload into this folder
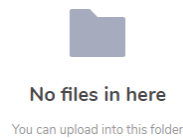
I have found this to be the best target to aim for. If you are having problems with this, don't worry. You can also click the + button near the top and find your files that way like in this next screenshot.
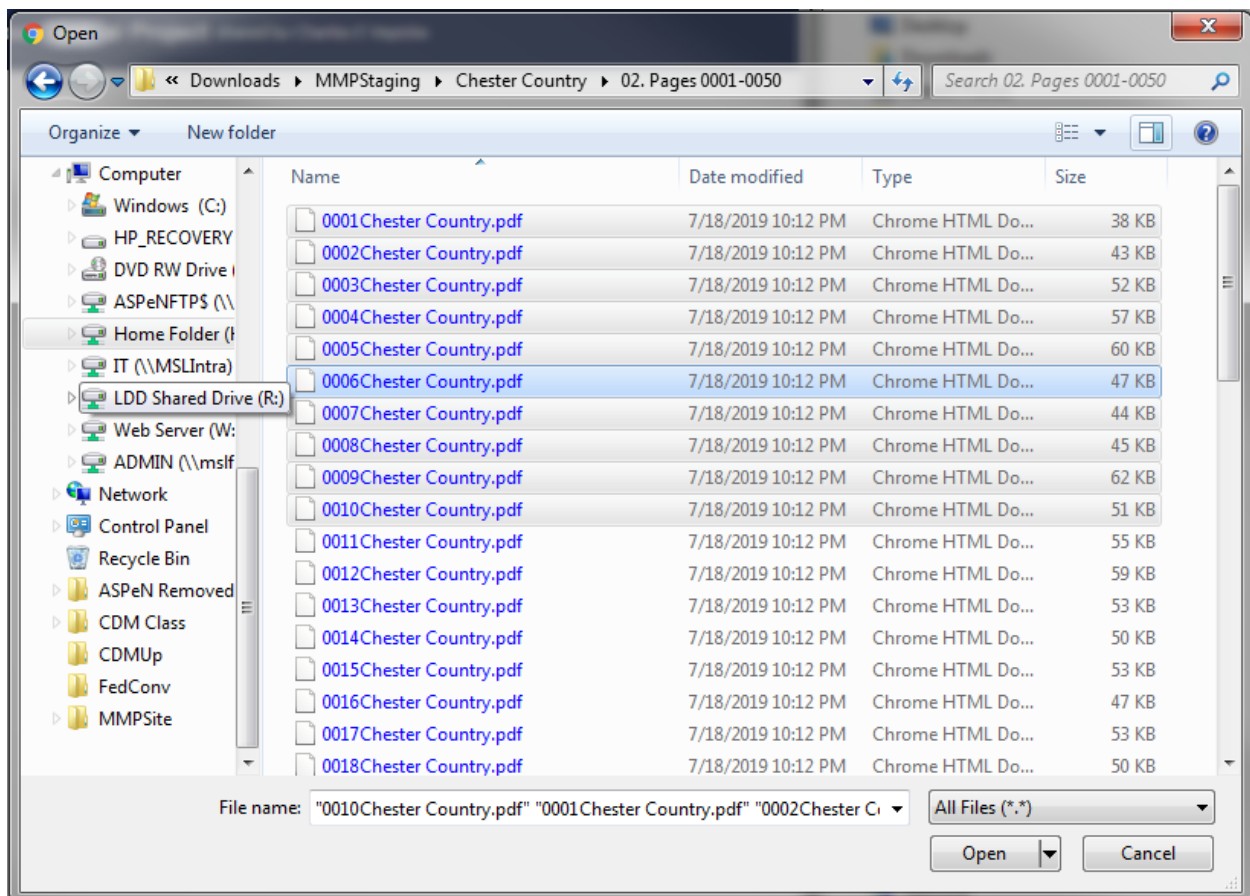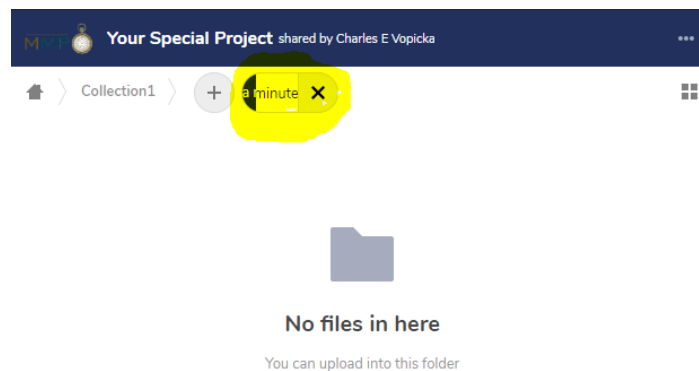

From here you then just need to click Open.

Because two ways aren't enough, you could also just click and drag a folder of files like you could see in my first picture. Whatever you are most comfortable with is the best way to do this.

Once you have completed this, you will see a screen like this in your internet browser

The progress indicator will give you some hint of how things are going. You will finally get a list of files when it has completed. Don't forget to scroll down and look, keep the browser screen open and computer awake.

When you are done, just email us, and we will begin the archiving process! That's it if all goes well you are done!

Thank you. If you have any troubles, please don't hesitate to contact us.