

Hello Megan Sanford

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/w2FQSRHpBj3Bkq6

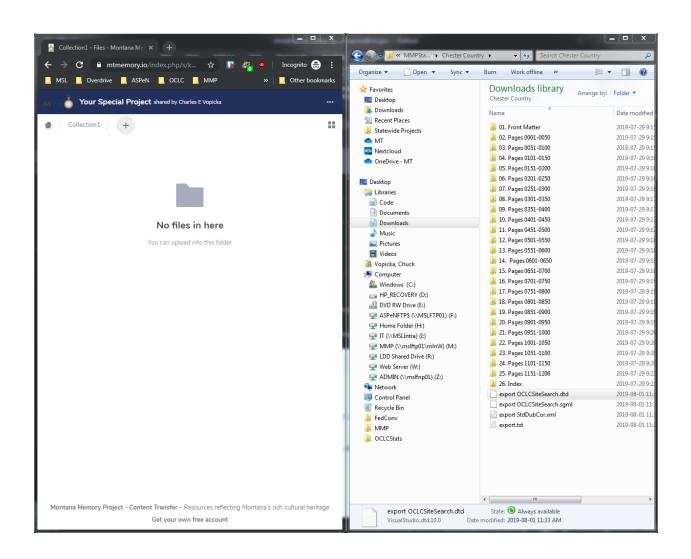
From this page, you should be greeted with a page that shows a series of folders based on your collections and/or years for yearbooks. (your screen will vary)

MMP	Your Special Project shared by Charles E Vopicka	Download all files
• >	+	:
	Name 🔺	
	Collection1	
	Collection2	•
	2 folders	
	Montana Memory Project - Content Transfer - Resources reflecting	Montana's rich cultural heritage

"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.



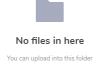
While you can upload folders, I caution you in doing that because it will likely be difficult to reconcile the files to be sure it was all uploaded. If you need folders you can click the + near the top of the browser screen and add a folder.

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.

Organize 🔻 👩 Open 🦷 Sync 🔻	Burn	Work offline	New folder	•== •		(
🗙 Favorites		Downloads l	2 Ari	range by:	Folder 🔻	
🔜 Desktop		02. Pages 0001-0050				
〕 Downloads		Name	^		Date mo	od
📃 Recent Places		0001Chester Co			7/18/20	10
퉬 Statewide Projects					7/18/20	
len MT		0002Chester Co			7/18/20	
📥 OneDrive - MT		0003Chester Co			7/18/20	
		0004Chester Co			7/18/20	
n Desktop		0005Chester Co			7/18/20	
📜 Libraries		0007Chester Co			7/18/20	
Documents		0007Chester Co			7/18/20	
Downloads		0009Chester Co			7/18/20	
Git		0010Chester Co			7/18/20	
J Music		0011Chester Co			7/18/20	
E Pictures		0012Chester Co			7/18/20	19
Videos		0013Chester Co	untry.pdf		7/18/20	19
Nideos Vopicka, Chuck		0014Chester Co	untry.pdf		7/18/20	19
Nopicka, Chuck		0015Chester Co	untry.pdf		7/18/20	19
Secondaria (C:)		0016Chester Co	untry.pdf		7/18/20	19
HP RECOVERY (D:)		0017Chester Co	untry.pdf		7/18/20	19
DVD RW Drive (E:)		0018Chester Co	untry.pdf		7/18/20	19
ASPeNFTP\$ (\\MSLFTP01) (F:)		0019Chester Co	untry.pdf		7/18/20	19
Plane Folder (H:)		0020Chester Co	untry.pdf		7/18/20	19
🚅 IT (\\MSLIntra) (I:)		0021Chester Co	untry.pdf		7/18/20	19
DD Shared Drive (R:)		0022Chester Co	untry.pdf		7/18/20	19
Web Server (W:)		0023Chester Co	untry.pdf		7/18/20	19
ADMIN (\\mslfnp01) (Z:)		0024Chester Co	untry.pdf		7/18/20	19
🗣 Network		0025Chester Co	untry.pdf		7/18/20	19
🗐 Control Panel		0026Chester Co			7/18/20	
🗑 Recycle Bin		0027Chester Co			7/18/20	
ASPeN Removed Resources		0028Chester Co			7/18/20	
CDM Class		0029Chester Co			7/18/20	
\mu CDMUp		0030Chester Co			7/18/20	
3 FedConv		0031Chester Co			7/18/20	
🐌 MMPSite		0032Chester Co			7/18/20	
		0033Chester Co			7/18/20	
		0034Chester Co			7/18/20	
		0035Chester Co			7/18/20	
		0036Chester Co	untry.pdf		7/18/20	19

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...



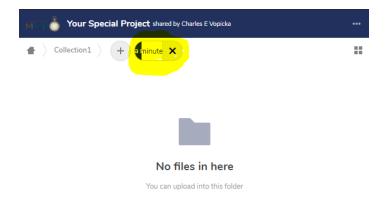
I have found this to be the best target to aim for. If you are having problems with this, don't worry. You can also click the + button near the top and find your files that way like in this next screenshot.

Organize 🔻 New folder					6
				•	C
	Name	Date modified	Туре	Size	
🛛 🏭 Windows (C:)	0001Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	38 KB	
	0002Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	43 KB	
DVD RW Drive (0003Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	52 KB	
ASPeNFTP\$ (\\	0004Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	57 KB	
P P Home Folder (F	0005Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	60 KB	
 IT (\\MSLIntra) LDD Shared Drive (R:) 	0006Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	47 KB	
Web Server (W:	0007Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	44 KB	
ADMIN (\\mslf	0008Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	45 KB	
	0009Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	62 KB	
Control Panel	0010Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	51 KB	
Recycle Bin	0011Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	55 KB	
ASPeN Removed	0012Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	59 KB	
	0013Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	53 KB	
	0014Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	50 KB	
FedConv	0015Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	53 KB	
	0016Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	47 KB	
	0017Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	53 KB	
Ψ	0018Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	50 KB	

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.