

Hello Sharon Moore

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/dXccagbqtw4Dtwp

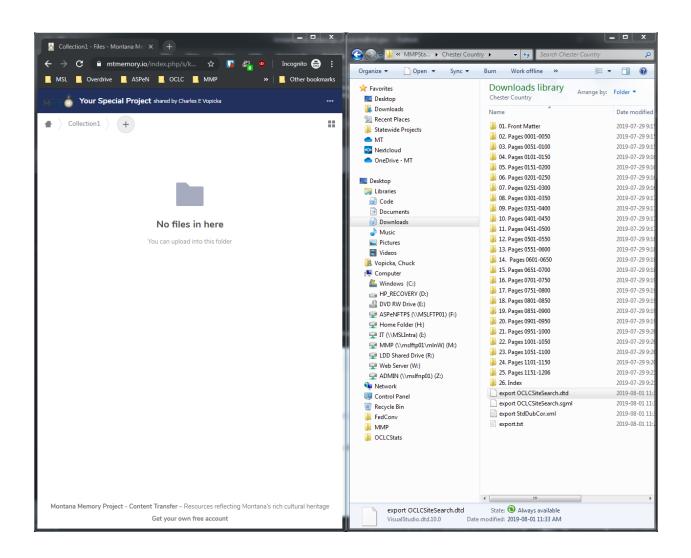
From this page, you should be greeted with a page that shows a series of folders based on your collections and/or years for yearbooks. (your screen will vary)

ммр	Your Special Project shared by Charles E Vopicka	Download all files
# >	+	:
	Name 🔺	
	Collection1	
	Collection2	
	2 folders	
	Montana Memory Project - Content Transfer – Resources reflectin	a Mantao's rich cultural baritaga

"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.



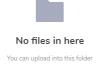
While you can upload folders, I caution you in doing that because it will likely be difficult to reconcile the files to be sure it was all uploaded. If you need folders you can click the + near the top of the browser screen and add a folder.

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.

Favorites Desktop Downloads Recent Places Statewide Projects	Downloads library 02. Pages 0001-0050	Arrange by: Folder 🔻
Downloads	-	
Recent Places	×	
	Name	Date mod
Chatanutata Danta ata		7 40 (201
Statewide Projects	0001Chester Country.pdf	7/18/2019
S MT	0002Chester Country.pdf	7/18/2019
OneDrive - MT	0003Chester Country.pdf	7/18/2019
	0004 Chester Country.pdf	7/18/2019
Desktop	0005Chester Country.pdf	7/18/2019
詞 Libraries	0000Chester Country.pdf	7/18/2019
Documents	0007Chester Country.pdf	7/18/2019
Downloads	0009Chester Country.pdf	7/18/2019
Git Git	0010Chester Country.pdf	7/18/2019
J Music	0011Chester Country.pdf	7/18/2019
Pictures	0012Chester Country.pdf	7/18/2019
Subversion	0013Chester Country.pdf	7/18/2019
Videos Videos	0014Chester Country.pdf	7/18/2019
Vopicka, Chuck	0015Chester Country.pdf	7/18/2019
Computer Windows (C:)	0016Chester Country.pdf	7/18/2019
HP RECOVERY (D:)	0017Chester Country.pdf	7/18/2019
DVD RW Drive (E:)	0018Chester Country.pdf	7/18/2019
ASPeNFTP\$ (\\MSLFTP01) (F:)	0019Chester Country.pdf	7/18/2019
Home Folder (H:)	0020Chester Country.pdf	7/18/2019
IT (\\MSLIntra) (I:)	0021 Chester Country.pdf	7/18/2019
LDD Shared Drive (R:)	0022Chester Country.pdf	7/18/2019
Web Server (W:)	0023Chester Country.pdf	7/18/2019
ADMIN (\\mslfnp01) (Z;)	0024Chester Country.pdf	7/18/2019
Network	0025Chester Country.pdf	7/18/2019
📮 Control Panel	0026Chester Country.pdf	7/18/2019
🗑 Recycle Bin	0027Chester Country.pdf	7/18/2019
ASPeN Removed Resources	0028Chester Country.pdf	7/18/2019
CDM Class	0029Chester Country.pdf	7/18/2019
CDMUp	0030Chester Country.pdf	7/18/2019
J FedConv	0031Chester Country.pdf	7/18/2019
MMPSite	0032Chester Country.pdf	7/18/2019
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	0034Chester Country.pdf	7/18/2019
	0035Chester Country.pdf	7/18/2019
	0036Chester Country.pdf	7/18/2019

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...



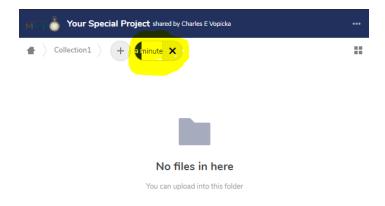
I have found this to be the best target to aim for. If you are having problems with this, don't worry. You can also click the + button near the top and find your files that way like in this next screenshot.

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.