



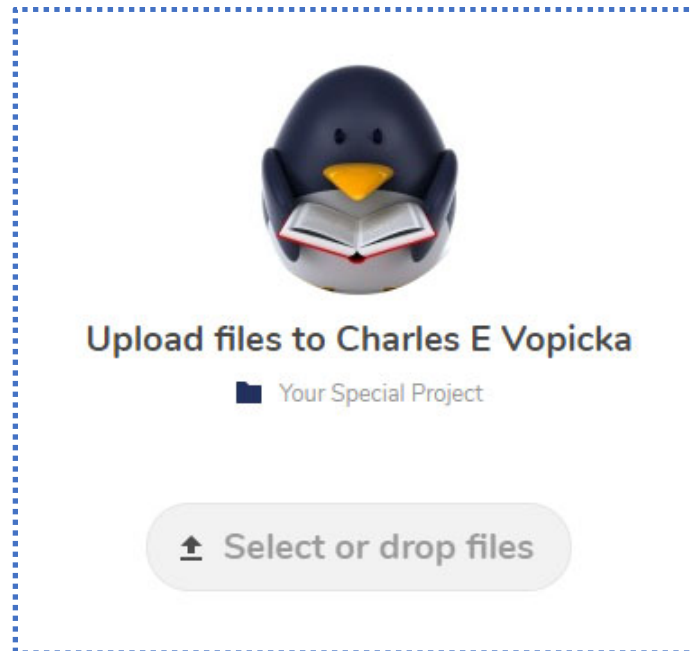
Hello Bob Nelson

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 have allocated 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/eGqzADWcZc8gKcm>

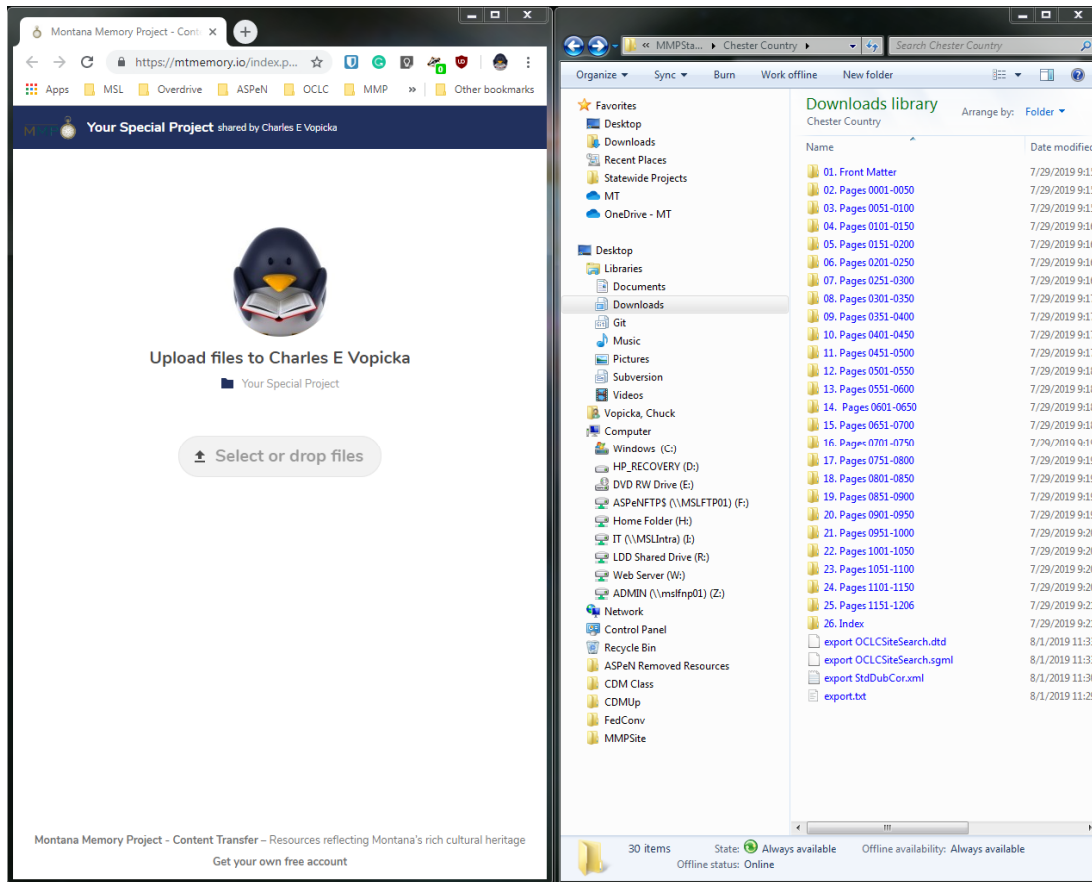
From this page, you should be greeted with a page that at the center shows this



The folder title "Your Special Project" will be replaced with your collection 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.

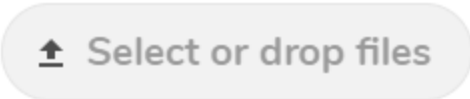
At this point, you are ready to upload. This is as simple as drag and drop. Let's have an example...

Setting up your screen. To make this simple, move and resize your windows into this kind of layout to make dragging and dropping easy.



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.

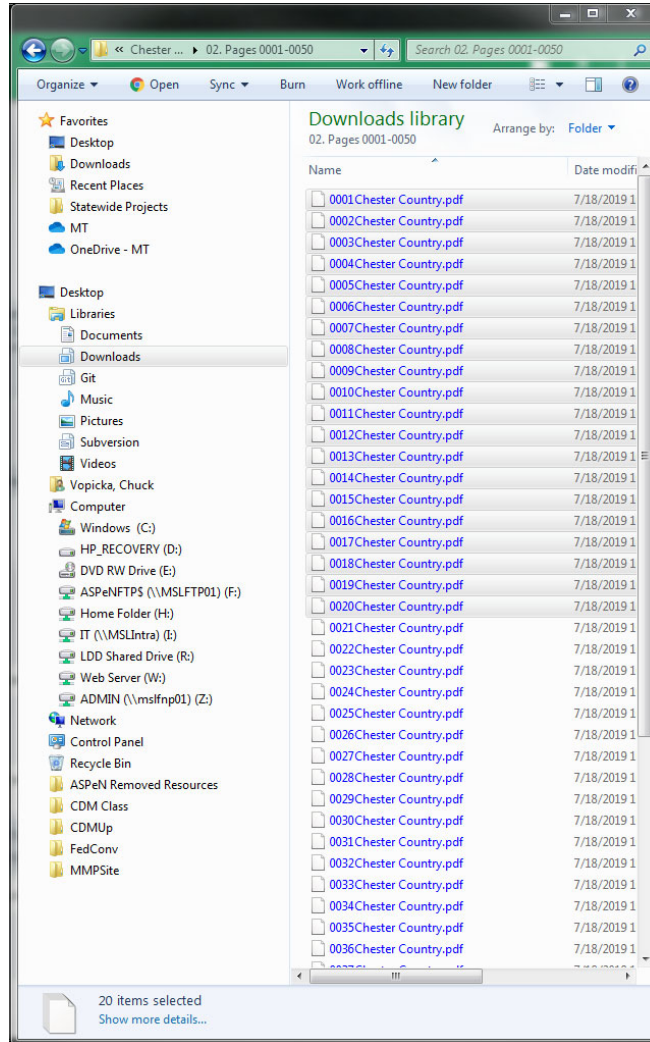
Method 1 (See **Warning below):** You can now just click and drag a folder of files to the Select or drop files button. I have found this to be the best target to aim for.



Warning. Because of how we have the system currently set up, while you can upload folders, the system will not keep the folders, ONLY files. Why does this matter? This matters because if you upload folder 1 with files 1,2,3,4, then you upload folder 2 with files 1,2,3,4 we will have no easy way to separate files 1,2,3,4 from files 1,2,3,4. If you have multiple files with the same name, please submit a ticket and we will help you solve this issue. <https://desk.zoho.com/portal/montanastatelibrary/newticket>

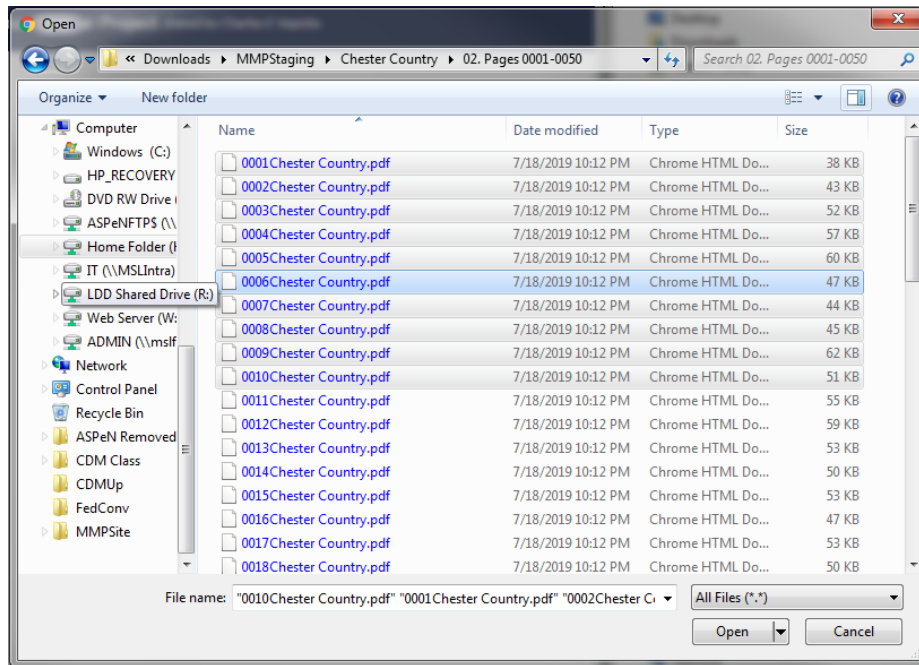
Method 2: In this case, we will divide the task up into the chunks these files show.

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 (Notice (0001-0020 are selected)).



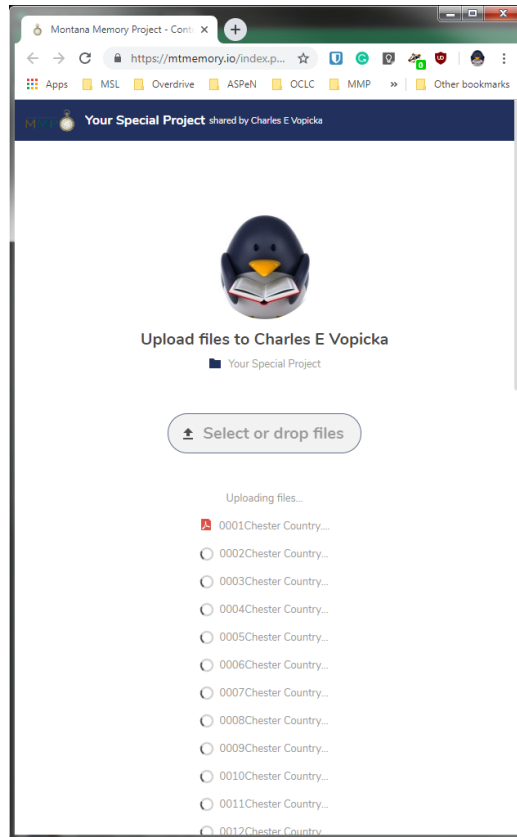
Now on a Windows PC, (if you have a Mac I believe it is similar), you will want to click on that highlighted area and drag it over to the button on the “Select or drop files” web browser. I have found this to be the best target to aim for.

Method 3: If you are having problems with drag and drop, don't worry. You can also click the "Select or drop files" button and find your files that way (see next screenshot).



Files 0001-0010 are selected. From here you just need to click Open.

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



The spinning circles are uploading the little icon next to the file means it has completed uploading. Your icons may vary. My example happens to be PDF yours might be TIFF or MP3 or JPG. Your format doesn't matter as long as it is the best quality you have. Don't forget to scroll down and look. keep the browser screen open and computer awake until all the files have loaded.

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 by submitting a help ticket: <https://desk.zoho.com/portal/montanastatelibrary/newticket>