

UPLOADING YOUR WRITER FILES (SD CARD)

The files from your writer (SD card or diskette) NOT files which have been "read" into your software are one of the file types required to be backed up pursuant to Administrative Regulations. These files are the electronic equivalent to paper notes. You are also required to upload translated software files, audio files, dictionaries, and completed transcripts. Please see the *Administrative Regulations* for the full requirements.

Below are instructions for copying files to an external hard drive first or copying directly from your SD card to ShareFile. It also includes directions if you use the Desktop App.

Copying to an external hard drive first (recommended):

1. Make a folder on your external hard-drive showing the dates of your writer files (examples: 03APR2012-09SEP2012 or if you do a month at a time "2012-04").
[Hint: to make a folder, find your external drive (could be E:, F:, etc.) on "My Computer" and right click on it, select "New", then "Folder" from the drop down menu. Type in the new folder name (the example above).]
2. Put your SD card in the reader. Right click on the SD card in "My Computer", and select "Copy" from the drop-down menu.
3. Find the folder you made in step 1. Right click on it, and select "Paste" from the menu.
IMPORTANT: Be very careful to find the right folder before you paste. If you pick the wrong folder, you may overwrite files if your writer names them the classic way (FILE.001) instead of by date.

NOTE: If you are using the Desktop App, skip steps 4-12, and go to those instructions at the end of this document. These instructions are for uploading through the ShareFile website.

4. Log-in to ShareFile website.
5. If you do not yet have a "Writer Files" folder, create one by clicking on "Create a Subfolder" button. Name it "Writer Files" or something similar.
6. IMPORTANT: Make sure you are in the correct folder if you create a new subfolder or upload files. It is a very easy mistake to create a new subfolder in the wrong place.
7. Click on "Create a Subfolder" button while IN the "Writer Files" subfolder (look at the top of the page to verify what subfolder you are in before creating the subfolder). Name the folder with the dates of your writer files (same as above: 03APR2012-09SEP2012 or "2012-04"). Click OK.
8. Make sure you are in that subfolder you just created by looking at the name of the folder at the top of the page, then click "Upload Files" button.
9. Find your external drive folder with the same name in the "Open" window.
10. Select all files on in that folder [hint: select the first file, then press Ctrl + A to select all] and click the "Open" button.
11. Click the "Upload Files" button.
12. Repeat for different date spans if uploading older files. Make sure you are back in the "Writer Files" subfolder before uploading new dates.

Copying directly from the SD card to ShareFile website:

NOTE: If you use the Desktop App*, go to the instructions called Desktop App.

1. Log-in to ShareFile.
2. If you do not yet have a "Writer Files" folder, create one by clicking on "Create a Subfolder" button. Name it "Writer Files" or something similar.
3. IMPORTANT: Make sure you are in the correct folder when you create new a subfolder or upload files. It is a very easy mistake to create a new subfolder in the wrong place.
4. Click on "Create a Subfolder" button while IN the "Writer Files" subfolder. Name the folder with the dates of your writer files (same as above: 03APR2012-09SEP2012). Click OK.
5. Make sure you are in that subfolder you just created by looking at the name of the folder at the top of the page, then click "Upload Files" button.
6. Find your SD card in the "Open" window.
7. Select all files on the SD card [hint: select the first file, then press Ctrl + A to select all] and click the "Open" button.
8. Click the "Upload Files" button.
9. Repeat for different date spans if uploading older files. Make sure you are back in the "Writer Files" subfolder before uploading new dates.

Information on downloading and using the Desktop App:

http://support.citrixonline.com/ShareFile/help_files/SF020002

Desktop App Instructions

1. Open the Desktop App.
2. Open the ShareFile folder you wish to upload to by double-clicking on Folders, and then a subfolder, if applicable.
3. Create a new folder if necessary by clicking the "Create Folder" link at the top. When the folder appears, double-click to open it.
4. On your computer, use Windows Explorer or My Computer to locate the directory with the files you wish to upload. Make the window smaller so you can see the App screen and your files at the same time.
5. Highlight all the folders you want to copy, then drag and drop* the folders you wish to upload to ShareFile to the App window. You can drag and drop a folder or individual files.

*How to "drag and drop"

Drag = Click the mouse button on a folder or file and hold it down, then move pointer, along with the folder/file, to a new location. To select more than one file, select the first file and then hold the "Ctrl" button while selecting more files.

Drop = Release the mouse button when a folder/file is in the location where you would like it copied.