UPLOAD INSTRUCTIONS FOR DOCUMENTARIES NHD Monterey 2020

Step 1: Create a Google Drive Account

If you do not already have a Google Drive account that you can use, please follow the detailed instructions at this website: http://www.gcflearnfree.org/googledriveanddocs/2/print

NOTE: Schools can use one Google Drive account for all documentaries being submitted to NHD-Monterey

Step 2: Upload your Documentary to Google Drive

In Google Drive, select the **NEW** button and **File Upload** in order to select the files you would like to upload from your computer.

> **NOTE: F**iles should be in **.MOV** or **.mp4** format.
>
> We recommend keeping files under 1 GB. Do not upload files larger than 2GB. Please be patient. Large files can take 1 hour or longer to upload, depending on your network speed.

Step 3: Rename Your Files to History Day Format

Highlight the file you would like to rename. Then, select the triple-dot icon at the top of the page and select "Rename".
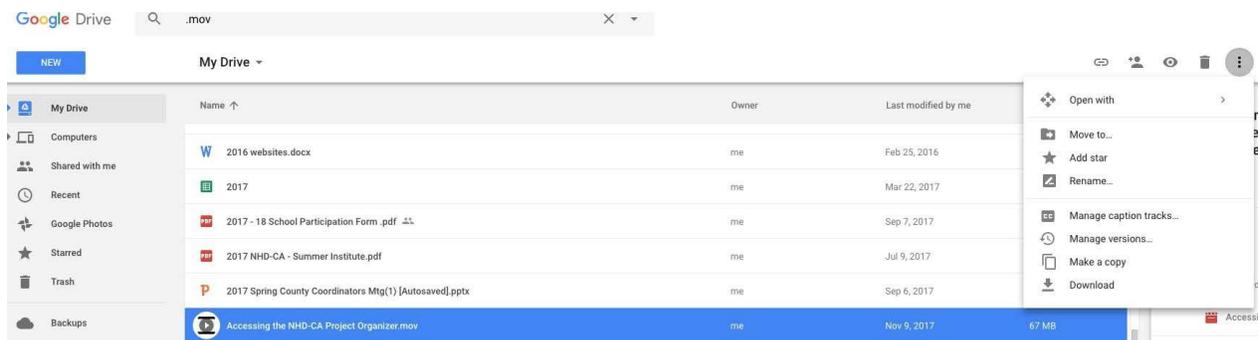
Files should be named with the last name of the student (for groups, select one student), division (Jr or Sr) and Ind or Grp.

> **EX:** SmithJrGrp.Mov

NOTE: Bring 4 copies of your cover page, process paper, and annotated bibliography to the competition on March 7, 2020.

Step 4: Share Your Files with NHD-Monterey

Highlight the files associated with your entry. Then, select the sharing icon 👤⁺ at the top of the page.
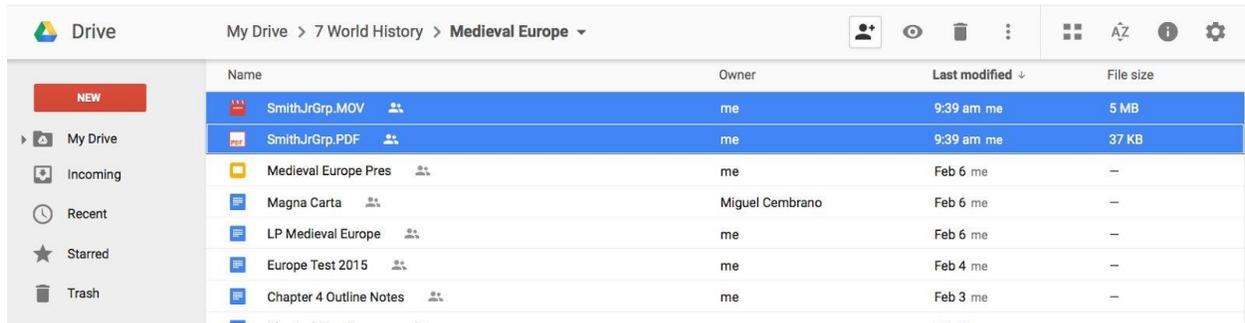
<mark>Share your files with joyce@lyceum.org</mark>
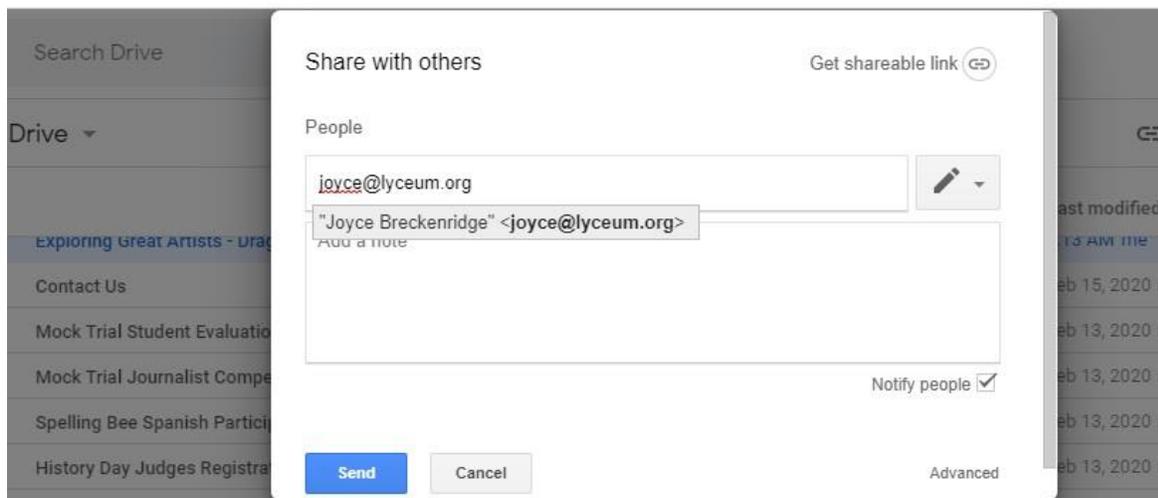
Documentaries should be uploaded and shared by Thursday, Feb 20th at midnight.
Please email joyce@lyceum.org if you have any questions.

Process Papers and Bibliographies:
Email your Process Paper and Bibliography to joyce@lyceum.org. They should be combined into a SINGLE document (not two separate documents). Include in the body of the email, your name, school, and title of the project.