

# STEVE PIETARILA'S DIGITAL MEMORY SCRAPBOOK

## INSTRUCTIONS TO UPLOAD PICTURES, VIDEOS, OR WRITTEN MEMORIES

### TO GET TO THE UPLOAD SERVER AND CREATE YOUR OWN FILE FOLDER

1. Type in <http://www.buffalonas.com/link2b> - save this webpage to your *Favorites* folder before going further
2. Username: **public** (should already be in the username box.)
3. Password: **public123** (*must be lower case*)
4. Click on **OK**
5. On left side of screen you will see a master folder labeled **spietarila** with subfolders labeled with the names of those who have already created their folders for submitting files.
6. Create your own sub-folder so that you can continue to submit files as you come across them or create them.
  - a. Click on **Create Folder** found at the bottom left of the screen.
  - b. In the *Make Folder* screen – type your name – then click on **Make**
  - c. Click on **Close** to finish creating your folder

### TO UPLOAD FILES

**Click on your folder on the left hand side of the screen,** then **click on Upload** at the bottom of the screen

#### 1. **TO UPLOAD ONE FILE**

- I. Click on **Browse**
- II. Find the file you want to upload
- III. Click on that file name to place it in the browse box
- IV. Click on the upload button just beneath the browse box.
- V. When the file has finished uploading, a message appears “*(name of picture).jpg is uploaded.* Click on **Close**.
- VI. The webpage screen will change. **Click on your folder** on the left side of the screen. All files you have uploaded should appear on the right side. You can now open, review, rename, or delete them.

#### 2. **TO UPLOAD MULTIPLE FILES AT ONE TIME**

(You can select files individually and put them all in one list or you can select several files at one time to put in the list to upload)

- a. Click on **Upload Files**
- b. Click on the **Append files** button
- c. **To select individual files to upload all at one time** - select the file you want to upload. It will list under *File Name* at the bottom of the screen. Double click on the file or click on **Open**. The file will be placed in the *Appends File* box. Continue to select files by following the same procedure until all files that you want to upload are in the *Appends File* box.
- d. **To load multiple files into the upload box at one time**, hold down the **Ctrl** key while selecting all the files. It will place them in the *File Name* box. Click on **Open** and all of the files will be placed in the *Appends File* box. Click on the **Start Upload** button just underneath at the *Appends File* box
- e. The webpage screen will change. **Click on your folder** on the left side of the screen. All files you have uploaded should appear on the right side. You can now open, review, rename, or delete them.