

NWIC's Drive Download/Upload Tutorial

How to download data in Drive

(For upload directions go to page 2)

1. Receive the password

- Upon completion of your project NWIC staff will reach out with the password for your results (if they are confidential)

2. Log in to your Google Account

- Select My Drive on the left hand side
- You should see a folder with your affiliations name on it
- Enter that folder

3. You should see two folders, FromNWIC and ToNWIC

- To download results select the folder FromNWIC
 - Results will always be located in the FromNWIC folder

4. Identify your results

- They should be named your file number followed by results
 - Example: 18-#### Results.zip

5. Right click on your results and from the dropdown menu select download

- The results will download to your C:\Users\YourUsername\Downloads folder

6. Find your results in your C:\Users\YourUsername\Downloads

- Right click them and select your file compression software and select extract

7. You should be prompted for a password, if you are not you need to download a different file compression software

- 7-zip (<https://www.7-zip.org/>) (Free)
- WinZip (<https://www.winzip.com/win/en/>) (Not Free)
- Keka (<https://www.keka.io/en/>) (Free(For Macs))

8. Once you are able to enter a password your results should extract properly

How to upload data in Drive

1. Log in to your Google Account

- Select My Drive on the left hand side
- You should see a folder with your affiliations name on it
- Enter that folder

2. You should see two folders, FromNWIC and ToNWIC

- To upload something for NWIC select the folder ToNWIC

3. Once you are in the ToNWIC folder right click on any blank part of the page

- Select upload files from the dropdown

4. Find the files that you wish to upload within your local drive and select open

- You will be notified when the upload is complete

5. Please email NWIC to ensure that we are aware of your file submission

- We will get your submission processed as soon as possible