

WESTERN STATES CONFERENCE 2010

POWERPOINT FILE UPLOAD PROCEDURE

For WSC 2010, **ALL** Residents' and Fellows' Powerpoint files must be uploaded to a central web site. **The deadline for file uploading is Monday, May 17, 5pm PDT.** If your file is not successfully uploaded by this deadline, you will be making your presentation without slides. Make sure you plan ahead, and follow the Powerpoint Presentation Checklist sent earlier by email and available on the WSC web site. Files named incorrectly, containing unacceptable elements (embedded files, hyperlinks, non-standard fonts), or saved in an appropriate format may be rejected. Once your file is uploaded, it cannot be altered in any way. Do not upload your file until you have been notified of your presentation room.

1. Go to file upload website:

<http://docshare.pharmacy.arizona.edu/index.php?login=1¤tdb=8>

The image shows a screenshot of the 'COP Docshare' login page. At the top left, there is a logo for 'powered by eMule Intranet Knowledge base'. The main content area contains a login form with the following fields: 'Repository' (a dropdown menu), 'Username' (a text input field), and 'Password' (a password input field). A 'Login' button is located below the password field. Annotations include: a blue box on the left stating 'Username = presentation room name (to be provided separately)' and 'Password = resident'; a blue arrow pointing from this box to the 'Username' field; a blue box on the right stating 'If it doesn't say Western States Conference, click and select' with a blue arrow pointing to the 'Repository' dropdown; and another blue arrow pointing from the 'Repository' dropdown to the 'Western States Conference' option. Below the first form, there is a second identical form with the 'Repository' dropdown set to 'Western States Conference', the 'Username' field containing 'acacia', and the 'Password' field filled with dots. A blue arrow points to the 'Login' button of this second form.

The Username will be the name of your assigned presentation room (this will be sent to you separately). The password is resident. Usernames and password are case-sensitive, so use all small letters.

After you click on Login, here is what you will see:

File Information

File List:

File	Size	Posted By	Updated By	Modified	Help
Thursday AM		event register		Jan 7, 2009 at 0:23 pm	
Thursday PM		event register		Jan 7, 2009 at 0:23 pm	
Wednesday AM		event register		Jan 7, 2009 at 0:23 pm	
Wednesday PM		event register		Jan 7, 2009 at 0:23 pm	

Click on your assigned session room/time (sent separately)

After you click on your assigned session you will see the following (listed files in the directory will not be the same as below):

File Information

File List:

File	Size	Posted By	Updated By	Modified	Help
14596402.pdf	200	14596402	Acacia	Apr 07, 2009 at 12:26 pm	
800000000.pdf	5731	80000000	Acacia	Apr 07, 2009 at 12:37 am	

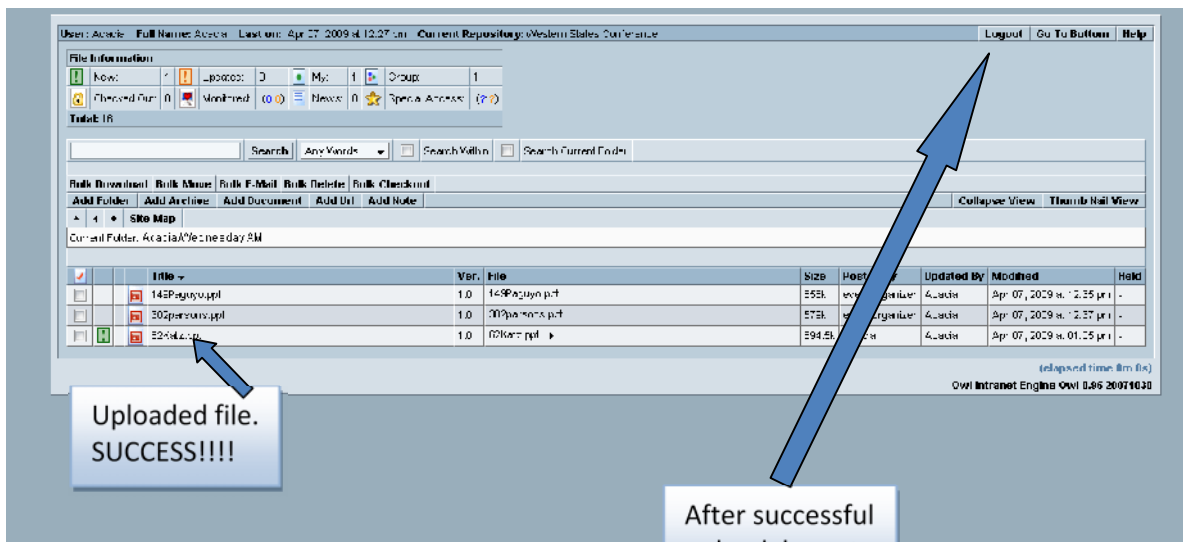
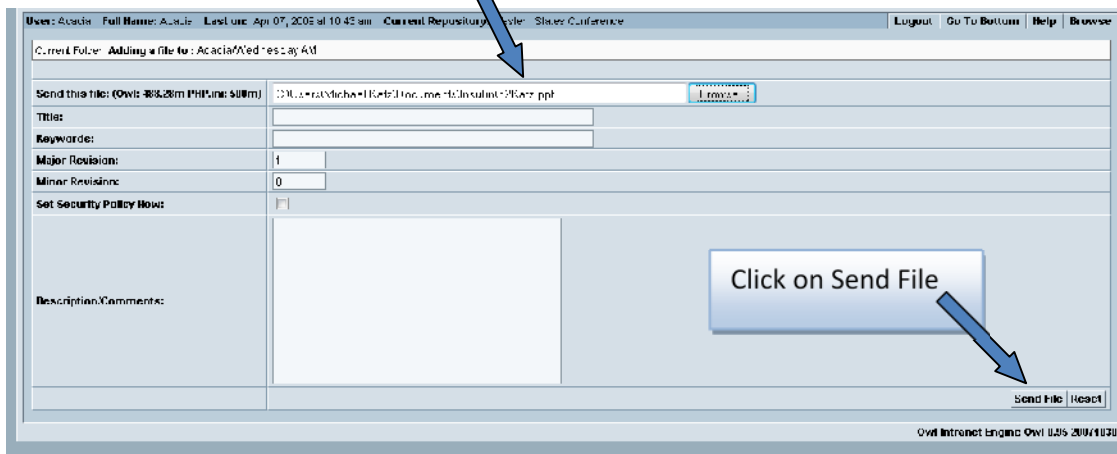
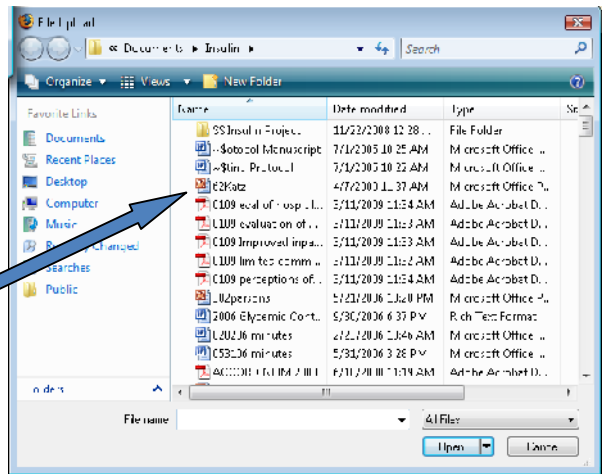
Click on Add Document

Then, click on Browse

Send File | Reset

Find your file in the appropriate folder on your computer:

Double click on filename or single click, then click Open... filename appears.



PLEASE MAKE SURE YOU UPLOAD YOUR FILE TO THE CORRECT SESSION FOLDER! The entire process should take less than 5 minutes. If you have any problems or questions about uploading, contact Michael Katz (katz@pharmacy.arizona.edu)