



## WESTERN STATES CONFERENCE 2023 PRESENTATION FILE UPLOAD INSTRUCTIONS



**The deadline for file uploading is Monday, May 5th, 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 Guidelines](#) (available on the WSC web site).
- Your file should be named [presentation#lastname.pptx](#), i.e. 255Bestresidentever.pptx
- Files named incorrectly, containing unacceptable elements (embedded files, hyperlinks, non-standard fonts), or saved in an inappropriate format will be rejected and deleted from the upload site.
- Once your file is uploaded the file will be locked, and it cannot be altered.
- See [separate instructions](#) below for using Excel charts and graphs below.

If you follow these instructions, uploading your PowerPoint (**.ppt or .pptx; other file formats such as .pdf will be rejected**) presentation file will be easy and take only a couple of minutes. If something is not working, before you ask for help, **READ THE INSTRUCTIONS!** If you still need help, contact [mdkatz@arizona.edu](mailto:mdkatz@arizona.edu).

Before you start, make sure you know the name of your assigned presentation room and session (e.g. Mon AM, Tues PM).

All files will be uploaded to a SharePoint folder named Western States Conference 2023.

***Make sure that the file you upload is your final preceptor- approved version.***

***FINAL means FINAL!***

To access the folder from your computer (Windows or Mac) click on:






[Upload My File!](#)

You should then see a list of folders for each presentation room (list of files in the folder will vary):

WS Western States Conference				
<div>Home Documents Pages Site contents Edit</div>				
<div>+ New   Upload   Edit in grid view  Share  Copy link  Sync  Download </div>				
Documents > Western States Conference 2023				
	Name	Modified	Modified By	Document ID
	Bayview	February 28	Katz, Michael - (mdkatz)	
	Dockside	February 28	Katz, Michael - (mdkatz)	
	Exec 701703	February 28	Katz, Michael - (mdkatz)	
	Exec 705707	February 28	Katz, Michael - (mdkatz)	
	Exec 709711	February 28	Katz, Michael - (mdkatz)	
	Exec 713715	February 28	Katz, Michael - (mdkatz)	
	Garden	February 28	Katz, Michael - (mdkatz)	
	Island	February 28	Katz, Michael - (mdkatz)	
	Pacific	February 28	Katz, Michael - (mdkatz)	
	Palm 1&2	February 28	Katz, Michael - (mdkatz)	
	Royal 1&2	February 28	Katz, Michael - (mdkatz)	
	Sunset 3	February 28	Katz, Michael - (mdkatz)	
	Sunset 4	February 28	Katz, Michael - (mdkatz)	
	Sunset 5	February 28	Katz, Michael - (mdkatz)	






Then, click on the folder for your assigned presentation room, and you will see

Documents > Western States Conference 2023 > **Dockside**

 Name ▾	Modified ▾	Modified By ▾
 Monday AM	February 28	Katz, Michael - (mdkatz)
 Monday PM	February 28	Katz, Michael - (mdkatz)
 Tuesday AM	February 28	Katz, Michael - (mdkatz)
 Tuesday PM	February 28	Katz, Michael - (mdkatz)

Then, click on your assigned presentation session (Monday or Tuesday, morning or afternoon)

Documents > Western States Conference 2023 > Dockside > **Monday AM**





 Name ▾	Modified ▾	Modified By ▾
 256lauzon.pptx.pptx	February 28	Katz, Michael - (mdkatz)
 257LeVay.pptx	February 28	Katz, Michael - (mdkatz)
 258Mangaoang.pptx	February 28	Katz, Michael - (mdkatz)
 260Mosher.pptx	February 28	Katz, Michael - (mdkatz)

The easiest way to upload your file is to simply drag and drop in into the window

If drag and drop doesn't work, click on Upload at the top left of page, click on Files and choose your file to upload. The time it takes to upload will depend on the file size and speed of your internet service.

Once the file is uploaded, you should see it listed.

Documents > Western States Conference 2023 > Dockside > **Monday AM**

 Name ▾	Modified ▾	Modified By ▾
 255Bestresidentever.pptx	A few seconds ago	Katz, Michael - (mdkatz)
 256lauzon.pptx.pptx	February 28	Katz, Michael - (mdkatz)
 257LeVay.pptx	February 28	Katz, Michael - (mdkatz)

**SUCCESS!!** While not necessary, feel free to click on your file to make sure it opens. You will not receive any separate notification of your upload. If you see your file in the SharePoint folder, you are good to go!

**When you actually do this, make sure you select and upload to YOUR assigned presentation room and session folder**

