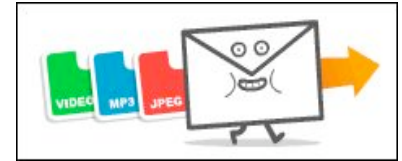


File Sharing Tips

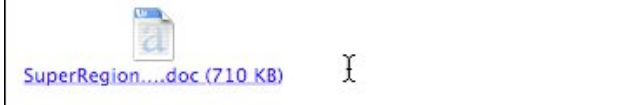
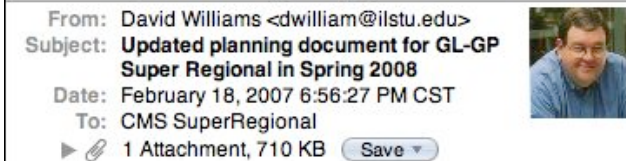
Materials: E-mail and various websites offering free file storage/transfer.

Setting: We've all been in this situation: we have a large document, a set of digital photos or images, large music files (mp3, AIF, WAV, or mp4), digital videos, or a large PowerPoint presentation we want to share with students or a colleague(s). You attach it to an e-mail only to find the e-mail rejected or the e-mail goes through without the attachment. Most mail servers reject attachments greater than 1 megabyte in size. So what do you do? This tip sheet offers five scenarios with a **free** solution for each. There are many other alternatives; this is just a sampling.



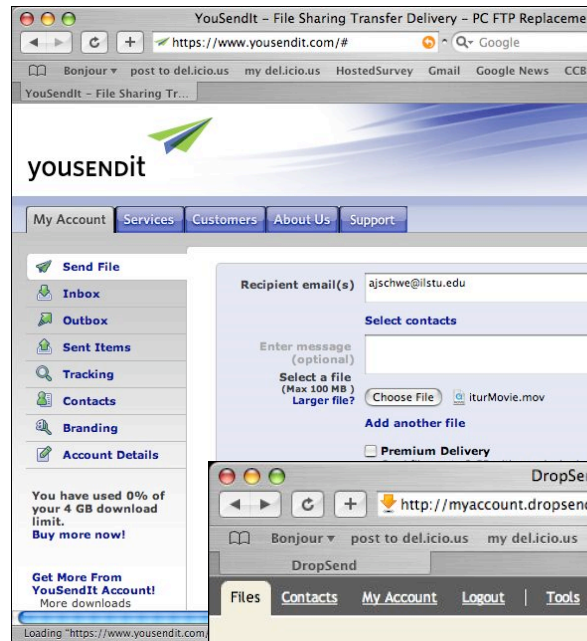
Senario #1. E-mail attachments.

When the file size is under 1 megabyte, most times you can send it as an attachment to your e-mail. You just want to be sure it is in a format that your recipient's computer will recognize.



Please review the latest version of the planning document for the GL-GP Super Regional Conference in 2008. Beth Mast came to Normal, IL, a few weeks ago and met with the directors of the school of music of both ISU and Illinois Wesleyan. ISU is hosting the conference but IWU is providing support with for the Call to Scores

ZIP files! When you have a collection of files, want to reduce the file size(s), or a set of files you want to password protect, convert the files to a ZIP archive. MAC OS: select file, then File > Create Archive to ZIP; Win: right-click file, then Send To > Compressed (Zipped) Folder. To password protect may require WinZIP or DropZip or like.

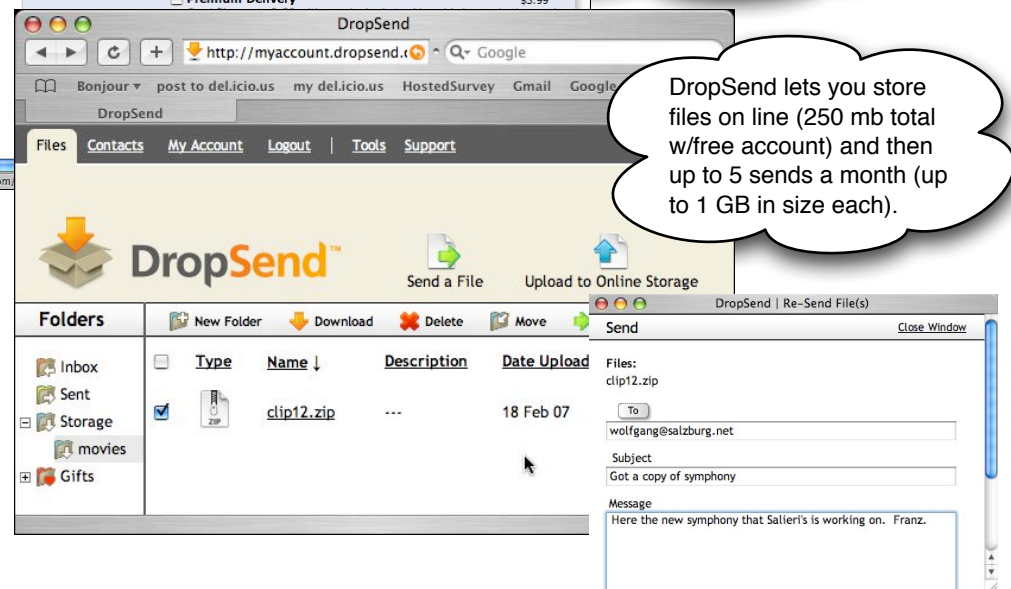


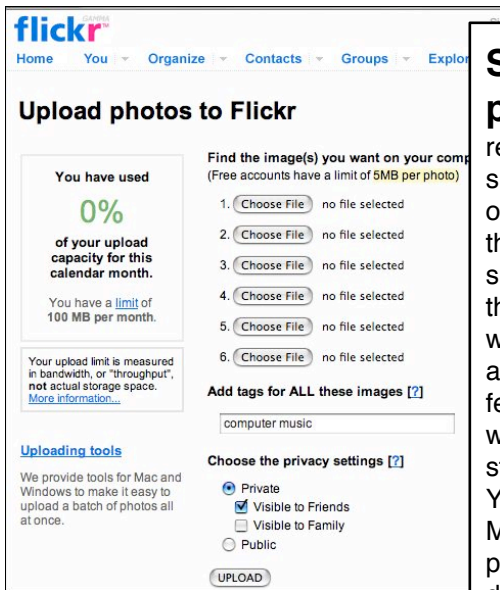
Senario #2. Web-based service

for sending files. Here are two examples of **free** web services that will send large files for you: www.yousendit.com and www.dropsend.com. The recipient gets an e-mail with a web link to download the file. Both services offer enhanced features for various monthly fees starting at \$5 per month.

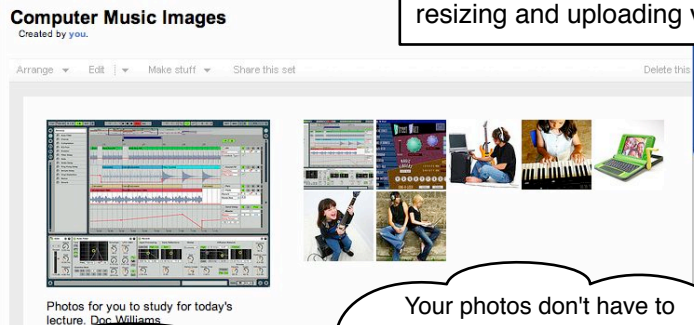
yousendit's free service just forwards the file (100 MB per file) on to your recipient for you. The file is only kept online for 7 days.

DropSend lets you store files on line (250 mb total w/free account) and then up to 5 sends a month (up to 1 GB in size each).





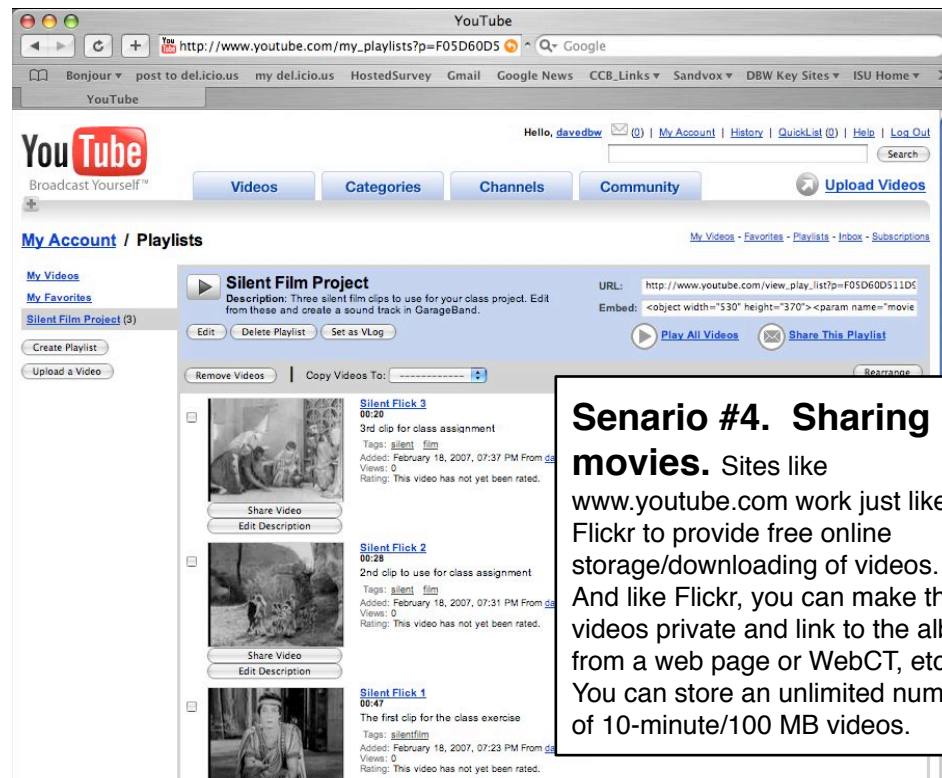
Senario #3. Sharing photos. Photos that are high resolution can be quite large in size, especially if you have a set of them. Furthermore, to put them online yourself requires sizing them and creating thumbnails. There are many web-based photo services available for free. Here we feature one of them, www.flickr.com where you can store/display/download photos. You can display 200 photos at 5 MB per photo for free. Flickr provides a Mac & Windows desktop utility that makes resizing and uploading very easy.



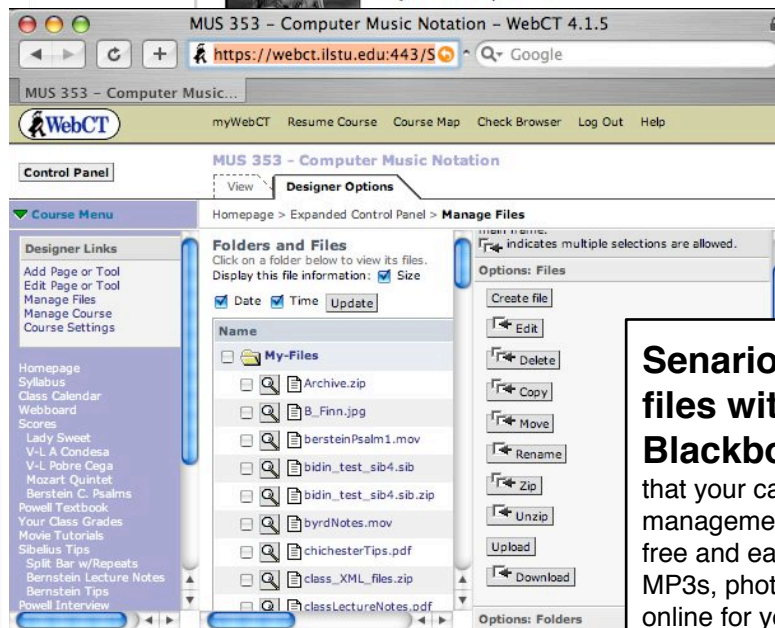
Your photo albums each have a unique web link so you can link to them from your WebCT or Blackboard class pages as well.

Your photos don't have to be public. You can set up a group of friends (or students) who can only view the photos

N.B. The privacy features of sites like Flickr, YouTube, WebCT and Blackboard, give you some copyright protection for sharing educational materials under fair-use since the materials can only be viewed by the permissions you control.



Senario #4. Sharing movies. Sites like www.youtube.com work just like Flickr to provide free online storage/downloading of videos. And like Flickr, you can make the videos private and link to the album from a web page or WebCT, etc. You can store an unlimited number of 10-minute/100 MB videos.



Senario #5. Sharing files with WebCT/ Blackboard. Don't forget that your campus course management system offers a free and easy way to put PDFs, MP3s, photos and videos, etc. online for your students.