Saving and Sharing Your Files with Your Team

Welcome to Orange Tech Support tutorials. Let's talk through some best practices for saving and sharing your digital content with your team members or families.

Best Practices for Saving Your Files

Familiarize yourself with the content of each folder in order to ensure you will use the particular files or file types provided. Due to the very large file size of some of our files and folders, you may consider only downloading specific folders or individual files instead of using the "Download All" option. This will also help you save space on your hard drive and keep you from bogging down your system with files you will not use.

Always use the blue download button to the right of the file or folder you choose to download. Clicking on the title of a file will sometimes open a preview of the file in your browser, but not actually download it to your computer.

Save all of your files to your computer's hard drive first. Your Desktop or your "My Downloads" folder is a good place to start.

If you download a folder or multiple folders at once, the system will download a .zip file (sometimes called a compressed or bundle file), follow these steps:

1. **Extract the contents.** Think of a .zip file like a birthday present - you have to unwrap it first before you can see what's inside! Typically you can double-click on a .zip file and your computer will automatically begin the extraction process. You may also try right-clicking on the file and choose "Extract" or "Open With" and choose your computer's standard extraction tool or archive utility.

2. **Choose** the same destination to save your extracted files (Desktop or My Downloads folder)

3. **Click and drag** your extracted files to your desired final destination folder or USB drive.

PC Users: If you are receiving an error message when attempting to extract your files, be sure to download and read our PDF on how to download and use 7-ZIP.

Mac Users: If you are receiving an error message when attempting to extract your files, search "unzip" in your App store to download another free extraction app (such as "The Unarchiver").

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Saving Files to a Personal USB or Thumb Drive

Do not save files directly from the curriculum dashboard to your USB. Save all of your content to your computer's hard drive (Desktop) first, then drag the files from the Desktop to your USB folder.

Use a new USB to ensure it is free from old files and data.

If you're using a previously used USB, be sure to delete all of its previous contents by:

1. Clicking and dragging all of its files from the USB folder to your computer's trash bin.
2. Re-format the USB to clear all of its hidden data. To learn how this is done, follow these instructions: https://www.premiumusb.com/blog/how-to-reformat-a-usb-drive

Sharing Files from an Orange-provided USB Drive

1. Plug your USB into your computer and wait for your system to recognize it
2. Open the folder to view all the contents of your USB
3. To move these files to your computer, right-click on the file or folder you wish to move and choose "Copy"
4. Next, paste the file or folder into your preferred destination on your computer.

NOTE: Be sure not to click and drag the files from the USB onto your computer to prevent removing the files from the USB drive.

Sharing Curriculum Documents with Your Team/Families

ADDING CURRICULUM TEAM MEMBERS TO YOUR ACCOUNT

If you would like to give your team members access to download Orange material on their own, you can manage the users on your account using the info below.

1. Click on **My Account**
2. Click on **Churches and Team Management**
3. Click on **Manage Team**
4. Select the curriculum you want the person to be added to.
5. Add the email of the new member in the "add a team member", and click "Invite ***** to the team"
6. The person you invited will then receive an invitation. As the administrator, you will not be able to do anything until the person you invited takes action from the email that was sent.
7. If they already have an account, that team member can sign in at store.thinkorange.com and then select "Accept Your Invitation" from the email they received.
8. If they do NOT already have an account they can Sign Up at store.thinkorange.com and then click on "Accept your invitation" from the email they received. Be sure to also have them join your organization during this process.

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9. Once they've accepted and joined your organization, please go to add them one more time and select their name from the offered options. Be sure to add them to each license they need to access by clicking on the appropriate license in the dropdown menu."

DROPBOX OR GOOGLE DRIVE

Consider creating a free Dropbox or Google Drive account that will allow you to save a large amount of content in a "cloud" online. Services like these allow you to create shareable links that you can email to your teams and families and allow them to view and/or download the material.

-   To share content from Dropbox:

    1. Hover over your folder and click "Share"

    2. Click "Create Link"

    3. Click "Link Settings"

    4. Determine who you would like to have access to, choose a link expiration date, and choose to disable/enable downloading. Click "Save"

    5. Click "Copy Link" and paste into an email to your audience

-   To share content from Google Drive

    1. Right-click on any file or folder you choose to share and choose "Get Link"

    2. Determine your Link Sharing Options by choosing between "Restricted" or "Anyone with the Link"

    3. Set the permissions of those viewing the content by choosing between "Viewer", "Commenter" or "Editor".

    4. Click Copy Link and paste it into an email to your audience.

For some ideas on how to share/display media online or in-person, read the PDF: **"Ways to Share/Display Media"**