

# How to add your presentation video to Google Drive and share it with Reviewers

## 1. Create your Google Account

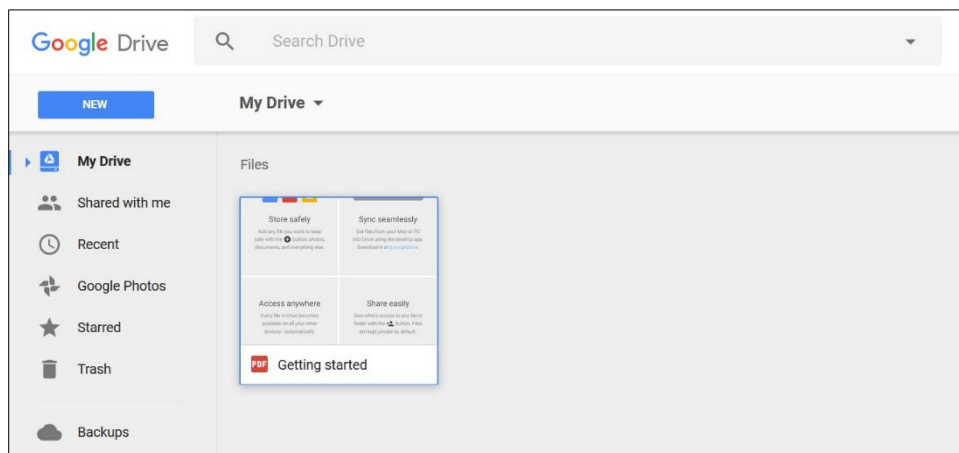
Make sure you have a Google account. If you don't have one, go to <https://accounts.google.com/SignUp?hl=en> to sign up for one.

One account (typically accessed with your Gmail address and password) is sufficient to gain access to various Google services including Google Drive and Gmail that you need for presenter training.

## 2. Access Google Drive

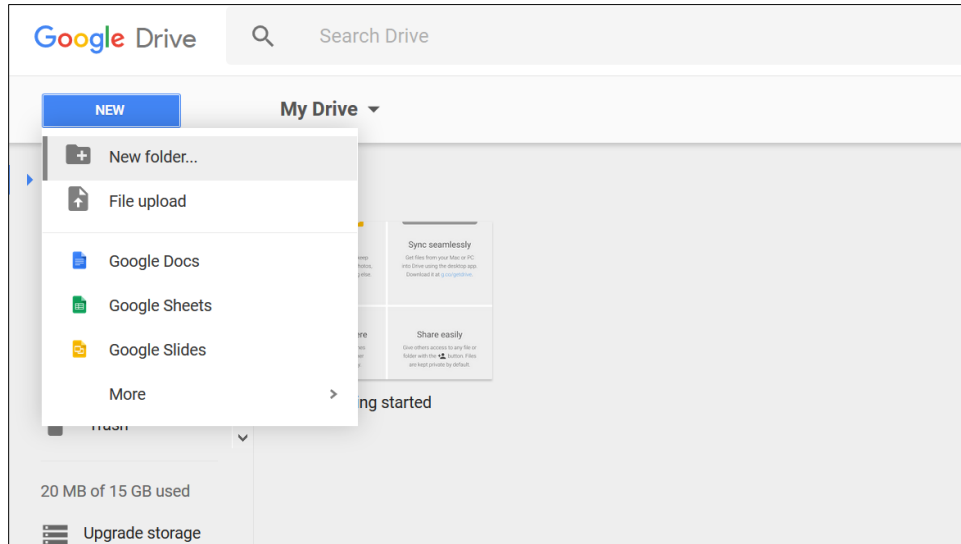
Go to **drive.google.com**. Sign in with your google id (i.e., your Gmail address).

You will be taken to the Google Drive main page as shown below:

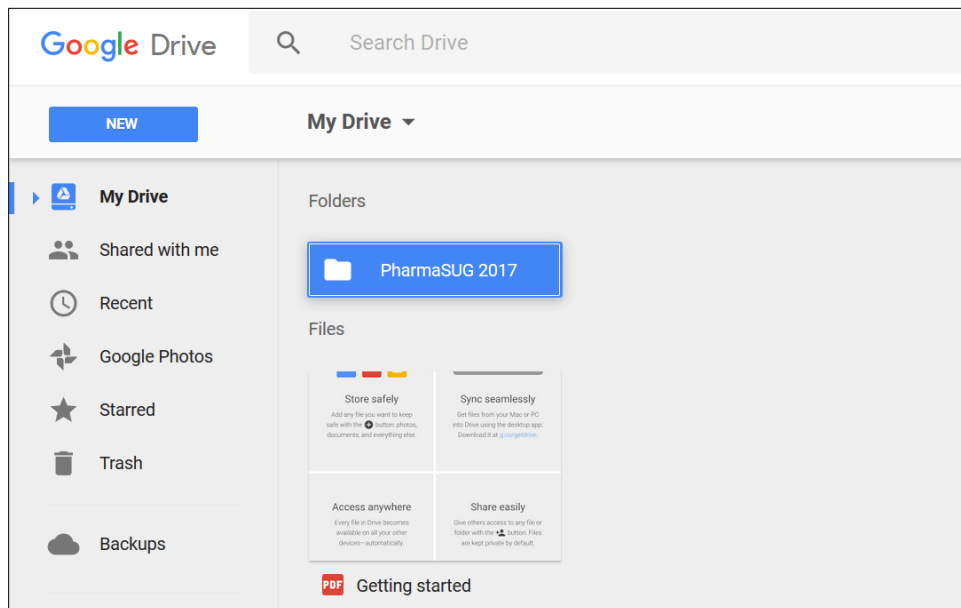


### 3. Create a folder for your PharmaSUG 2017 Video

Create a folder named “PharmaSUG 2017” by clicking on the “NEW” button on top left as shown below.



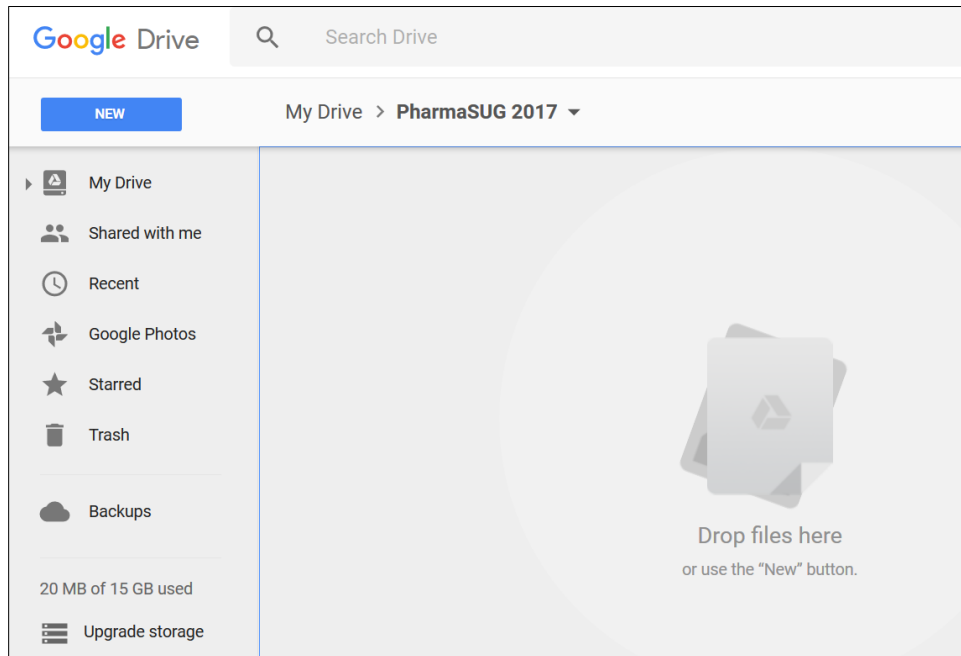
Now you can see the Folder “PharmaSUG 2017” listed as shown below. Double click on this folder to open it. Now your folder is ready to accept your video.



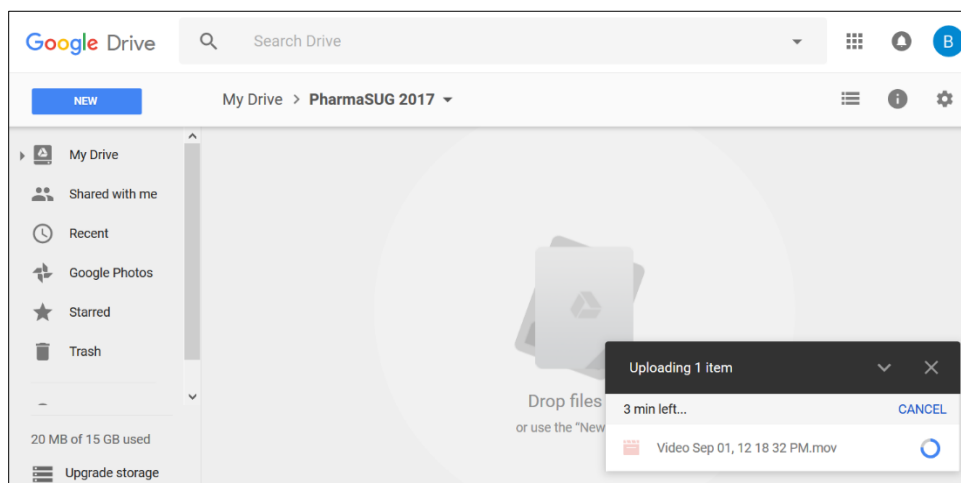
#### 4. Add your Video

Note: We assume that you have already created your video with a duration of about ten minutes and is ready to be uploaded. The video must be in AVI, Quicktime, Windows Media or MPEG4 format. If you have questions on how to create videos, refer instructions on creating videos.

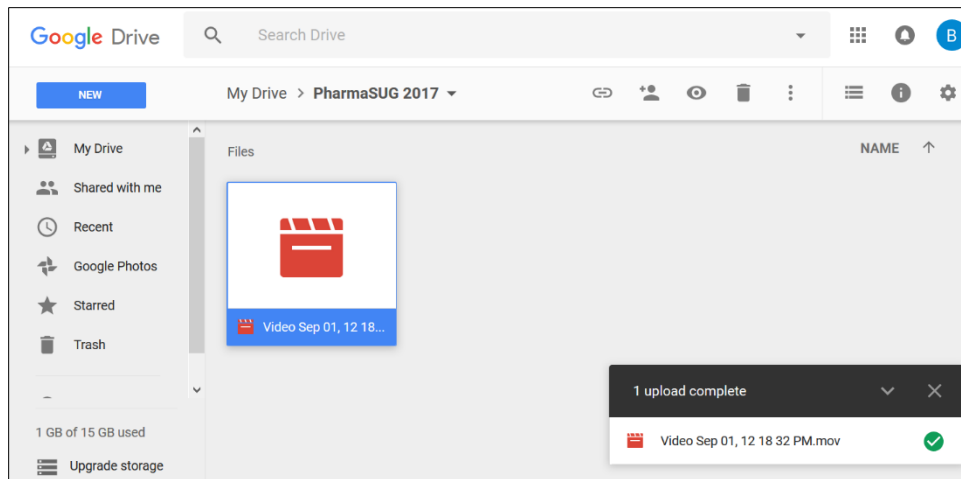
You can just drag and drop the Video from your desktop or use the NEW button to add it to *PharmaSUG 2017* folder.



Note: Depending on the file size and your internet connectivity speed, uploading can take several minutes.

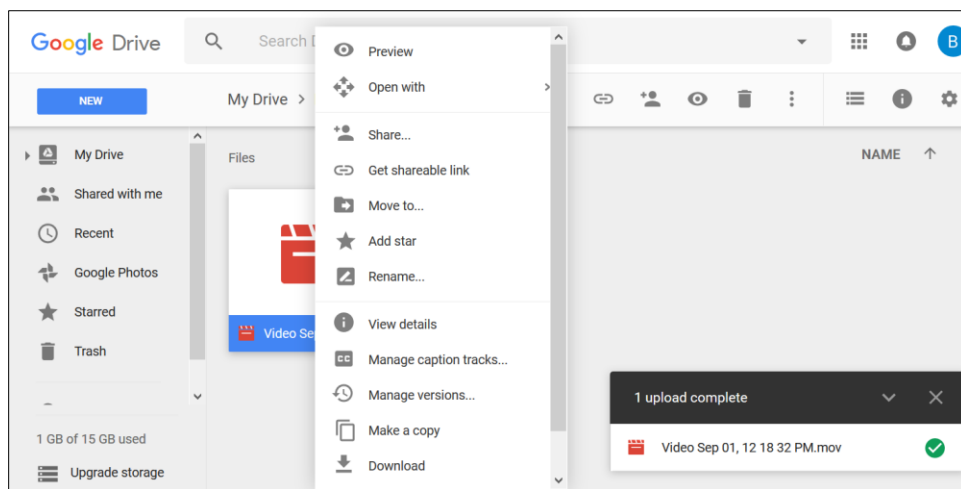


After the video is uploaded, it will be listed on your Google drive as shown below:



## 5. Rename the Video file

Click on the file and click right mouse button to see the possible actions on this file.



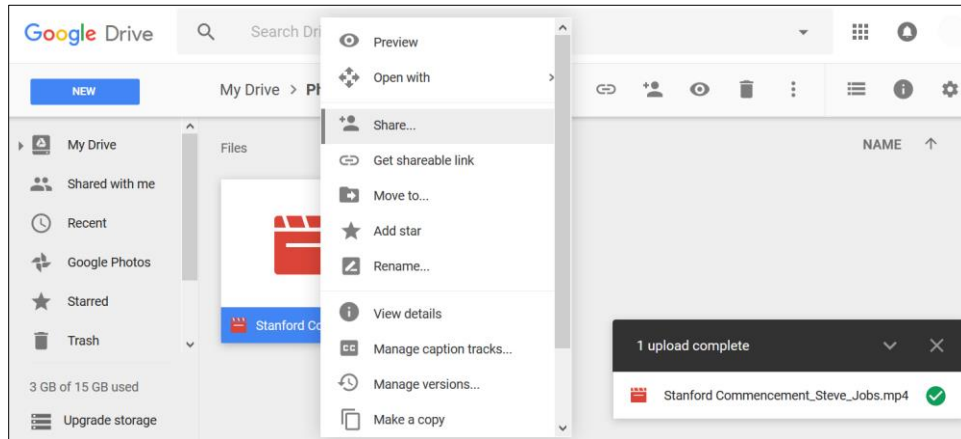
Using the rename option, make sure you rename the video file in the following format:

**"<Paper Title>\_<Presenter First Name>\_<Presenter Last Name>".**

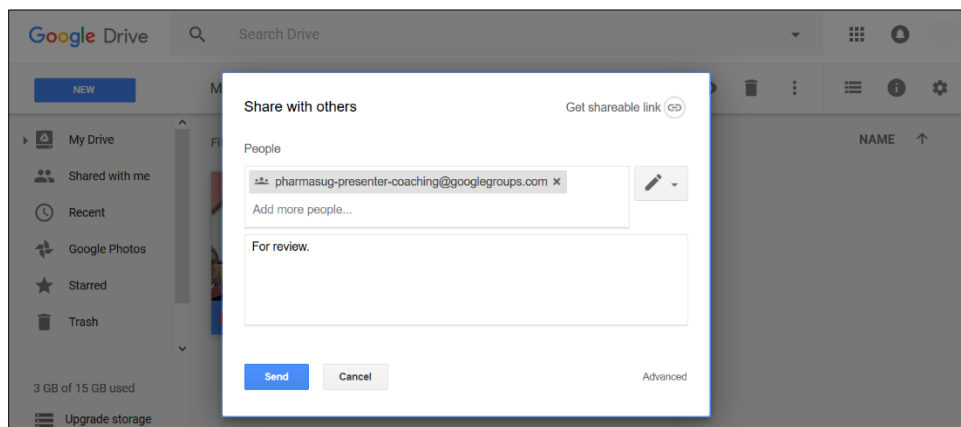
Make sure you use your short paper title in the file name.

## 6. Sharing your Video file

Now you are ready to share the video with reviewers. Click right mouse button again to access the share function. You can share it with the reviewers as shown below:



Share this to the reviewers group by [pharmasug-presenter-coaching@googlegroups.com](mailto:pharmasug-presenter-coaching@googlegroups.com) in the People text field as shown below. Enter any comment you may have for the reviewer and click send button.



Congratulations! You have completed the first major step towards becoming a better presenter!

Wait for the response from reviewers in 2-4 weeks after your submission of the video.