

How to Submit Oral History Large File Recordings

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

ORAL HISTORY HOW-TO GUIDES

WHY IS THIS IMPORTANT?

Many of the files created in an oral history are too large to send as an email attachment.

WHAT TO KNOW.

A computer with a good internet connection is needed, along with a way to transfer files from the source device to the computer.

START



Prepare the oral history files to be transferred.

1

COUNSEL with your supervisor about the preferred method for transferring large files.



2

FOLLOW the appropriate steps to make the file available to the cataloguing team.



SUCCESS

The Church History Department confirms that the oral history files have been received.



HAVE QUESTIONS OR NEED HELP? Speak with your manager and refer to page 13 of the *Oral Histories* guide.