Contributing data to the NBK: for Microsoft Windows

If you are using a Microsoft Windows environment you can contribute data to the NBK by setting up a new drive on your computer.

The following instructions were tested **using Windows 10. You** can go through the same process using other version of Windows, but the instructions may not be quite the same in all cases.

Please contact us at nbk@jisc.ac.uk for your library code and password.

# To set up a new network drive:

* Open File Explorer [if you are using an earlier version of Windows, use Windows Explorer]
* Right click ‘’This PC’ in the left-hand menu and then select the ‘Map network drive’ option [if you are using an earlier version of Windows, e.g. Windows 7 click **‘**Computer’ and select the ‘Map network drive’ option]
* In the ‘Folder’ text-box enter:
	+ https://contribute.libraryhub.jisc.ac.uk/data-upload/<librarycode>data
* Windows will have assigned a letter to this drive. You may choose any letter as long as it is not already in use on your computer.
* Select the tick box ‘Connect using different credentials’ and click ‘finish’
* You will be prompted for your username and password.
	+ Username: <librarycode>dav
	+ Password: <pending – please ask>

This will create a new drive on your computer.

You should now be able to drag and drop a data file to the drive and this will upload it onto our machine.

If you have problems with this please let us know at nbk@jisc.ac.uk.