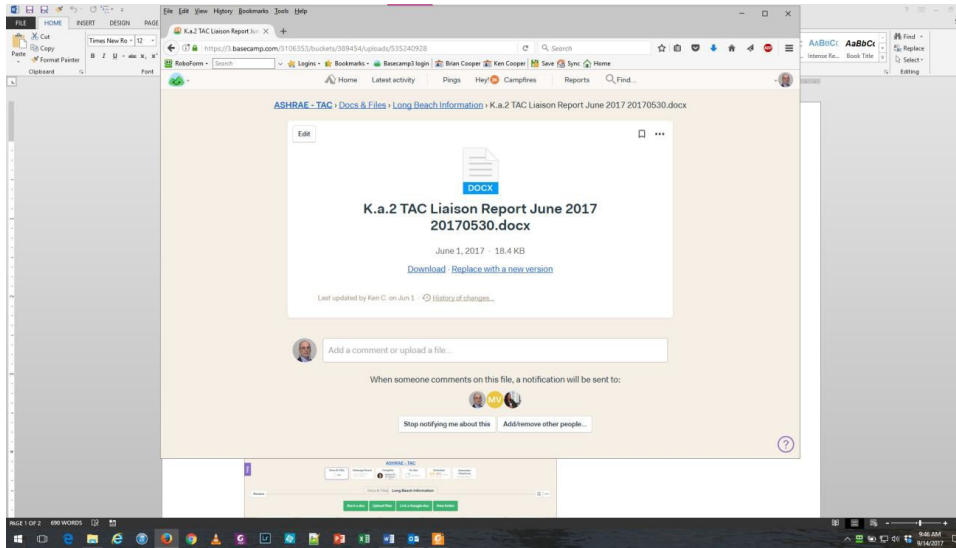
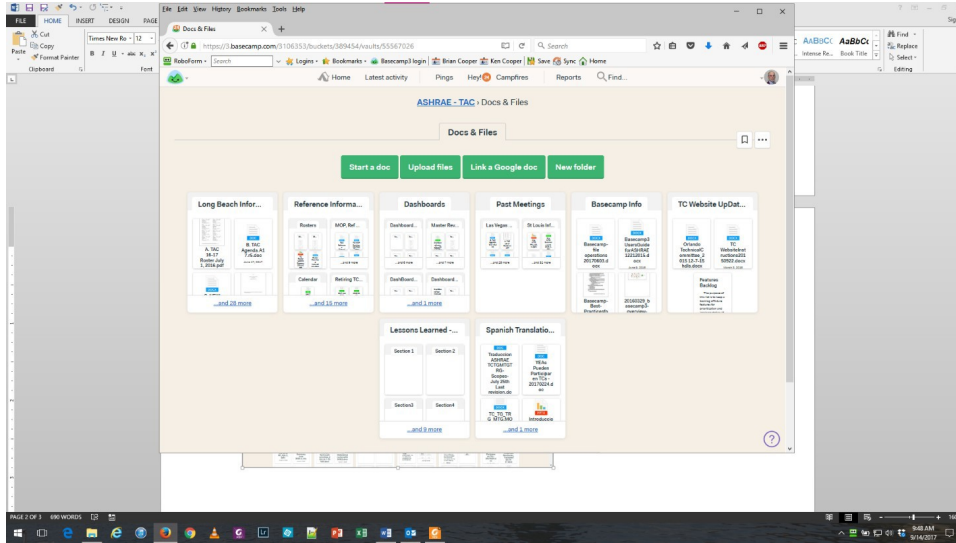




# Basecamp File Operations

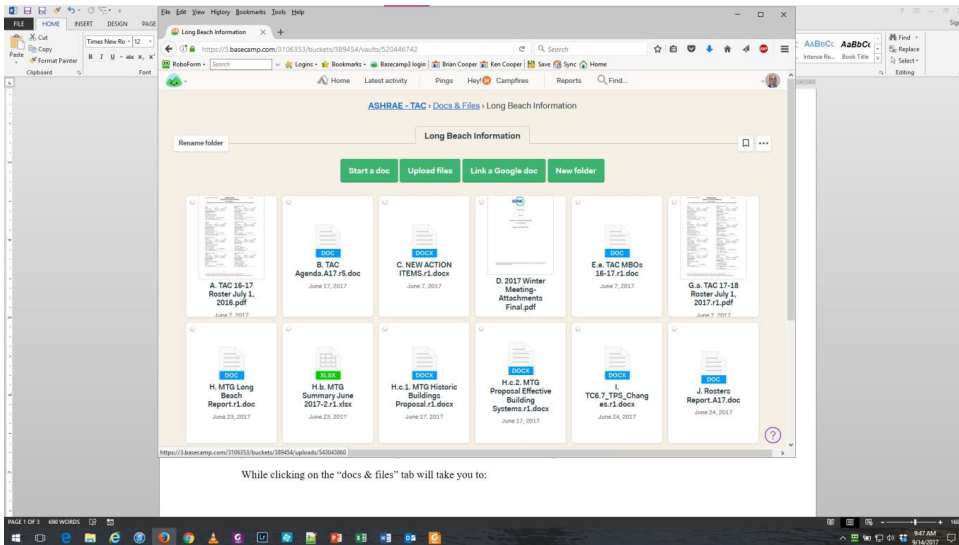
Prepared by: ASHRAE Communications Committee  
Approved for Distribution: 2018

Once you have entered the basecamp project, clicking on “docs & files” will take you to:



In the picture above, the window indicates that you are looking at a single file. You will see that there are ‘underlined items’ just above this that are folders within the ‘docs and files’ windows.

To return to a higher level, click on the item that is the level you want to go to. For example, clicking on “[Long Beach Information](#)” will take you to:



## GETTING FILES FROM YOUR BASECAMP PROJECT (DOWNLOAD)

After you are signed in to basecamp, you should see a ‘project’ called “ASHRAE-Committee name”. Click on it and you will see several different tiles, the first one is called “Docs & Files”. Click on it.

When you are in the Docs & Files window click on the folder you want to look at and you will see all of the files that have been put there.

You can download all of the files to your computer at once by clicking on the “file...” button on the right side and selecting “download this folder”. It will download all of the files as a “zip” file and ask you where to put it. It could take a few moments to organize the files to download – just wait. Once downloaded, you can extract the files from the zip file. If you don’t want to download all of them, you have to do it one at a time by clicking on the file you want and choosing “download”.

Once you have all of the files (or the ones you want), we will try to notify everyone when a file has been added or updated. Updated files “write over” the file that you downloaded before so you just choose the same file again and download the new version. I would not download the whole thing again although it could be done.

The same process works for any tile and there may be several ‘subfolders’ in there. You can download

all or some of these files and folders as you need but since they will always be available as long as you have an internet connection, you don't need to do all, just the ones you might use.

Note also that the 'folder' "basecamp Info" contains a user guide and some other information.

## PUTTING NEW FILES ON YOUR BASECAMP PROJECT (UPLOAD)

Once you are on basecamp and have navigated to the folder where you want to add files, there are two ways to add the files.

One way is to open an explorer window (windows machines – don't know about apple machines) to where you have your files located and select one or more files. Right click on the file set and drag it to the open basecamp folder and release the mouse button. This will upload the files and ask if you want to "post" them.

The second way is to click on the "upload files" button at the top of the folder. This will open an explorer window that you can navigate to where your files are located on your computer, select them and click 'open'. This will upload the files and ask if you want to post them.

The answer is 'yes' if they are the correct ones.

## REPLACING A FILE ON YOUR BASECAMP PROJECT (REPLACE WITH A NEW VERSION)

If a file already exists in the basecamp folder and you have a changed version, you will want to use this option. All earlier versions will still be available for viewing and you will avoid having multiple copies of the same file in the folder.

Go to the folder and file you want to replace. You will see a link "Replace with a new version". Click on it. The process is exactly like uploading a single new file. The easiest way is to click on the button "pick it from your computer" which will open an explorer window so you can navigate to and select the file you want to upload.

## NOTIFYING OTHERS OF YOUR ACTION

If the new information is of interest to others, you should choose who to notify that appears at the bottom of the upload just before you 'post them'.