

**“How” and “Where” to submit your video or other large files**

Late Talkers Drop box URL:

<https://www.hightail.com/dropbox?dropbox=Late-Talkers-Consulting>

Above is the URL provided to upload video to ***Late Talkers***. This Drop box is very user friendly. It also provides extra measures of security and feedback.

* Your video will always be treated independently; and will never share access space with any other video.
* When you upload your video, it will be deposited into the ***Late Talkers*** Drop box and be stored on the hard drive within the ***Late Talkers*** office.
* Your file will not remain on the Internet.
* You will receive an email confirmation that your file arrived to the ***Late Talkers*** Drop box so you will know your upload was successful and that ***Late Talkers*** is in possession of your material(s).

HOW TO SUBMIT A VIDEO FILE TO LATE TALKERS:

1. Click the link above
2. Upload the video files directly from your computer; attaching it very much like an email attachment. Please note that video files that families attempt to submit/upload to the Late Talkers URL directly from their smart phone do not send correctly (unless they are very brief; under 2 minutes). If you have recorded your video using your smart phone, you will need to transfer the video file to your computer (using Google Drive, Drop box, Air Drop, or other means) and then follow these instructions. \*If you need assistance moving files from your phone to a desktop, please feel free to contact Late Talkers Consulting for assistance.
3. Fill Out the Name and Email Information as you are directed at the Late Talkers Hightail drop box site
4. Click and Submit

*Due to enhanced security taken by this provider, this is the preferred method of file delivery. It also ensures that all of your documentation is housed in one location. Please contact Late Talkers Consulting for questions or assistance.*

This URL is advised because of the high levels of security, improved feedback regarding the success of the transfer, and ease of use.