This next part here relates to once video is recorded. Setting up a Dropbox or alternative account so that you can share your files with us.
这下一部分与录制视频后有关。创建一个多宝箱 (Dropbox) 或类似的账户以便您可以与我们共享文件。

In the same way that you can use alternative software to Zoom you are more than welcome to use alternate software to Dropbox. I know that a lot of people have tended to go with Google Drive or Microsoft OneDrive or perhaps your organisation has its own cloud share system that you're able to share with us to access your files.
就像您可以用其它软件来代替 Zoom，我们也非常欢迎您用其它软件代替多宝箱 (Dropbox)。我知道很多人倾向于使用谷歌云端硬盘（Google Drive）或者微软云端硬盘（Microsoft OneDrive）。也许您的组织已经在用一种云存储，以便您能与我们共享您的文件。

So, I will just jump out of here for a moment. When you go to set up your Dropbox account: you go to www.dropbox.com and I have an account that is fresh and new – ready to show you. Once you're in Dropbox the best thing that you can do to start this process is always refer to this right-hand bar. The right-hand bar essentially has everything you'll need.
If you press the new folder button, this is your first step. You might just want to call it something or label it something simple where you can find everything COSPAR or COSPAR talk. Create the folder and it automatically directs you and automatically takes you into the folder.
当您创建自己的多宝箱 (Dropbox) 帐户时: 上www.dropbox.com. 我创建了一个新的账户 - 准备展示给你。一旦你进入多宝箱 (Dropbox)，要开始这个过程，最好的方法是参考右侧的工具栏。右侧的工具栏基本上有你需要的一切。如果您按"新文件夹"按钮，这是第一步。最好是给您的文件夹一个简单名称，以便您可以找到所有 COSPAR 或COSPAR talk。当您创建新文件夹，它会自动带您到文件夹中。

Your next step is to locate your files in your system, as you can see I've previously already opened this, so it's opened nice and easy. You will just highlight them and open them, and these files will automatically load into your Dropbox and you'll be able to see them as they start to load through.
下一步是在系统中定位文件。如您所见，我以前已经打开过这个文件，所以它很容易打开。你只需高亮显示并打开它们，这些文件就会自动加载到你的多宝箱 (Dropbox) 中。当它们开始加载时，你就能看到它们了。

Now I chose not to rename them when they were on my desktop for this purpose, if you do get to this stage and you realise *"ohh no I forgot to follow the naming protocol",* it is not an issue you simply press the three buttons to the right of any of the file and hit the 'rename' button.
我之前选择不重命名它们，这样我现在能为你示范。如果您进入了这个阶段并且意识到"哦，不，我忘记了命名"，这不是什么大问题，您只需要按任何文件右侧的三个点，然后点击"重命名"的按钮。

I know that a few people had questions about COSPAR IDs. I have kindly borrowed this acceptance letter and your ID will be reflected in the filename on your acceptance letter, in this case if this were my acceptance letter, I know that my COPSAR ID is H 0.5-0006.
我知道有不少人对COSPAR ID有疑问。 我借了这封录取通知书，您的ID将反映在您的

录取通知书中的文件名中。在这种情况下，如果这是我的录取通知书，我知道我的 COPSAR ID为H 0.5-0006。

If you for some reason have renamed your acceptance letter as something else - you are more than welcome to find it yourself; the easiest way you can do this is to go to your Commission event which is obviously the first part of the code, and the second part just relates to how many speakers you are in the order for that; so this person is the 6th speaker in H 0.5.
如果您由于某种原因将您的录取通知书重命名为其他内容，欢迎您自己找回；最简单的方法是去您的Commission event，这是代码的第一部分，第二部分是您顺序排列的发言者人数；所以这个人是H 0.5中的第六个发言者。

Once you have loaded everything into your Dropbox and you have renamed it and you are sorted, that final step is obviously to submit through the presenter portal.
当所有内容加载到多宝箱 (Dropbox)里并且您以重命名。最后一步是通过演示者门户提交。

Now, this current folder is not able to be shared it's just private, so you have to make it into a shareable folder, which again you for refer back to your right-hand side bar, and press the share folder button and down here at the bottom instead of typing anything at the top you just press 'create link'.
现在，这个文件夹无法共享，它是私人的，因此您必须把它改成一个可共享的文件夹。您需要再次去您的右侧栏，然后按一下共享的按钮。在这上边，您不需要写任何内容，您只需在下底部按"创建链接"。

Dropbox will now inform you that basically now anyone with this link can be the folder, so essentially you just copy that link, and it lets you know that it's copied.
现在，多宝箱 (Dropbox) 会通知您您在基本上任何有此链接的人都可以查看该文件夹中的文件。您只需复制该链接，它会让您知道它已被复制。

The final step of this admission is to access the present portal, now you will have been sent an auto login token. If you for some reason can't locate this or can't find it, please reach out too speaker@COSPAR2021.org we will be able to send it through to you.
准入的最后一步是进入当前门户，现在您将收到一个自动登录令牌。 如果由于某种原因您找不到它，请发电子邮件至speaker@COSPAR2021.org，我们将发送给您。