

# How to Upload to the Server from BTT Writer

## **This requires an Internet connection.**

(This option copies your work to the online Wycliffe Associates or Door43 server, making it available to be downloaded by other translators, merged with other projects, or used as an online backup.)

You can upload to the content server only if you have an internet connection and are logged in to your server account.

Follow this process to upload to the server:

1. When you are in a project, click the 3-dot menu.
2. Click the bar Upload to Server.
3. Wait while the upload process takes place.
4. If you are connected to the Internet and signed into your server account, you will receive an “Upload Complete” message.
  - The message displays a link to the online repository of the file.
  - Click the link to open the repository, OR click Close to close the window.
5. If you are NOT connected to the Internet, you will receive be an “Upload Failed” message.
  - Click Close to close the window.
  - When you can be connected to the Internet, start the upload process again.