**Susan’s To Do List**

* Fill the folders with things from "Tony's Training Folders.zip" so people can use them until the updates are ready? Add "temp" to the file name for those that need to be updated. Then when the updates are ready, replace them.
* Add dates to all folders

**Updating Conversation Guide on BIEL.**

* <https://github.com/wa-biel/biel-files/tree/master/en/Conversation_Guide>
* Upload the update, using the same name that is already in the folder

**Copying from Tony's OneDrive to Teams**

I can use my OneDrive app to copy things from Tony's OneDrive to here.

* **File** - Pick up and drop file into folder
* **Folder**- Make a folder. Pick up folder and drop the files into the new folder. It does not take the whole folder – just the content as long as there are fewer than 10 files.
* **Link** -

**Tony’s Staging Folder**

I can view and edit this

* on Tony’s OneDrive
* through my OneDrive on the browser
* through my OneDrive app

**Translation Services Resources**

I can view and edit this

* in the Documents Library on Teams
* in the Documents folder in the Shared Libraries on my browser OneDrive
* in SharePoint

I can upload documents to Translation Services Resources

* from my OneDrive app
* from any file on my computer

Bullets below are from my Weekly Report August 23-27. Red comments are from Chris

* Copied Mexico files to topic folders in Translation Services Resources Librar. y When I saw this I wondered if the translated files (Writer & Recorder) were also in the folder. I didn’t see them. That’s okay – as they are posted on [https://btt-recorder.readthedocs.io/en/latest/las\_appendices.html](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbtt-recorder.readthedocs.io%2Fen%2Flatest%2Flas_appendices.html&data=04%7C01%7Csusan_quigley%40wycliffeassociates.org%7C25b719968db84f49ccaf08d96b9d6b65%7C7baa11086adb4be299cf00a4872ab1cf%7C0%7C0%7C637659146138757657%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vJZ0Zc5b2%2FdeGNqqh8TbAh2VDli7iFLdf0kQwtGDPC8%3D&reserved=0) and [https://btt-writer.readthedocs.io/en/latest/LASAppendix.html](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbtt-writer.readthedocs.io%2Fen%2Flatest%2FLASAppendix.html&data=04%7C01%7Csusan_quigley%40wycliffeassociates.org%7C25b719968db84f49ccaf08d96b9d6b65%7C7baa11086adb4be299cf00a4872ab1cf%7C0%7C0%7C637659146138757657%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=pvxIHybbejmHx3QL7s8jRb0raS32N2wqoSCD3RtcUjY%3D&reserved=0)they can be added to the zip file by the IFTs.
* Copied Zambia files to topic folders in Translation Services Resources Library Do these IFTs need French? There are also French appendices.
* Conversation Guide for Partners (Ambassadors?). Sent changes for Tony to accept or reject. When this is complete – be sure to send to John for translating. Use this form: [https://forms.gle/1ARho7RbDDHS3Lf88](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.gle%2F1ARho7RbDDHS3Lf88&data=04%7C01%7Csusan_quigley%40wycliffeassociates.org%7C25b719968db84f49ccaf08d96b9d6b65%7C7baa11086adb4be299cf00a4872ab1cf%7C0%7C0%7C637659146138767648%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=yEjPBmEYodVVQ1sR2gcMsf4C6MpUg9HM%2BrsWeE3edOE%3D&reserved=0)