

HOW TO SUBMIT YOUR PROJECT FOR NHD PITTSBURGH

****For all categories, please make sure you know your Entry Number – found in the schedule documents that remain on the [History Center's NHD page](#) under "NHD Competition Schedules."****

EXHIBITS:

For all Exhibits, projects will be submitted as one PDF consisting of images of the Exhibit board and the title page, process paper, and bibliography. This PDF will be submitted via WeTransfer. Please carefully follow the instructions below.

1. Download and use the Virtual Judging Exhibit Template that can be found on the [History Center's NHD page](#). It is a PDF, as our website cannot host other files. Please make a PowerPoint or Google Slides presentation that follows the same slide pattern. Please note that no other layout will be accepted.

If you are using PowerPoint:

- Download the Virtual Judging Exhibit Template PDF from the [History Center's NHD page](#). Create a Powerpoint document that follows the same pattern of slides presented there.
- Add the photos of your exhibit, making sure you carefully follow the template.

If you are using Google Slides:

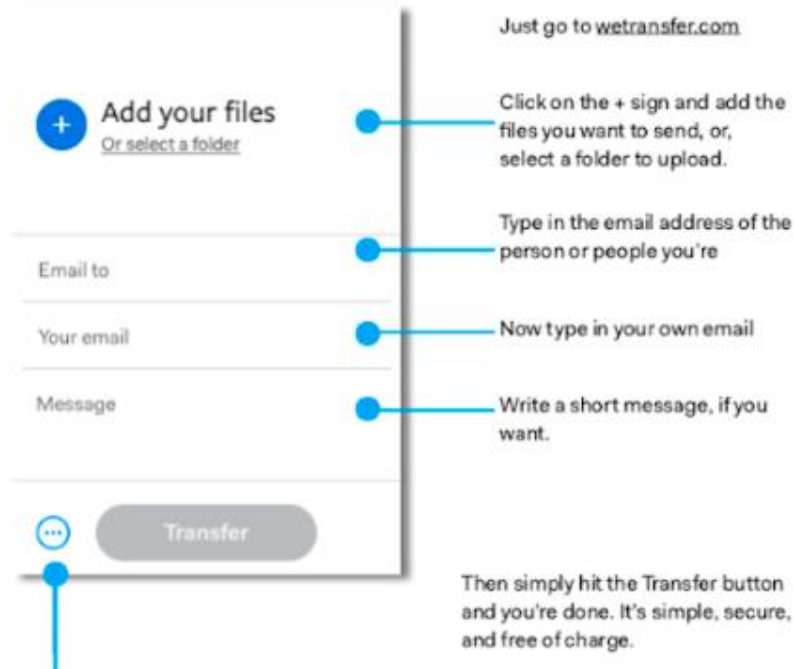
- Download the Virtual Judging Exhibit Template PDF from the [History Center's NHD page](#). Create a Google Slides document that follows the same pattern of slides presented there.
- Add the photos of your exhibit, making sure you carefully follow the template.

Then...

2. Export/download your slides as a PDF.
3. Combine your title page, process paper, and bibliography and save as one PDF.
4. Combine your slides PDF and paperwork PDF into a single PDF file.
 - Free apps for this include [Small PDF](#) and [I Love PDF](#) – look for options to "Merge PDF"
5. Name this combined PDF file with your entry number and the last names of your team (ex: 10003JonesMcAllenSmith.pdf).
6. Go to <https://wetransfer.com> to send us your PDF, using aemcallen@heinzhistorycenter.org as the "Email to" address and filling in your own email in the "Your email" box. See below for screenshot with instructions.

See next page...

How do I send files?



1. Click the blue plus sign to add your file.
2. Enter the following email address in the "Email to" box: aemcallen@heinzhistorycenter.org
3. Enter your email address in the "Your email" box.
4. Enter the following **required** information in the Message field:
 - **Division:** Junior (6-8 grade) or Senior (9-12 grade)
 - **Category:** Group or Individual Documentary
 - **Title and Entry Number:**
 - **Student(s) names:**

DOCUMENTARIES

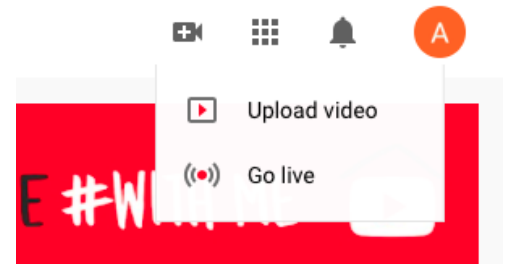
For all Documentaries, projects will be submitted as one PDF consisting of the title page, process paper, and bibliography. This PDF will be submitted using WeTransfer, with student information and the YouTube link in the "message" dialog box.

Documentary students can upload video files of their projects using YouTube and WeTransfer, allowing judges to view them remotely. Process papers & bibliographies will all be converted to PDF files and submitted via WeTransfer **with the YouTube link in the message field.** See below for full instructions.

PLEASE... allow yourself ample time to complete this process before the deadline. Files can take a long time to download and we cannot accept late submissions.

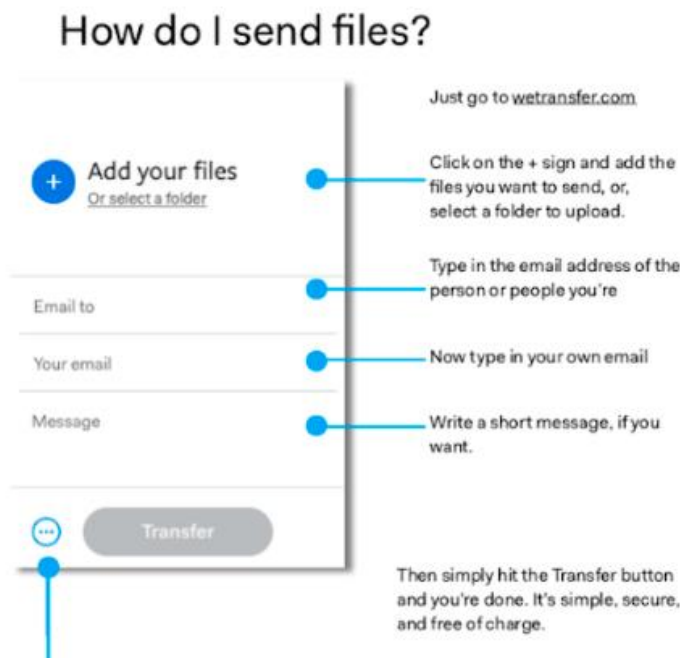
Follow These Steps:

- 1) Create **one PDF** file that contains your **title page, process paper, and annotated bibliography**. You may only upload one PDF, so it must include all of your required paperwork.
 - Free apps for combining PDFs include [Small PDF](#) and [I Love PDF](#) – look for options to “Merge PDF”
- 2) Name this combined PDF file with your entry number and the last names of your team (ex: 10003JonesMcAllenSmith.pdf).
- 3) Save your video recording or documentary as an **.MP4 file**.
- 4) Upload the .MP4 file to **YouTube** as a private listing.
 - a. Go to [YouTube.com](#) and sign in with a Google or Gmail account (you can create one for free).
 - b. Click the Upload button in the top right menu, as shown:
 - c. Set video privacy to **UNLISTED**. This is required.
 - d. Follow the prompts to upload your video file.
 - e. **In the YouTube Title box, put your complete project title AND entry number.**
 - f. In the Description box, **put ONLY your division, category, and student name/s.** (Example: Junior Individual Documentary, by Perry T. Platypus.)
 - g. Click Done and wait for your video to upload. After it uploads you will see a Share menu.



Watch your video to be sure it plays correctly. If it does not, fix the problem and repeat these steps. Once the video plays successfully on YouTube,

- 5) Go to <https://www.WeTransfer.com> to submit your PDF and YouTube link. You will see the following dialogue box:



5. **Click the blue plus sign to add your PDF file that includes all of your written materials.**
6. Enter the following email address in the “Email to” box:

aemcallen@heinzhistorycenter.org

7. Enter your email address in the “Your email” box.

8. Enter the following required information in the Message field:

- **Division:** Junior (6-8 grade) or Senior (9-12 grade)
- **Category:** Group or Individual Documentary
- **Title and Entry Number:**
- **Student(s) names:**
- **YouTube link:**

6) Click "Transfer"

CONFIRMATION: You will receive an email from WeTransfer confirming your file has been sent. You will receive a second email confirming we have downloaded it. Note: It may take us a few days to download your file.

We will test all YouTube links and PDFs and will contact you if there are problems with the files. For team projects, only one submission is required per team.

Questions? Contact Amanda at aemcallen@heinzhistorycenter.org.