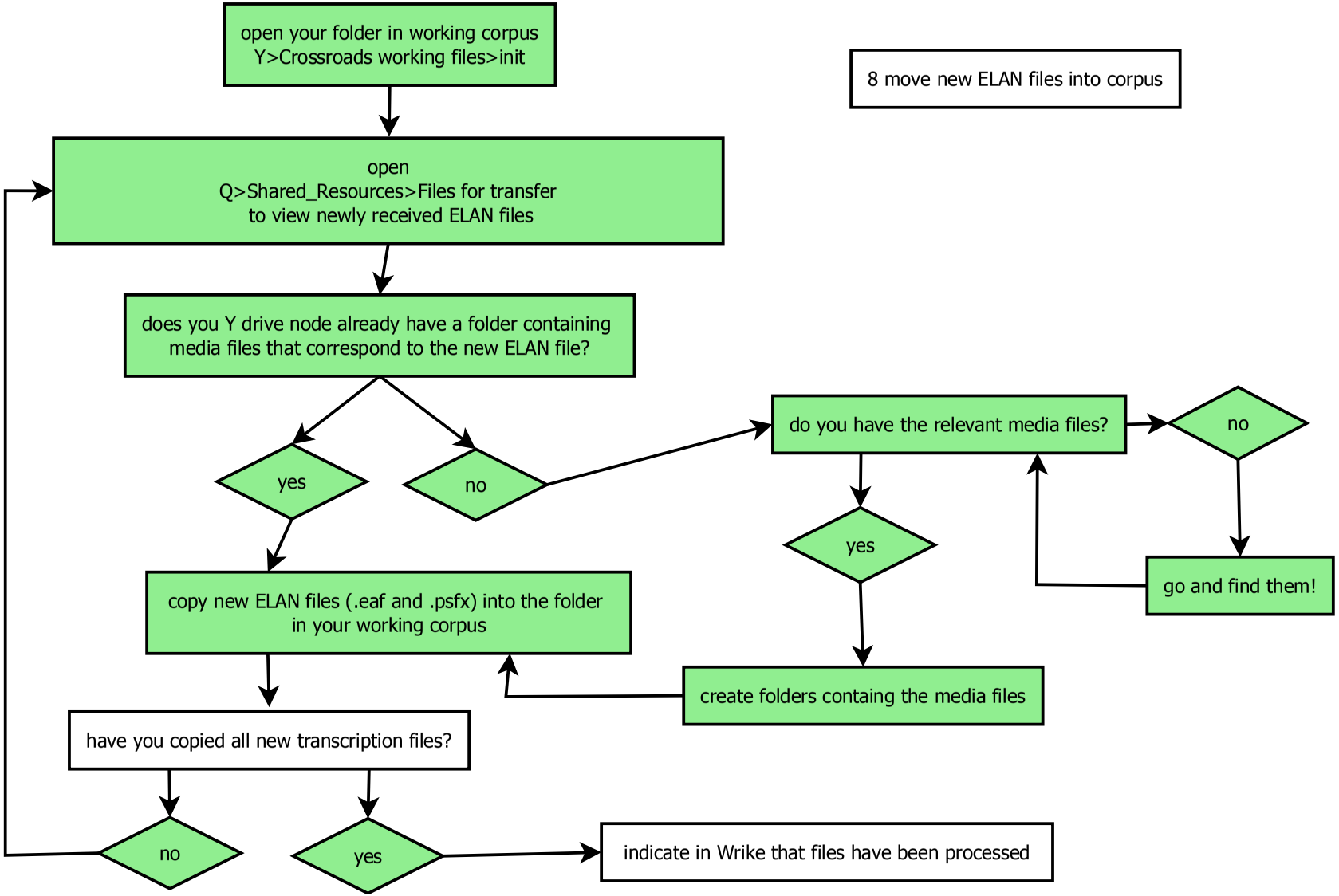
open your folder in working corpus
Y>Crossroads working files>init
8 move new ELAN files into corpus
open
Q>Shared_Resources>Files for transfer
to view newly received ELAN files
does you Y drive node already have a folder containing
media files that correspond to the new ELAN file?
yes
no
do you have the relevant media files?
no
yes
go and find them!
copy new ELAN files (.eaf and .psfx) into the folder
in your working corpus
create folders containg the media files
have you copied all new transcription files?
no
yes
indicate in Wrike that files have been processed