

Cochrane Dissemination Products Dropbox

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Introduction

We are trialling the use of Dropbox for storing the FINAL versions of dissemination products for Cochrane Reviews (such as blogshots, press releases and podcast scripts).

If your dissemination product isn’t one of the types above OR If any of the files that you wish to upload is above (1 GB) then contact Karen Head (khead@cochrane.org) to discuss the options.

We hope this will have several advantages:

1. Make it easier for everyone in Cochrane to see what products are available for reviews and allow more people to share available dissemination products.
2. Prevent/minimise the duplication of work.
3. Allow translation teams to upload documents for translation into the translation software more easily

Accessing the Dropbox folder

Anyone can access the ‘Cochrane Dissemination Products’ Dropbox by accessing this link: <https://www.dropbox.com/sh/nmvvqv9kmd3gh3h/AAAnE8RKVUzRwdpOzulHElsqa?dl=0>

**Searching for products**

Even if you don’t know the Review group which produced the review, you can use the Dropbox ‘search’ function to find available products.

You can search using the CD number, type of product that you want to find (e.g. blogshot, podcast, press release’ and/or language)

Naming documents for Dropbox

Using a consistent naming method will help people find the documents using the search function.

Please name documents as follows:

* CD number (Do not include a space between the ‘CD’ and the numbers and remember to include all of the ‘0’s)
* Type of product e.g. ‘blogshot’, ‘press release’, ‘podcast’
* Language of the product (if not English). Note the wording for the languages of each of the 15 Cochrane translation teams is included in the [table at the end of this document.](#Table1)
* Brief description of the Review topic if you wish in brackets – although this is not necessary.
* Date of production (Month Year)

For example:

* CD008911 blogshot (antibiotics preventing sore throat) Nov 2017
* CD003177 press release (omega 3 cardiovascular disease) Jul 2018
* CD012509 podcast Russian (AE opioids chronic non-cancer pain) Oct 2017

NOTE: For photos that accompany a dissemination product – please use the same labelling format as for the main document.

Storing dissemination products

The method used to upload products will depend on whether you have a Dropbox account with enough space.

**To avoid confusion, please only store final versions of dissemination products in the Dropbox folder.** It is important to ensure that only products in the folders are based on the current version of the Review. When you upload a document, if you find products for previous versions of the Review, contact the groups that produced them to see if they want the versions removed or if they wish to update them.

1. If you have an existing Dropbox account with enough space

To upload and edit dissemination products you will need editing permissions to the Dropbox folder, please contact Karen Head (khead@cochrane.org) to arrange access.

**Finding the correct folder**

Once you have editing rights you can find the folder that you would like to upload the files into.

The Dropbox is organised in 3 levels:

* Folder level 1: Type of dissemination product (Blogshot, Press release, Podcast)
	+ Folder level 2: Cochrane Review Group
		- Folder level 3: Individual Cochrane Review (brief description CD number)

For example: Blogshots/Anaesthesia, critical, emergency care/Antifungals CD004920

**Creating a folder**

If there is no existing folder for the review you will need to create one. Label the folders with a brief title of the review and then the CD number e.g. ‘Acupuncture for depression CD004046’

* Do not leave spaces between the ‘CD’ and the review number
(e.g. CD004046 not CD 004046)
* Make sure that you include all the ‘0’s in the number – this will help with searching.

2. If you don’t have a Dropbox account or don’t have enough space on your Dropbox

You can use the **‘file request’** function to upload documents to ‘Cochrane Dissemination Products’ Dropbox.

1. Make sure that you have named the documents according to the [guidance above](#Namingfiles).

2. Open this link: <https://www.dropbox.com/request/LVMpDYFSwHlcexRqwcSX>.

3. Upload the documents by following the instructions.

The Knowledge Translation Department will be notified of uploaded documents and they will transfer to the correct folder.

Table 1: Wording for the language label

|  |  |  |
| --- | --- | --- |
| Croatian |  | Portuguese |
| French |  | Russian |
| German |  | SimpChinese |
| Japanese |  | Spanish |
| Korean |  | Tamil |
| Malay |  | Thai |
| Persian |  | TradChinese |
| Polish |  |  |