Emailing Tablet Retinal Images to State 4-H Office

Steps to a Sure-Fire Way to Success!

For the Motion brand tablet:
1. On your tablet....
2. Insert a thumb/flash drive into the USB port of the tablet (Motion tablet USB port is on the left side, HP tablet USB port is with the adapter on the serial port). The tablet may take some time to recognize and install your flash drive when you connect it for the first time.
3. Once your flash drive is ready for use, click on your Windows “Start” icon, or there should be a folder-type icon in the lower left of the taskbar.
4. Go to Computer, and double-click to open your C: drive or OS (C:) drive
5. In the upper left corner, select “Organize” tab (drop-down menu) and select “Folder and search options”.
6. Under the “View” tab, under the “Files and Folders” section, and “Hidden files and folders”, check the circle (blue) that says, “Show hidden files, folders, or drives” and click “Apply”, then “OK”.
7. You should now see a folder called, “Program Data”. Double-click to open it.
8. Find “SummitViewSolutions” folder and open it
9. Inside that folder should be a “blobs” folder
10. Now, go to your Windows “Start” icon again
11. Find the drive letter of your flash drive you plugged into the tablet USB port (for example, a D: drive or Removable Disk drive)
12. You should have both windows open now. You may need to re-size them if needed, but you can just press your stylus to highlight and drag the “blobs” folder over to the thumb drive. Make sure you do a COPY here and not a MOVE here. That way, you’ll still have them saved on your tablet.
13. On your tablet, lower right corner, little triangle; click on that and find the little green check/icon to safely remove your thumb drive.
14. Take out your thumb drive and put it in your desktop computer
15. Go to Windows, “Start”, “Computer”, and find the flash drive, right-click on the “blobs” folder, go down to “Send to...” and “compressed zip folder”
16. Once it compresses, you’ll see a little zipper icon of the blobs folder. Change the name to your county and send that as an email attachment to, mikeande@iastate.edu
17. There you have it!

For the HP brand tablet:
1. Put a thumb/flash drive into your office desktop computer/laptop and add a folder and name it with your county name and either market beef or sheep retinal images. Take the thumb/flash drive out of your desktop computer/laptop.
2. On your tablet....
3. Insert a thumb/flash drive into the USB port of the tablet (you may need the short, black USB adapter to plug the thumb drive into). The tablet may take some time to recognize and install your thumb drive when you connect it for the first time.
4. Once your flash drive is ready for use. If the tablet has the widget icon look on the screen, touch either the Desktop screen icon or the Windows Home button on the rubber case to see the regular Windows desktop look and there will be a folder in the lower left corner of your taskbar.
5. Touch the Computer icon and double touch the C: drive.
6. Then touch the View tab at the top of the window and make sure the “Hidden items” box is checked.
7. You should now see a folder called, “Program Data”. Double touch to open it.
8. Find “SummitViewSolutions” folder and open it
9. Hold your finger down on the “blobs” folder and click “Copy”
10. Go to your flash drive (Removable Disk or Drive:E for example) and open that window; hold your finger down and “Paste”.
11. Close out all open windows, in your taskbar on the desktop screen, bottom right corner, touch on the small white triangle and touch the icon with the image of the flashdrive and green check mark. Touch Eject ‘name of your flashdrive’. And then safely remove the thumb/flashrive from your HP Tablet.
12. Take out your thumb drive and put it in your desktop computer
13. Go to Windows, “Start” icon in your taskbar lower left corner, then find “Computer”, and find the flash drive, right-click on the “blobs” folder, go down to “Send to...” and “compressed zip folder”
14. Once it compresses, you’ll see a little zipper icon of the blobs folder. Change the name to your county and send that as an email attachment to, mikeande@iastate.edu
15. There you have it!