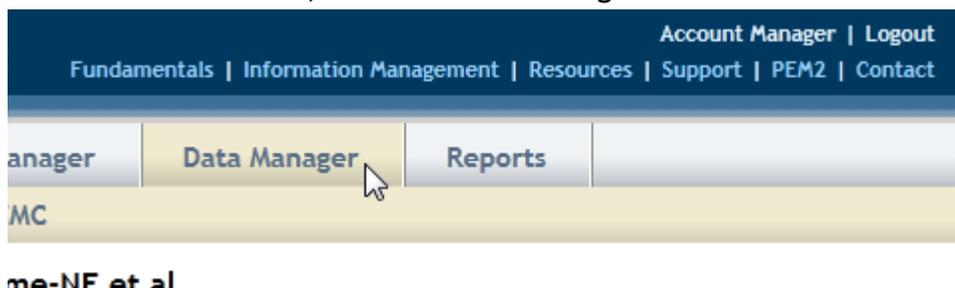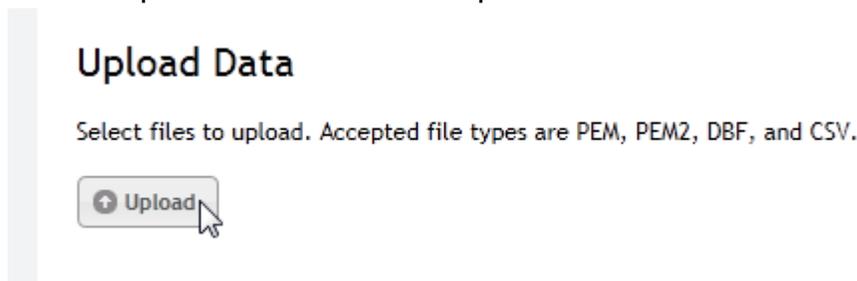# eClimateNotebook™
WWW.ECLIMATENOTEBOOK.COM

How Do I Upload Data from Climate Notebook®?

Notebooks in Climate Notebook® are made up of 3 files: [filename].**nbk**, [filename].**CDX**, and [filename].**DBF**. The actual data that would need to be uploaded to eClimateNotebook™ is contained in the .DBF file.

1. The location of these files was determined during installation of Climate Notebook.

2. The default location is generally in the "Documents" or "My Documents" folder, but they may be stored on a shared network drive.
   These are generic examples of where to access the files:
   a. *Windows XP* – Double-click on "My Documents" on your desktop (or click on Start → My Documents) and open My Notebooks
   b. *Windows Vista, Windows 7* – click on Start → Computer or Start→ Documents and open your Climate Notebook data location

3. The easiest way to locate these files is to conduct a file search for ***.nbk** files.
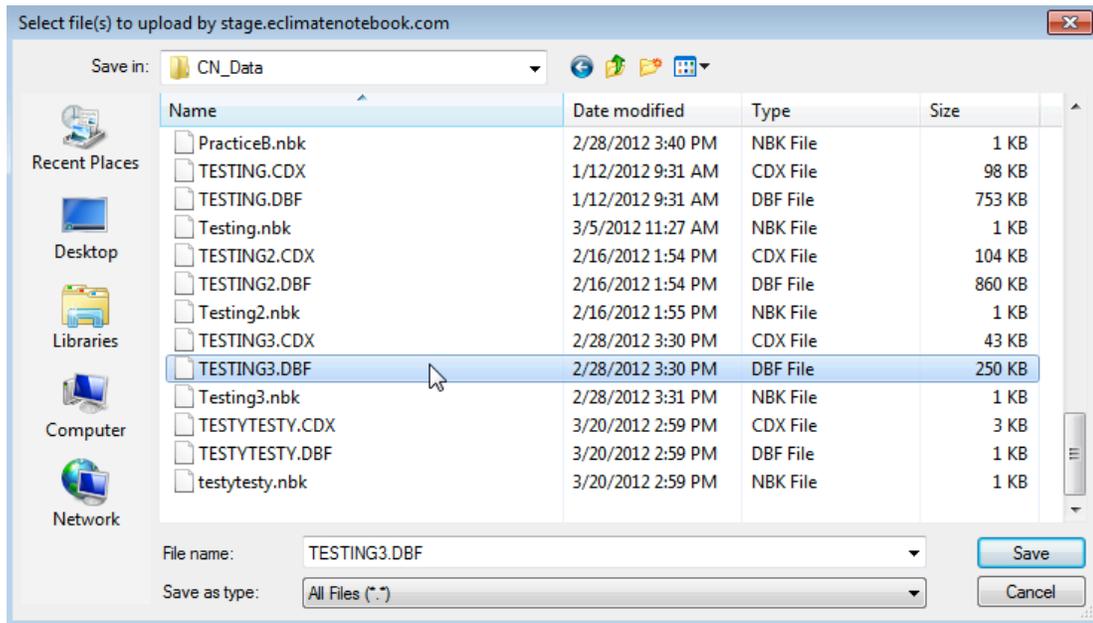
4. In eClimateNotebook, click on Data Manager

5. Under "Upload Data" click on "Upload" button

6. Click on the drop-down menu next to "Save in:" and select the file for your Climate Notebook data files
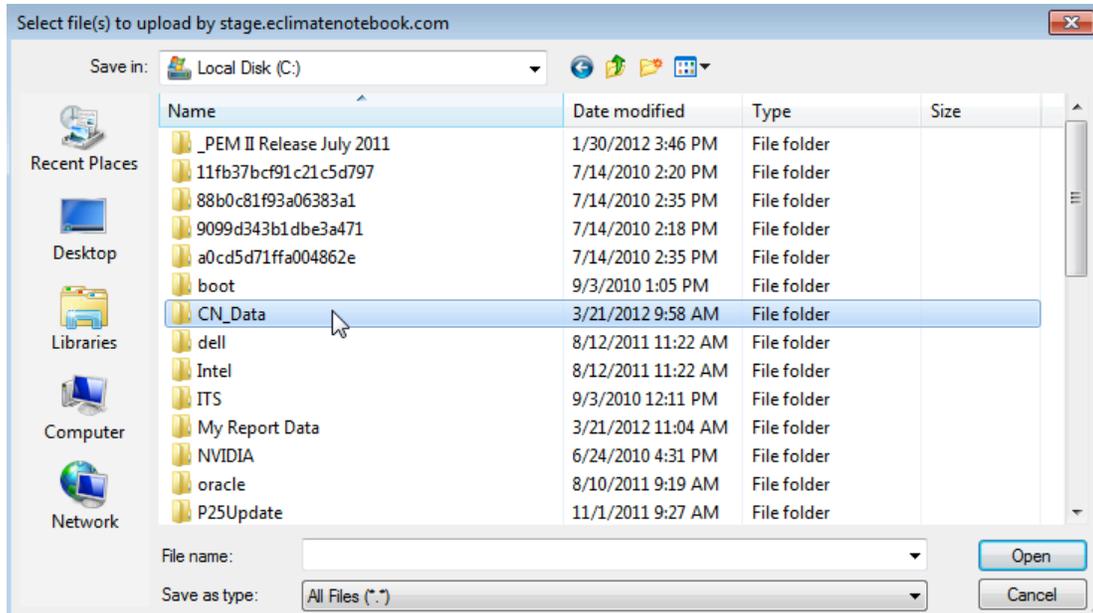
7. Click on the data file you would like to upload. Once the file is selected, click on the "Save" button

8. The next screen will be an Upload Confirmation screen

9. You can change the Location Name of the dataset for easier reference by typing it in the field under "Location Dataset Name."

10. Click on OK to complete the upload

The following location datasets successfully uploaded:

Data File	Location Dataset Name
TESTING3	TESTING3

✔ OK   ⊘ Cancel