Dropbox

1. What is Dropbox?

Dropbox is a website www.dropbox.com which enables you to **store** your **files** in a central location so that you can access them from any computer. You have control over which **files** you **store** and they are only accessed by means of a password so there is no question of others having access to them without your permission. The **files** online are automatically updated if you change them, so they are **synced** to your computer. Essentially these **files** are an online **backup** and this allows you to dispense with emailing **files** or transferring them by means of USB sticks and the like.
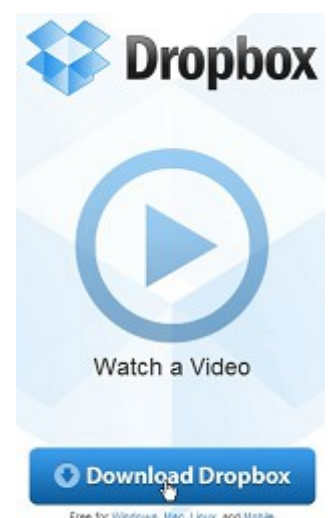
©wikipedia   ©turnbull-solutions.com

1.1 How Dropbox works

1. Dropbox is like a big **backup store** held in a central location where you can put **files** you wish to remotely access, or allow others to have access without giving them access to your whole computer. Each computer involved needs to have Dropbox installed.

1.2 Installing Dropbox

1. This is done by first downloading Dropbox from www.dropbox.com by left-clicking on Download Dropbox and then following the instructions to install it.

PTO

© Pass IT On   Scottish Charity Number: SC 033560   www. passitoncomputers.co.uk   info@passitoncomputers.co.uk
Charities and non-profit organisations may copy and distribute this tutorial freely but please acknowledge our copyright.
A wee donation would be very welcome from anyone richer!   **Version 01 – 27/08/10**

2. You will be asked whether you wish to Run or Save the **file**. Left-click on Save and choose a suitable **folder** to save it in.

3. Once it has been saved you can then Run it by right-clicking on the **file** and left-clicking on Open and then left clicking on Run.
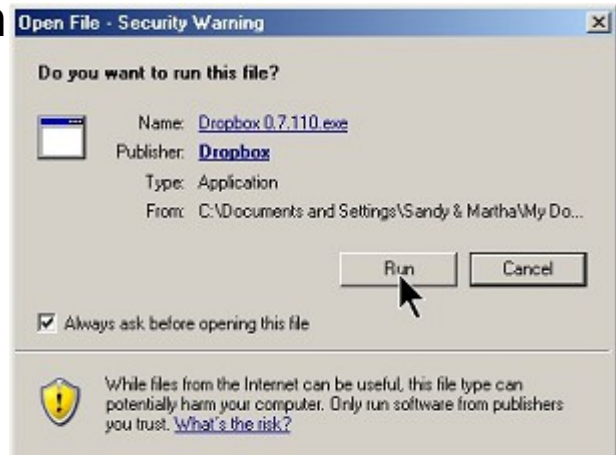
4. This brings up a Welcome screen to install Dropbox.
Left-click on Install and it proceeds to do this.

1.3 Setting up Dropbox

1. Open Dropbox by left-clicking on the Dropbox icon
either in Programs

or on your Desktop if you've put the icon there.

2. When you first use Dropbox you will be asked to open an account. Follow the instructions on the Welcome screen. You have to fill in your details, choose a Password and agree the Terms of Service before continuing.

3. Then you are offered a selection of box storage sizes with the default being the Free version at 2GB which we will assume you want! Left-click on Next and you will be presented with the Dropbox Set Up screen.

4. The Dropbox Set Up screen shows a **folder** called My Dropbox under My Documents. This is where you put any **files** that you wish to make available on any other computer and on the web. On the Set Up screen left-click on Next again and you will be taken on a tour of what Dropbox is all about.

PTO

5. The second screen shows what you might see if you login to Dropbox from another computer and view your My Dropbox.
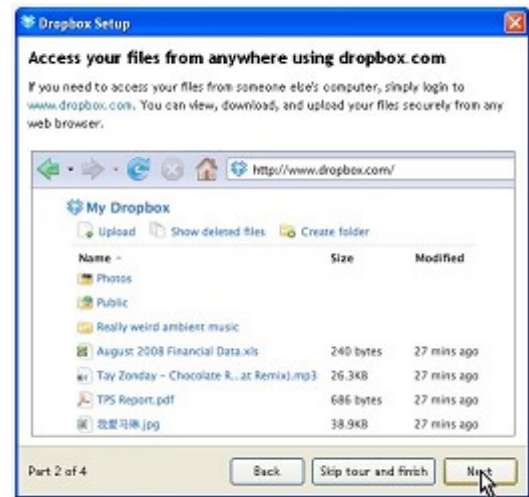
6. The third screen shows by means of a large blue moving arrow where the Dropbox Tray icon is found on the taskbar. Left-clicking on this icon gives access to your Dropbox.
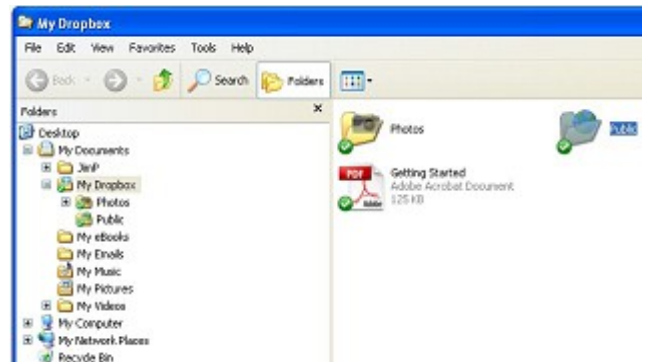
7. You can then set up **folders** to give access to individuals or generally.

---

8. The final screen completes the Setup so that you can then access Dropbox.

9. You will find that the My Dropbox **folders** now appear in My Documents.

10. Any time you want to access this, just left-click on the icon in the taskbar and then left-click on "Open Dropbox Folder".

11. You will see that there is a document Getting Started.pdf in the Dropbox Folder which describes in detail what Dropbox is all about. Open this and have a read of it before going further in this document.

1.4 Other Dropbox facilities

1. If, when you left-click on the icon 🔵 in the taskbar, instead of opening Dropbox you left-click on "Launch Dropbox Website" your web browser will open it and if you left-click on the Get Started tab
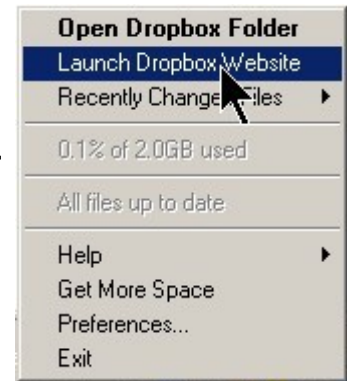
you will be given options of
• Taking the Dropbox tour,
• Installing Dropbox on your computer,
• Putting **files** in your Dropbox Folder,
• Installing Dropbox on other computers you use,
• **Sharing** a **folder** with friends or colleagues, and
• Inviting some friends to join Dropbox.

2. Taking the Dropbox tour allows you to see how Dropbox works in more detail. It covers File **syncing**, File **sharing**, Online **backup**, Undo and Undelete, and What Dropbox replaces. Try it and see!
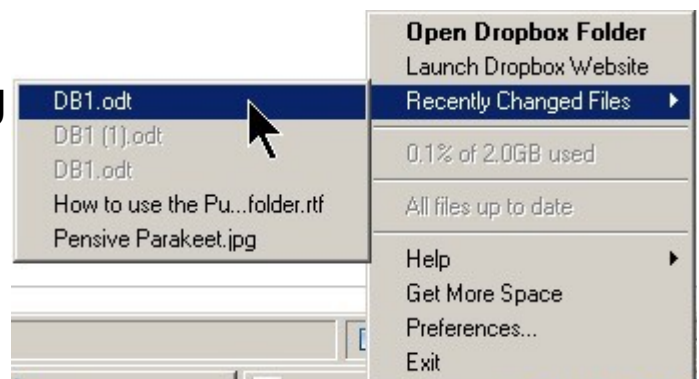
3. Installing Dropbox on your computer is what is described in para 1.2 above.

4. Putting **files** in your Dropbox Folder means that others can have access to them. Just drag the **files** into the Dropbox Folder. You may wish to have specific **folders** within the Dropbox Folder for specific people or specific projects where you can let the right people know the appropriate links.

5. Installing Dropbox on other computers you use allows you to **share files** between all your and your friends' computers (and mobile phone if it is capable).

6. **Sharing** a **folder** with friends or colleagues allows all of them access to all the **files** within that **folder**.

7. Inviting some friends to join Dropbox means that they can have access to **files** of yours which you would like to **share** with them.

   When you have completed each of these the website shows this by scoring through the headings and adding complete! against them.

8. Instead of Opening the Dropbox Folder or Launching the Dropbox Website you can look at Recently Changed Files. Recently Changed Files are accessed by left-clicking on that option and then on the required **file** from the list shown. The **folder** in My Dropbox with the **file** in it will be displayed in an Explorer window from where you can open it.
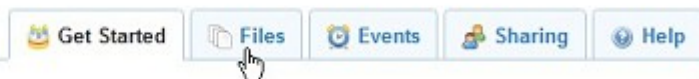

PTO

2. Using Dropbox

1. Open the Dropbox website by left-clicking on the Dropbox icon 🟦 in the taskbar and then on Launch Dropbox Website.
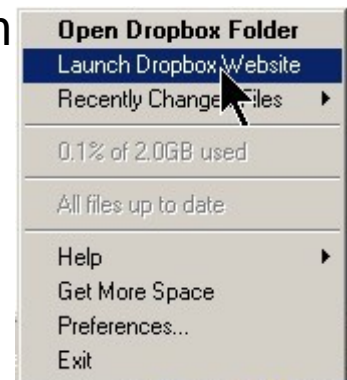
2.1 Sharing files

1. If you want to **share** a **file** to let other people have access to it left-click on Files
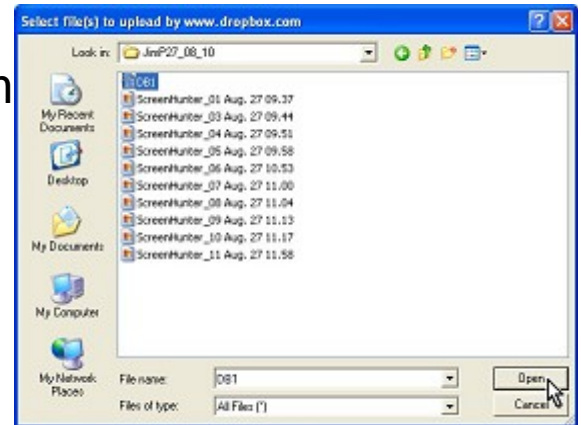

and then on Upload.

2. To choose where to put the **file** left-click on the box next to the required **folder** to put a tick in the box.
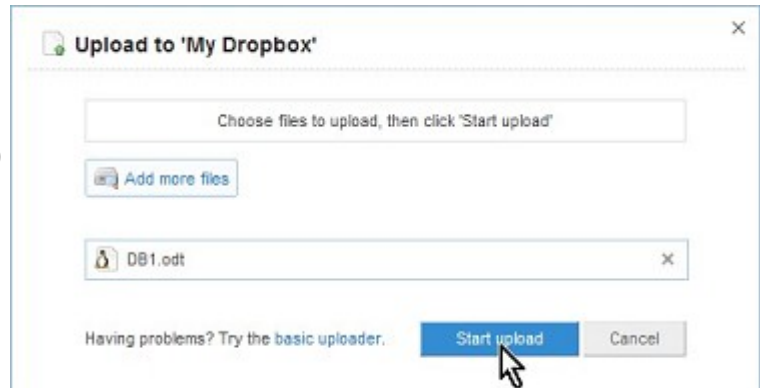

3. Then you have to choose the **files** to put into the Dropbox Folder. Left-click on "Choose files".
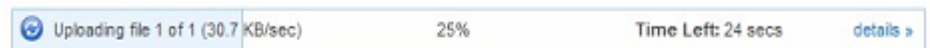
4. A Window appears which allows you to choose the **folder** and then the **file** and left-click on Open. Here we have chosen the **file** DB1.odt for this document.

5. Then left-click on "Start upload". This will put the chosen **file** DB1.odt on to Dropbox and into the **folder** you have selected.

6. A screen shows the progress and a message is shown when the **file** has finished uploading.

7. To check that the **file** is in the correct place left-click on the **folder**

and it will open to show the **file** (DB1.odt).

8. When you have finished you log out by left-clicking on Log out. This means that Dropbox now has your latest **file** held in its **secure store**.

PTO

---

9. So all you have to do is to make sure that the latest **file** you want to make available is in the Dropbox Folder and then it can be accessed from any computer once you have uploaded it.
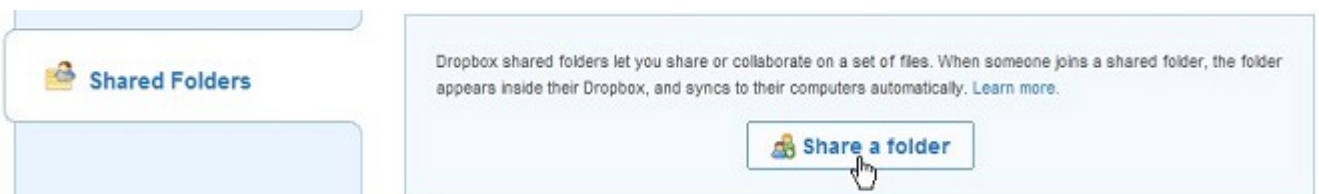
2.2 Accessing files

1. If you are on another computer and want to access your Dropbox **files** or if your friend needs to access them then provided Dropbox is installed on that computer you or they can.
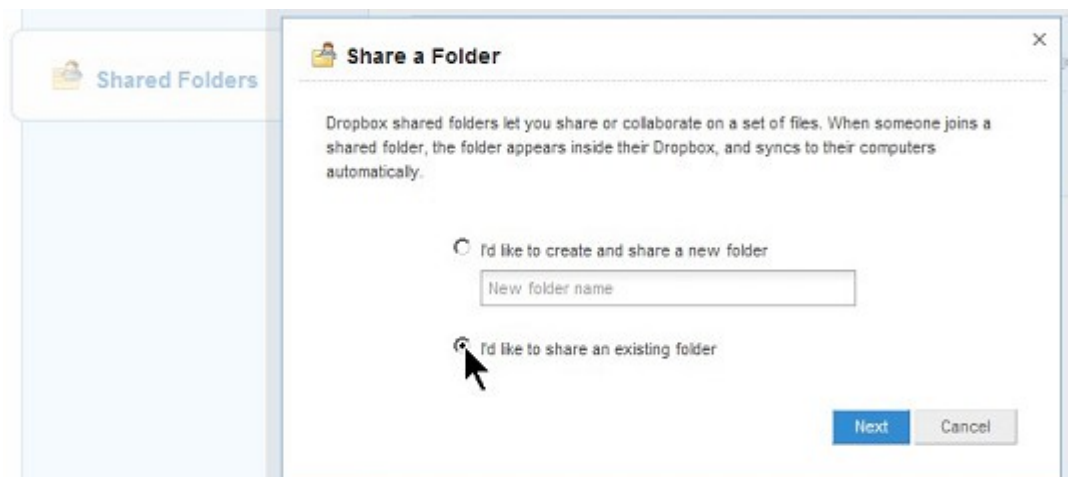Left-click on Sharing
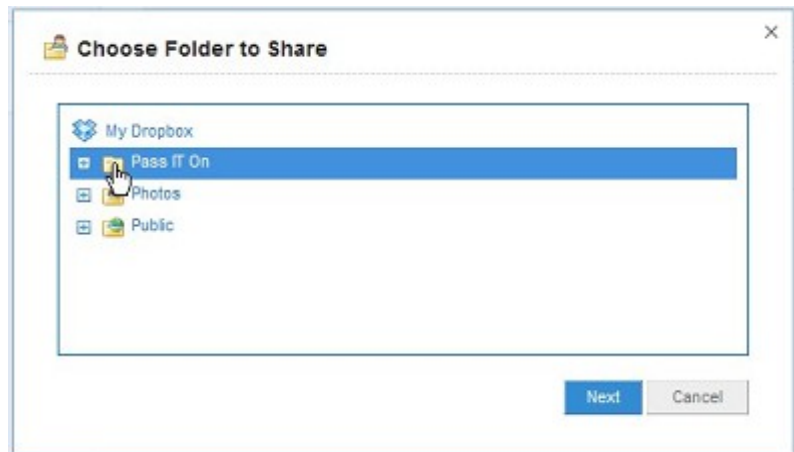

2. Left-click on "Share a folder"

3. Then select from the options as required by left-clicking. Here we assume the **folder** that you wish to **share** already exists so we've chosen "I'd like to share an existing folder" Then left-click on Next.
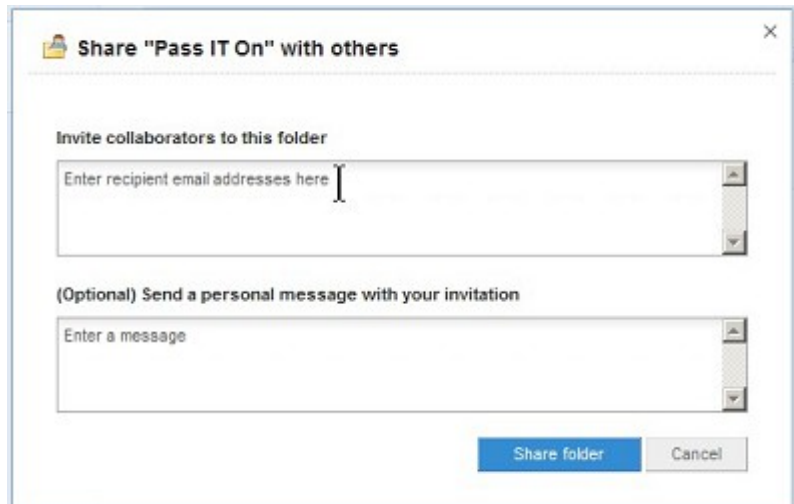

PTO

4. Expand the **folder** and choose the **file**. Then left-click on Next.

5. You can then enter the email address of the person and, if you want, enter a message as well. Then left-click on "Share folder".

2.3 Updating files

1. If you want to update a **file** in your Dropbox Folder all you have to do is copy the updated **file** into your Dropbox Folder to replace the existing version. Then on the Dropbox website left-click on Files
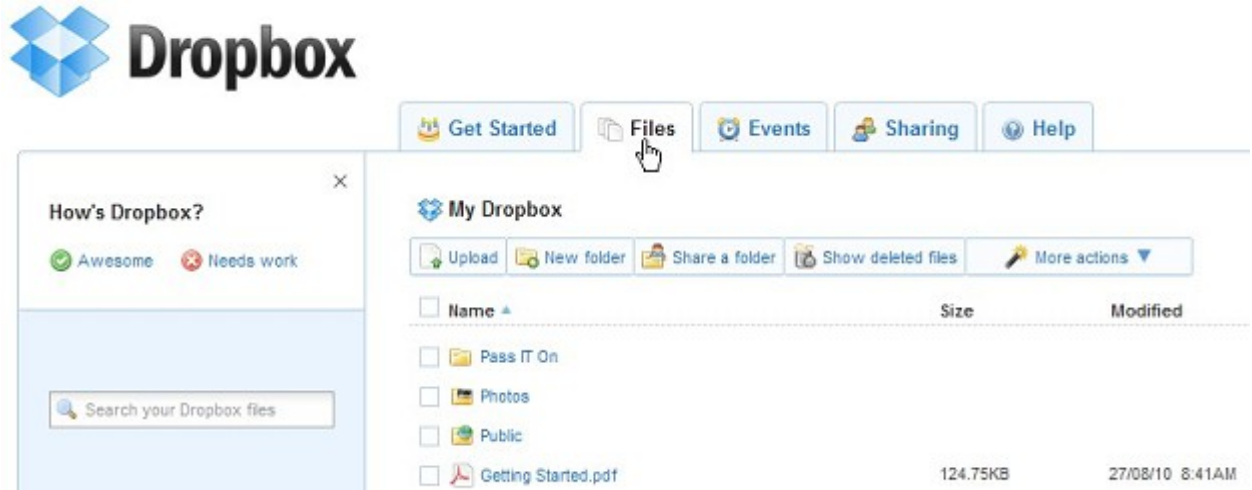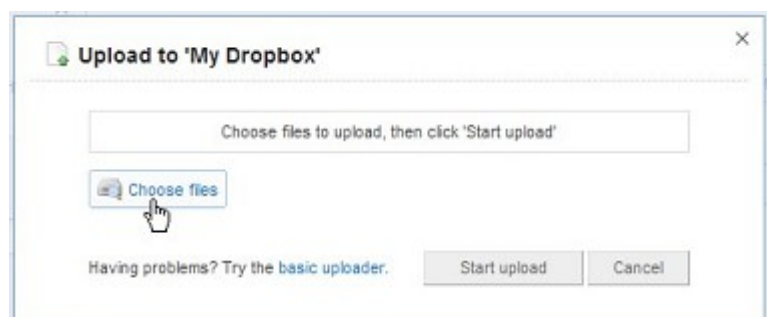
2. Select the **folder** in which the new version is to be **stored**.

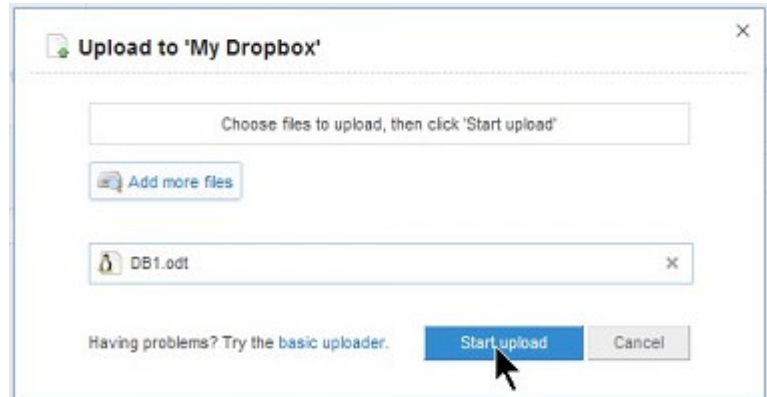3. Then left-click on Upload

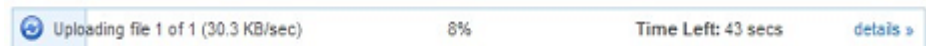4. Then left-click on "Choose files"

PTO

5. This opens the window to browse your folders and to choose which one you want to upload. Then left-click on Open to upload it.

6. You can Add more files but once you have selected all the files you wish to upload left-click on "Start upload".

7. A dialogue appears showing the time remaining to upload.

which then shows when it is complete. The new **file** is now available for sharing.

2.4 Syncing files

1. If you want to ensure a **file** is **synced** when you have changed it then
either install the Dropbox desktop application using the same login on each computer you want to **sync** with if you have more then one computer

or if you want to **share files** with friends all you have to do is to create a **shared folder** instead.

2. So now you have it. You can be **synced** with your computers and your friends and everyone can see the up to date **files** you want to **share**.

© SugarSync