

DropBox Quick Guide



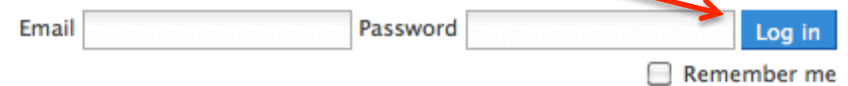
What is Dropbox?

- Dropbox is software that links all of your computers together via a single folder. It's an easy way to back up and sync files between computers. It saves you from having to use pin drives, or send emails with attachments.

Files can be stored and then accessed by using the software desktop application or by going to the dropbox website.

How Do I Start?

- The first place to start is by creating an account in www.dropbox.com. Instead of installing dropbox onto the school's computer, click on the **LOG IN** button at the top of the screen.



Email Password
 Remember me



- Click on the tab to Create an Account

The image shows two screenshots of the Dropbox website interface. The left screenshot is titled "Log in to Dropbox" and features a "Log in" tab and a "Create an Account" tab. The "Create an Account" tab is circled in red. Below the tabs are input fields for "Email" and "Password", with red error messages: "Please enter an e-mail" and "Please enter your password". There are also links for "Forgot password?" and a "Remember me" checkbox, and a "Log in" button.

The right screenshot is titled "Create a Dropbox Account" and features a "Log in" tab and a "Create an Account" tab. Below the tabs are input fields for "First name", "Last name", "Email", and "Password". There is a "Remember me" checkbox and a "Create account" button. A red arrow points from the text "select Create Account" to the "Create account" button.

And now just fill in all of the information and select Create Account

Downloading Dropbox

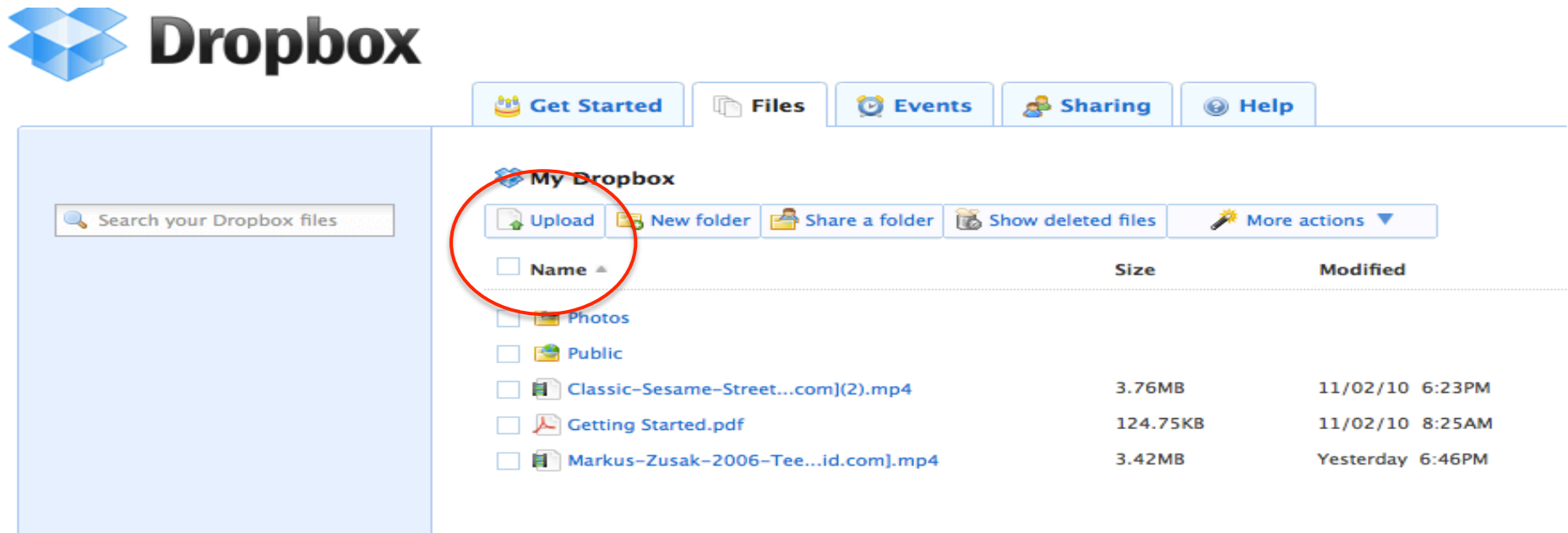
- You can also download the desktop applications from Dropbox onto your computer. When you download the program, an icon shaped like an open box will be added to your desktop allowing you to simply transfer your files right into your account simply by dragging them over to the icon.



This is what the dropbox icon looks like.

Adding Files to your Dropbox Website Account

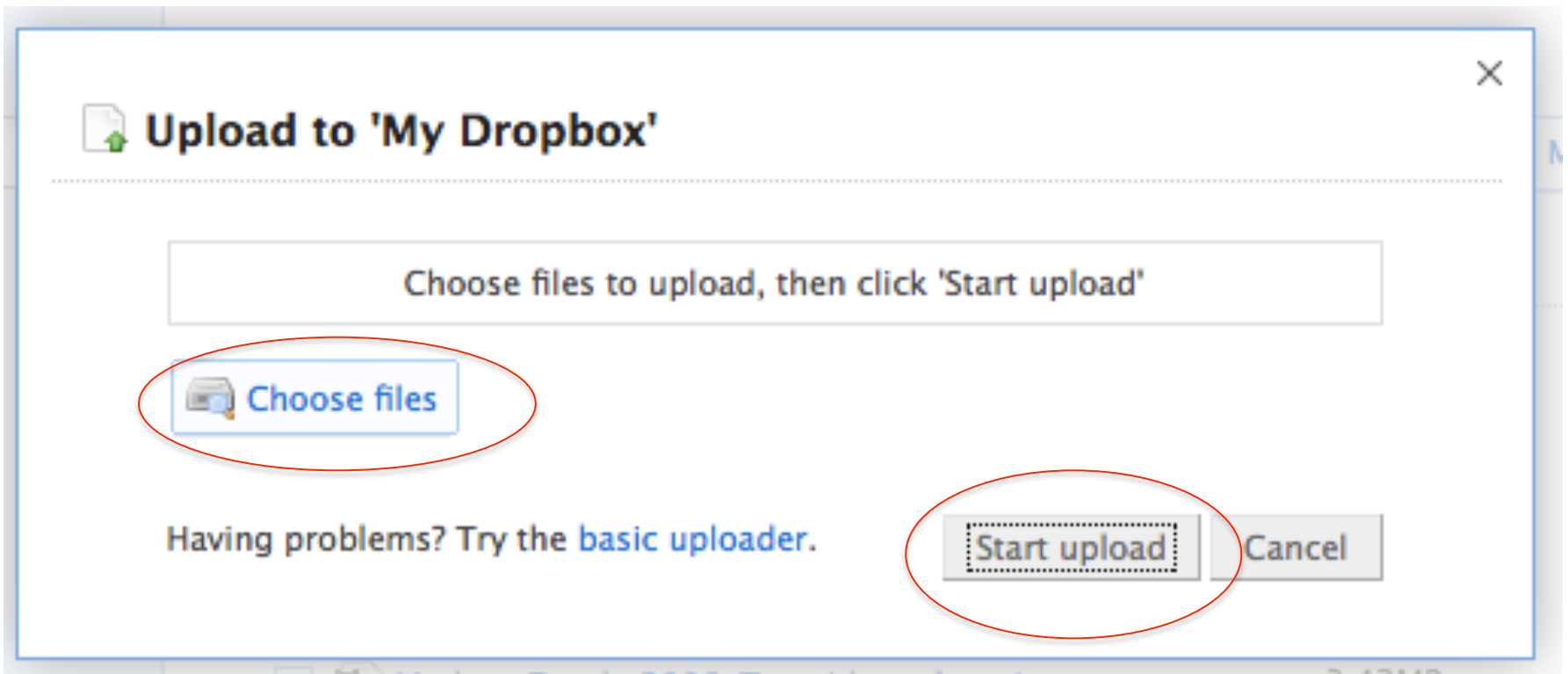
- If you have your dropbox account open all you have to do is select **UPLOAD**.




The screenshot shows the Dropbox website interface. At the top left is the Dropbox logo. Below it is a search bar with the text "Search your Dropbox files". To the right of the search bar is a navigation menu with buttons for "Get Started", "Files", "Events", "Sharing", and "Help". Below the navigation menu is the "My Dropbox" section. In this section, there is a row of action buttons: "Upload", "New folder", "Share a folder", "Show deleted files", and "More actions". The "Upload" button is circled in red. Below the action buttons is a table with columns for "Name", "Size", and "Modified". The table contains the following entries:

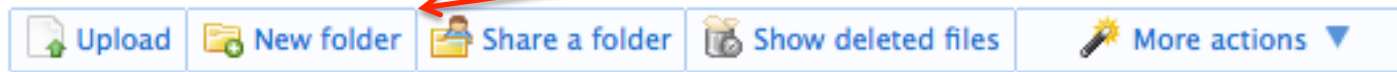
<input type="checkbox"/>	Name ▲	Size	Modified
<input type="checkbox"/>	Photos		
<input type="checkbox"/>	Public		
<input type="checkbox"/>	Classic-Sesame-Street...com](2).mp4	3.76MB	11/02/10 6:23PM
<input type="checkbox"/>	Getting Started.pdf	124.75KB	11/02/10 8:25AM
<input type="checkbox"/>	Markus-Zusak-2006-Tee...id.com].mp4	3.42MB	Yesterday 6:46PM


Select **CHOOSE FILES** and look for the file you want to upload. When you have found the one you want, double-click and then hit **START UPLOAD**



To help you organize your files, you can store them in folders. To create a new folder, just click on the tab.

 My Dropbox



<input type="checkbox"/> Name ▲	Size	Modified
<input type="checkbox"/>  Photos		
<input type="checkbox"/>  Public		

You can also Share a folder and all of the files inside with someone by clicking on this tab.

Adding Files to your Dropbox Desktop Applications

- When you install the Dropbox desktop application, Dropbox creates a folder on your hard drive. Your Dropbox folder is just like any other folder on your hard drive. When you move a file to your Dropbox folder, you are also moving your file to your Dropbox folders on the web. You don't need to do any manual copying or uploading. Some easy signs that it is working are:
 - The green circle and check means Dropbox is fully synced.
 - The blue circle and arrow means Dropbox is currently syncing and files are uploading/downloading
 - The red circle with an "X" means Dropbox is unable to sync. Usually, this is because your storage quota is full (can't upload) or your experiencing connection problems (no internet).

Frequently Asked Questions

How much space does my Dropbox have?

You have 2GB of storage. Not a lot but enough to store and transfer simple documents and a few short online video's.

Dropbox is slow! How long until my files are fully synced?

Dropbox will download as fast or as slow as the network allows, doing its best not to interfere with your normal applications so you can continue to do something else while you are waiting.

Can I access Dropbox on my phone or IPOD?

Yes! Just point your mobile device to the Dropbox website for an optimized version of the site. You can download an app for free at <http://www.dropbox.com/anywhere>.

If you don't see what you're looking for here, take a Dropbox tour at <http://www.dropbox.com/tour> or visit the help center at <http://www.dropbox.com/help>