Working with DropBox

Introduction

DropBox provides a backup for the files I access and work with regularly during the day, during the week and during the year. How does it work?

Essentially, if the user makes a change to a file within the DropBox folder on their computer at home it will update the backup of that same file hosted on their online DropBox account. Then, when the user works at school, for example with the same file within the DropBox folder on the computer they use at school will also be updated. The same process happens in reverse of course. Even if the user does not have their own computer at hand they can still access those same files via any web browser on any computer. Their files follow the user everywhere.

Make a change to a folder or file at home the change will be reflected at work. Make a change to a folder or file at work the change will be reflected at home.

When one opens an account with DropBox you are provided with 2 gigabytes of free storage. That was more than enough for the documents, images and the small video files that I use during the year at school and when I conduct workshops. With respect to large video files and similar I still use thumb drives or external hard drives to shift them from one computer to another.

You can increase your amount of free storage by referring DropBox to potential users. Educators receive an additional 500mb of free storage space for each successful referral.
Installation

Open a web browser and type in the following Internet address or URL:

http://www.dropbox.com

The following page will appear.

Click on the Download DropBox button located on the left. The application will begin to download.

Once the .dmg (mac) or .exe (win) file has downloaded please install the application and follow the step by step instructions to install the software.
You will see a number of screens that will prompt you to set up a DropBox account. Two typical screens are illustrated below.

*Remember* where you set up the DropBox folder.
Setting up DropBox on your computer

Locate your DropBox folder on the PC or Mac that you are using.

Create some new folders within your DropBox folder. For example you may create the following two folders:

1. Documents
2. Images

Locate and save some sample documents and images in the respective folders.

There will be files provided for you during the workshop.
As the files upload to the DropBox web site the folders will indicate that an upload is taking place. See the example screen below.
Sharing a folder or resources with others

Once the initial upload has completed you may wish to share a particular folder with others. Right mouse click on the folder and select the menu item “DropBox” and “Share this Folder..”

A web browser will open and you will be taken to your DropBox site and you will then be prompted to email those individuals that you wish to share the documents or images with, for example colleagues or students.
Working with DropBox via a web browser

You can also access your DropBox folders and files via any web browser, anywhere. Point the browser to www.dropbox.com and log in to your account.

You can explore your folders and files. You can upload and download files via the browser.
You are also able to share folders via the web browser.

You can share links with files and folders so that others may access that particular item.

You can increase the amount of space you have with Dropbox by referring the service to other people.
DropBox on mobile devices

One can access the same files on mobile devices such as the iPad via the DropBox app on the iPad. The user can also access those files on the iPad using applications such as QuickOffice, GoodReader, MindNode, Photogene, WhiteBoard HD and OneEdit. A number of these apps also allow you to export to DropBox as well.

DropBox on the iPad