

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 make 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.

 Sign in ▾



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

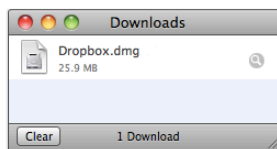


 Sign in ▾



Downloading Dropbox...

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



1. Run the Dropbox installer

From your browser's Downloads window, double click the .dmg file that just downloaded.



2. Double-click the Dropbox icon

Double-click the Dropbox icon to get all set up.

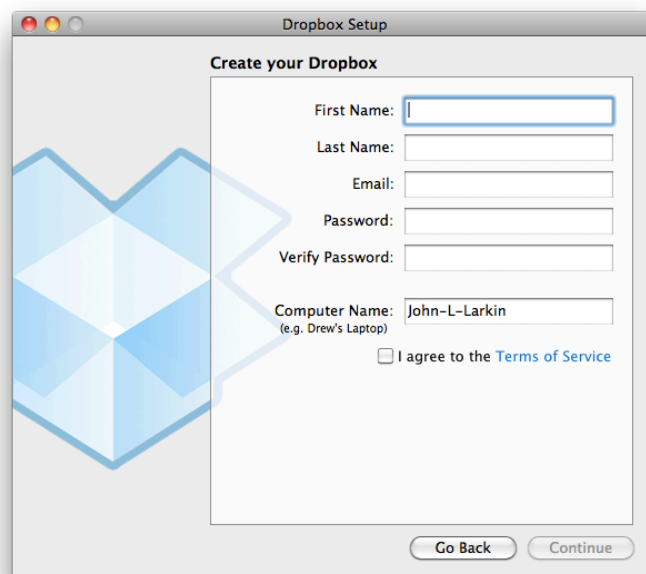
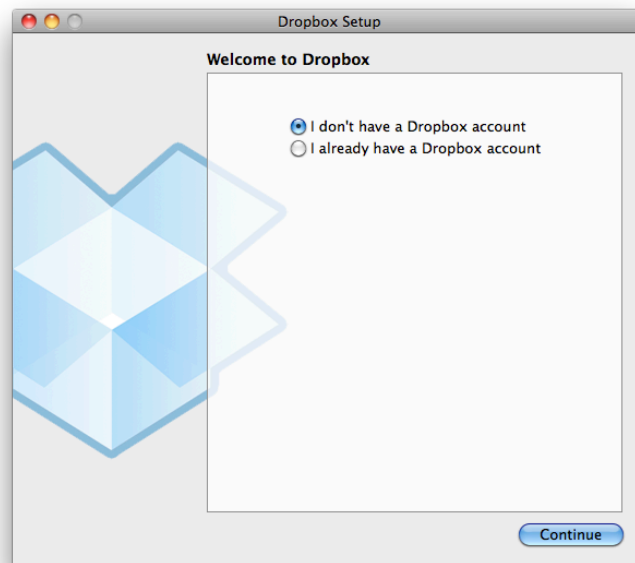


3. You're good to go!

The Dropbox icon appears in your menu bar.

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.



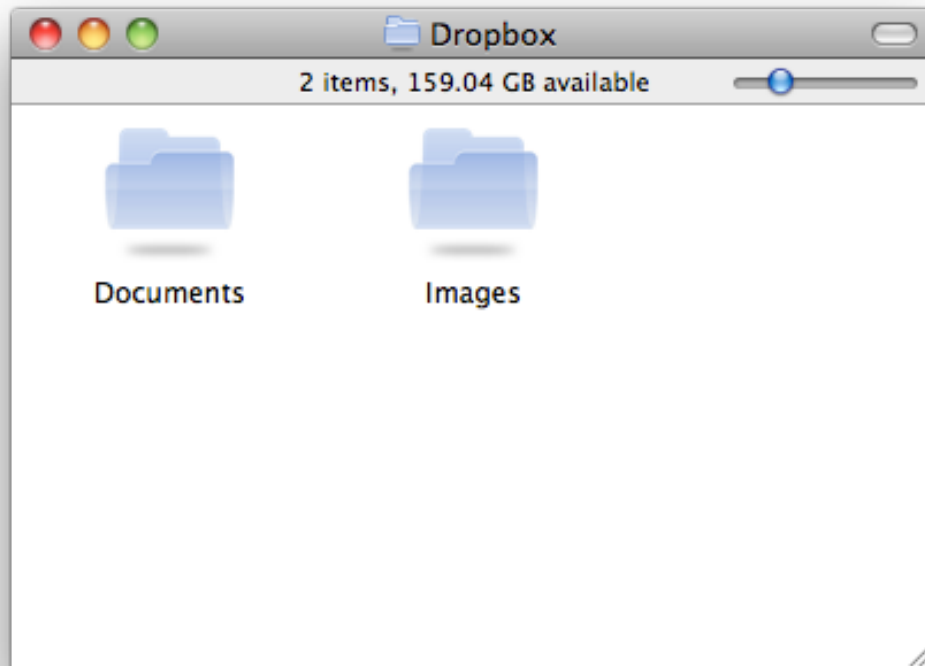
Remember where you set up the DropBox folder.

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.

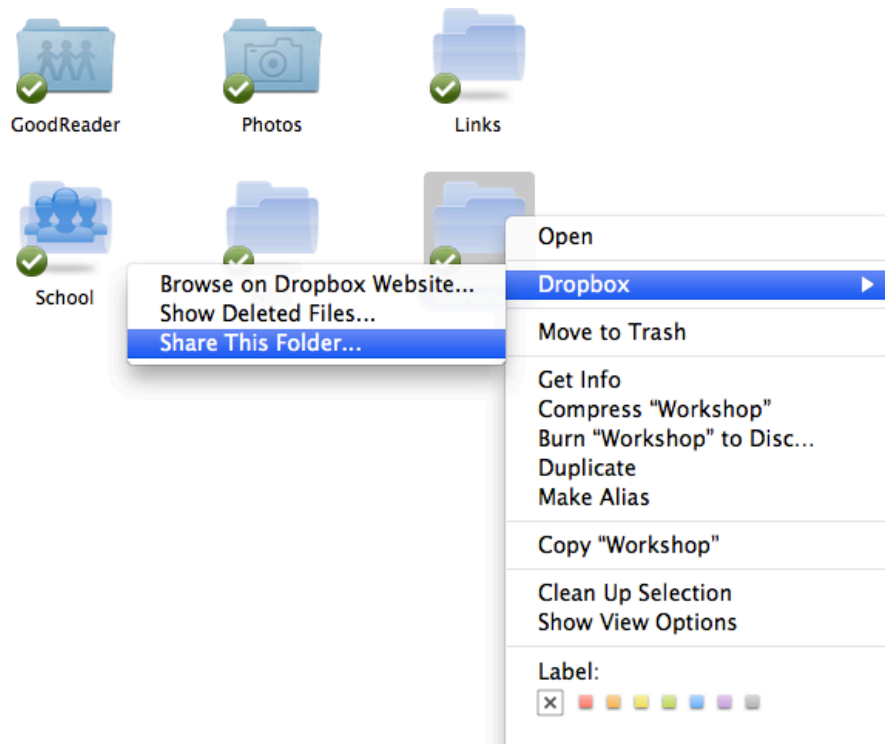
There will be files provided for you during the workshop.

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..”

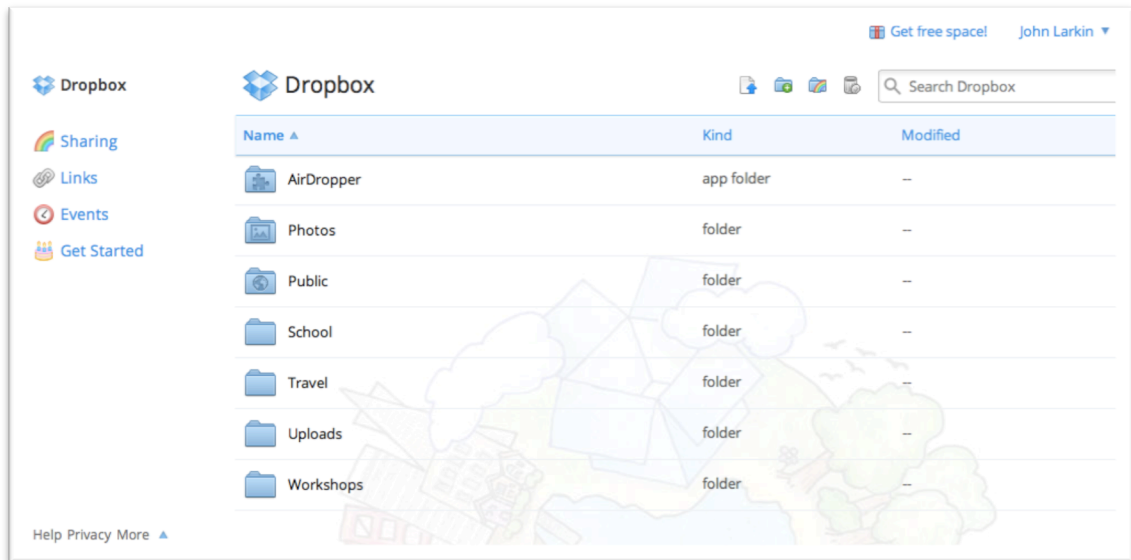


A web browser will open and you will be taken to your DropBox site and you will then be prompted to email those individuals that you wish to share the documents or images with, for example colleagues or students.

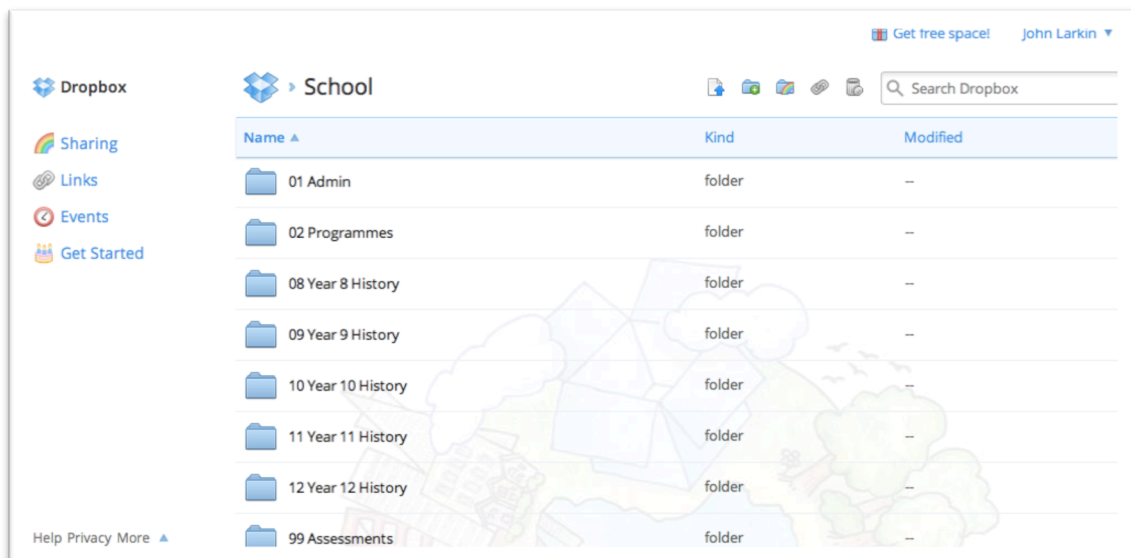
 A screenshot of the Dropbox web interface. At the top left is the Dropbox logo. To the right of the logo is the text 'Dropbox'. In the top right corner, there is user information: 'john@larkin.net.au', 'Account', 'Upgrade', and 'Log out'. Below this is a 'Back to home' link. The main content area is a light blue box titled 'Share Workshop'. It contains the following text: 'Sharing this folder will allow other users to collaborate with you on its contents. You can invite your collaborators using the form below. [Learn more about shared folders](#)'. Below this is a text input field with the placeholder text 'Enter recipient email addresses here'. Underneath is another text input field with the placeholder text 'Enter a message'. At the bottom right of the form is a blue button labeled 'Share folder'.

Working with DropBox via a web browser

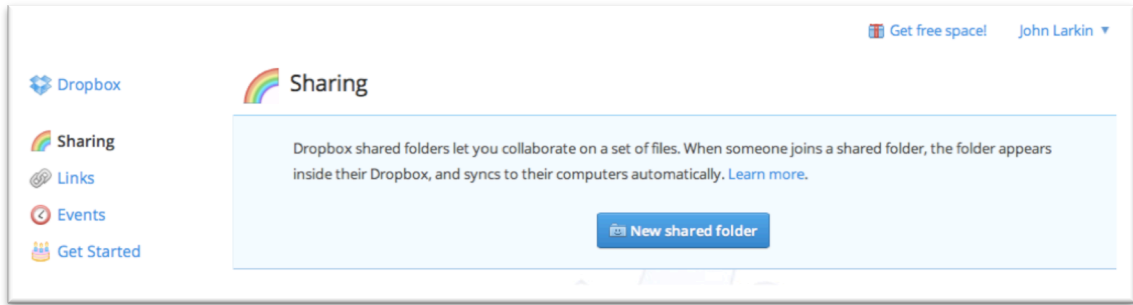
You can also access your DropBox folders and files via any web browser, anywhere. Point the browser to www.dropbox.com and log in to your account.



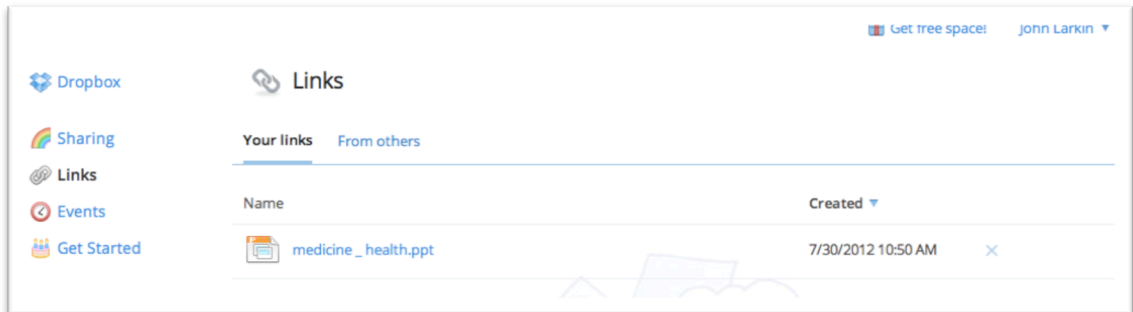
You can explore your folders and files. You can upload and download files via the browser.



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.


Get more space

You currently have 14.25 GB of Dropbox space.

	<p>Upgrade your account</p> <p>Upgrade to Dropbox Pro to get lots more space</p>	<p>100 GB</p> <p>or more</p>
	<p>Upgrade to Teams</p> <p>Upgrade to Dropbox for Teams for your business</p>	<p>1000 GB</p> <p>or more</p>
	<p>Refer friends to Dropbox</p> <p>Spread the love to your friends, family, and coworkers</p>	<p>16 GB</p> <p>500 MB per friend</p>

Invite your friends to Dropbox!

For every friend who joins and installs Dropbox on their computer, we'll give you both 500 MB of bonus space (up to a limit of 16 GB)! If you need even more space, [upgrade your account](#)



Invite by email

[Invite your email contacts](#)

or enter email addresses here:

Add names or emails

[Send invites](#)

Invite friends from Facebook or Twitter

Always have your stuff when you need it with @Dropbox. Sign up for free! <http://db.tt/rQyvMCQ>

[Share on Facebook](#) [Tweet on Twitter](#)

47

or use this link with friends: [Copy link](#)

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