

# Diving into Dropbox

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## ***What is Dropbox?***

Start here with a two minute tutorial:

<https://www.dropbox.com/>

If you are logged into dropbox, you may have to log out to watch the video.

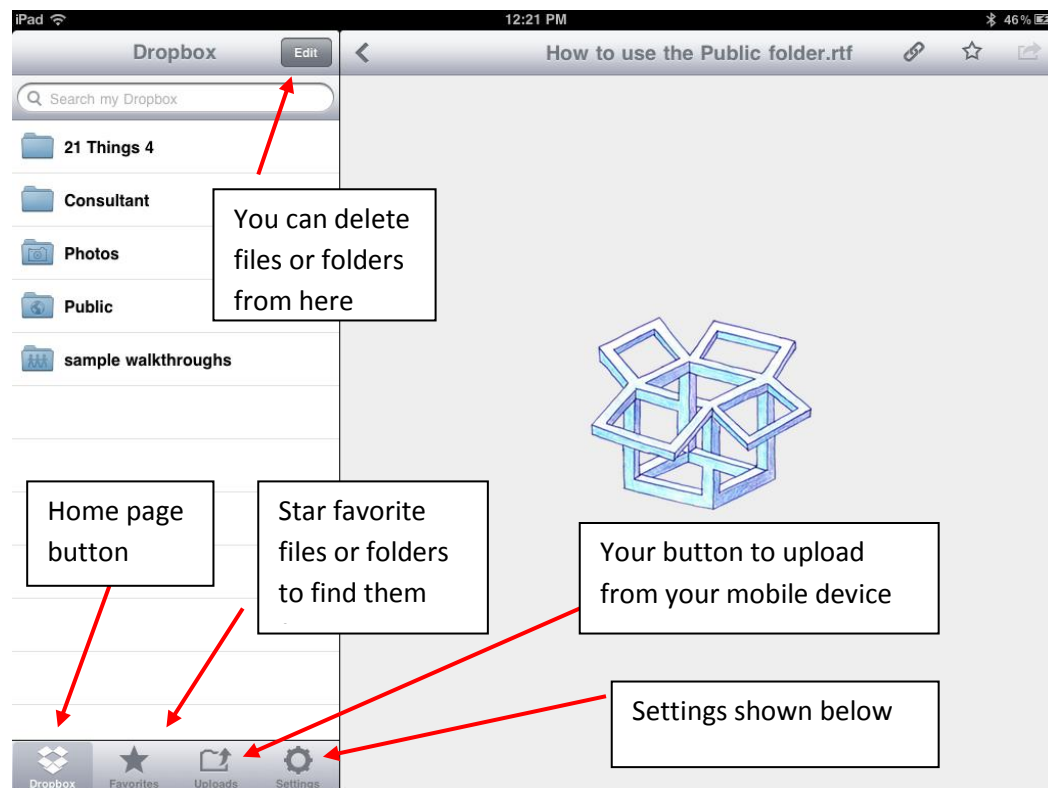
## ***What does Dropbox do?***

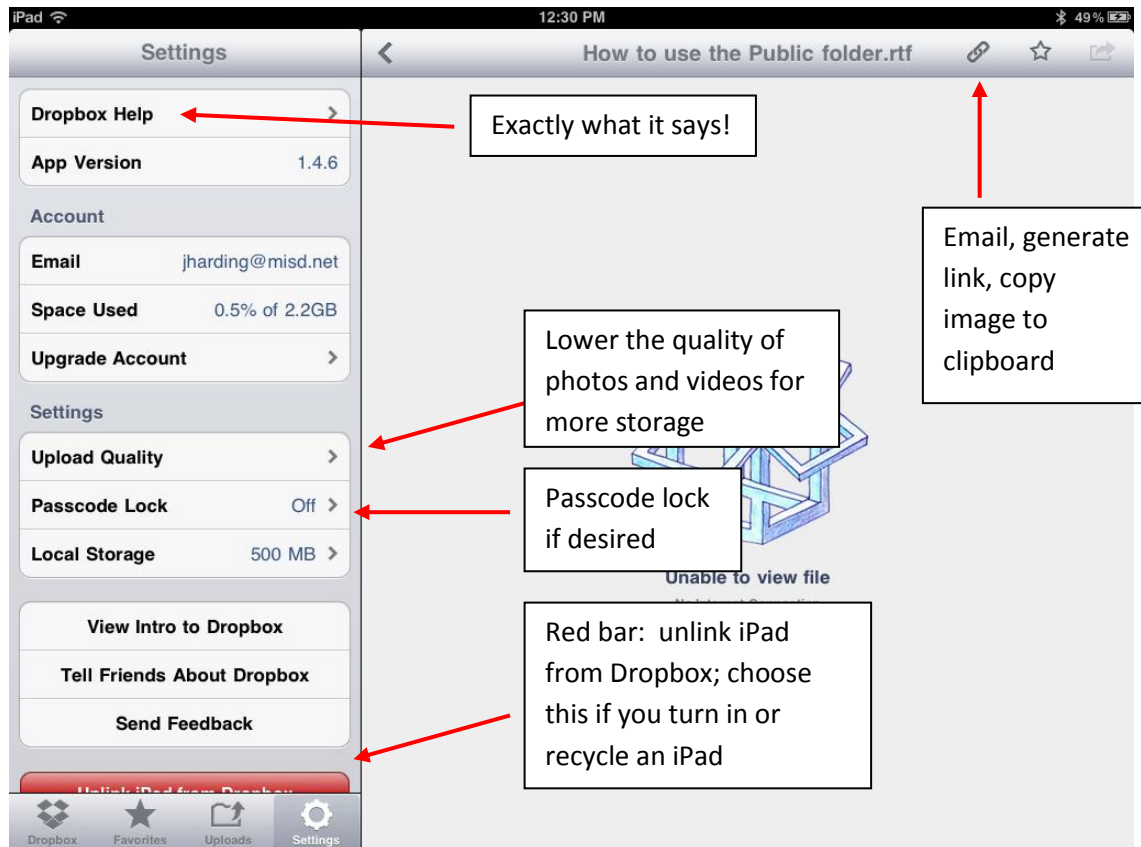
- Allow you to upload photos, docs, videos to the web
- Mac, PC, and mobile device friendly
- Share folders or individual documents with friends, family, and colleagues
- One account does it all; install dropbox on all your devices for ability to upload
- You can open your files up on any computer by going to [www.dropbox.com](http://www.dropbox.com) and logging in
- Save files you are working on right to Dropbox from any device

## ***How much storage do I get?***

- 2G of storage FREE for signing up
- Additional .25 (1/4) G for inviting and getting someone else to sign up; up to 8 GB total free
- Paid option: \$10/month for 50 GB; \$20/month for 100 GB

Dropbox from the iPad:





### ***Tips for sharing documents from Dropbox:***

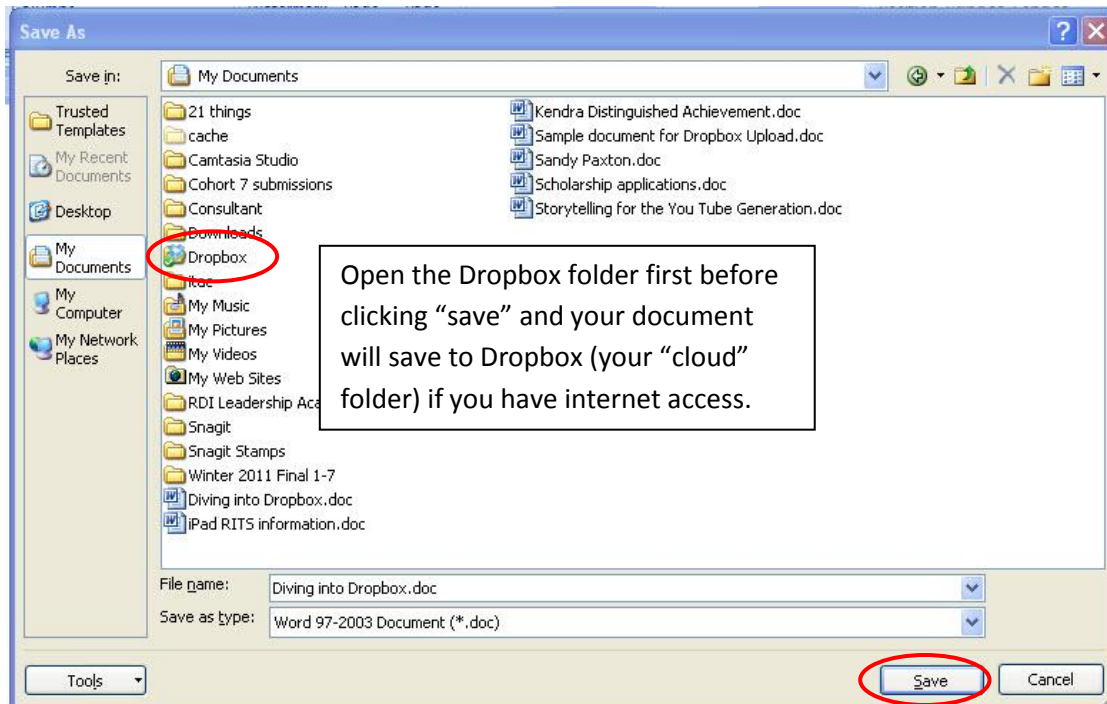
- You can generate a link from either the public folder or private folders on the mobile app to send to a recipient in an email. The link is copied to the clipboard and you have to paste it in to an email. (Put your finger in the body of the email and hold it down until “paste” appears).
- In the application online (not from the app), you can share folders with people (similar to Google Docs) and ***work collaboratively***.
- When you share a link through an email, it will open in the recipient’s computer in the application that created the document (e.g. Microsoft Word, Power Point, etc.)

### ***Save to Dropbox from a laptop or desktop:***

1. Open your Dropbox folder from the icon in your system tray (down by your sound icon on a PC with a double click). Open your “My Documents” folder. Copy an item or a folder from your documents and paste it into Dropbox.



2. As you are working on any document on your computer, you can save it in your Dropbox folder periodically just as you would save it in your “My Documents” folder. When you download dropbox, it places a folder into “My Documents” called “Dropbox” and will update your file instantly if you have internet access.



***Additional tutorials/information:***

<http://www.top-windows-tutorials.com/dropbox.html> (one of three videos)

<https://www.dropbox.com/tour#!/tour/0> (you can progress through other tours from here)

You Tube: search for "Dropbox Tutorials"



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