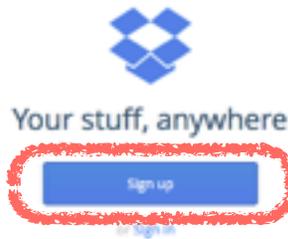


## Dropbox in a Nutshell

Dropbox (like other “cloud” drives: Microsoft OneDrive, Google Drive, etc) allows you to store files “in the cloud” so you can access them anywhere you have an internet connection, and a computer with a browser. (Be sure to be safe as to what kinds of networks you connect to. Browsing on a McDonald’s or other “open network” is probably NOT the best thing to do if you are entering passwords, etc. Simple browsing news type sites is generally safe.)

The FREE Dropbox account starts with a 2 gb amount of space, or equivalent to many small USB drives. With the new security concerns about USB Plug and Play devices transferring malware from computer to computer, using a browser in an out of home setting (for example at the Family History Library) can allow you to upload or download files easily but with less security risks, AS LONG AS YOU REMEMBER TO LOG OUT of your account before you leave the library.

How to sign up for a FREE dropbox Account:  
Go to [www.dropbox.com](http://www.dropbox.com)



First name

Last name

Email

Password

I agree to [Dropbox Terms](#)

Sign up

or [Sign in](#)

Enter the required information, check the “agree to Dropbox Terms”, and click signup button.

Dropbox will then take you through a series of informational screens, ask you where you would like to install the directory (typically in your primary directory where your Documents, Photos, Videos, etc are stored), as examples.

You do NOT have to install the application to your computer, but it is easier to manage files if you do. If you install the application, you will essentially have a LOCAL copy of the files, AND a CLOUD copy which will synchronize between each other to stay current, essentially creating an offsite backup copy. More about backups later in a different handout. Very important issue to consider!!!

You can just sign into Dropbox using any browser and download or upload your files directly from the browser.

# Dropbox in a Nutshell

Once signed in, on the left of the browser screen you will see an “action” menu where you can see your documents directories, the photos directory, typically organized by month, but also it’s just one LARGE directory that is automatically uploaded from your iPad/iPhone and so it’s not really an organized directory. Photos can also be stored under the “Files” directories and organized into year, place, activity, etc.



- Files
- Photos
- Sharing
- Links
- Events

- ◆ The “Sharing” item allows you to share a directory with a friend, such as if you want them to be able to access a directory of photos. You set the permissions to VIEW ONLY and EDIT, though most people would just want people to VIEW only. They need to have a Dropbox account to use this “sharing” item.
- ◆ The “Links” menu allows you to send a link to the specific directory to a friend. They will have to store the link in their browser, and keep track of a password. It is a more temporary arrangement however, they do NOT need a Dropbox account.
- ◆ The “Files” menu item will show you a directory system that is not unlike “Explorer” (Windows) or “Finder” (Apple).

	Apps	folder	--
	Backups	folder	--
	Bagpipes	shared folder	--
	Family Photos	folder	--
	Jon's Folder	shared folder	--
	Public	folder	--

- ◆ Under your login name at the top right there are options to change your profile settings, review your account information, and review some security measures, change password, etc.
- ◆ A small group of icons will allow you to upload files, create a folder, share an item, see what’s in your deleted folder, and search for files.



- ◆ If you have downloaded the application, then moving, creating file folders, etc is done just like you would do in Windows Explorer, or Apple Finder.