

Dropbox Basics

Access your files for anywhere you have an Internet connection on a desktop, laptop or mobile device!



Dropbox

Digital Literacy Services
@ the southeast steuben county library



About Dropbox

Dropbox is free to use; however, you get 2 GB (gigabytes) of storage for free and if intend to store many photos in your Dropbox library you may wish to consider paying \$9.99 a month for Dropbox Pro which offers 1 TB (terabyte) of storage. 1 TB is equivalent to 800 GBs!

Also of note, you can consider Dropbox as a backup for documents of photos because any item you upload to Dropbox will be saved online.

Choose the right Dropbox for you

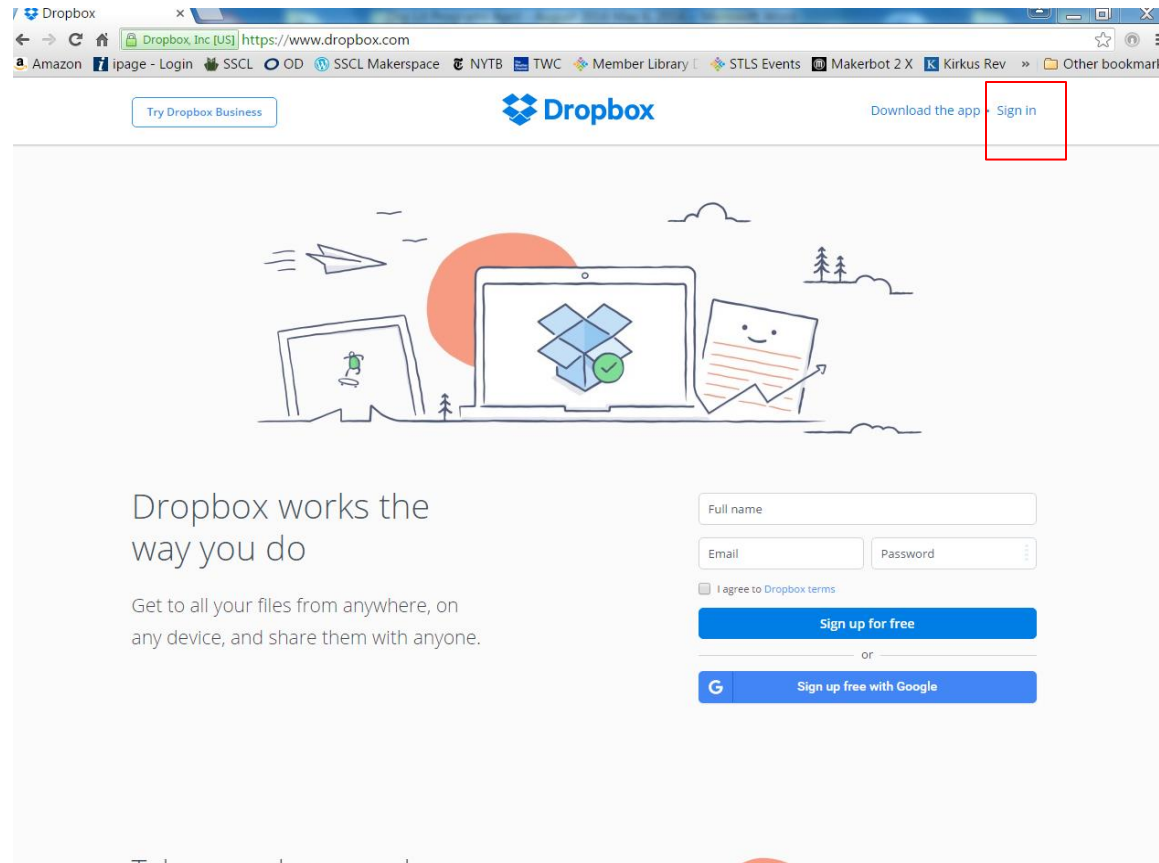
	For individuals		For teams	
	Basic Free	Pro \$9.99 / month	Business \$15 / user / month	Enterprise Contact us for pricing
	Get started	Get started	Try for free	Contact us
Dropbox core features				
Storage	2 GB	1 TB	As much space as needed	As much space as needed
Best-in-class sync technology	✓	✓	✓	✓
256-bit AES and SSL encryption	✓	✓	✓	✓
MS Office 365 integration	✓	✓	✓	✓
Dropbox badge (in Office collaboration tool)	✓	✓	✓	✓
Advanced data protection				
Unlimited file recovery	30 days	30 days	✓	✓
Unlimited version history	30 days	30 days	✓	✓

How To Start Using Dropbox

To use Dropbox you must set up a free account.

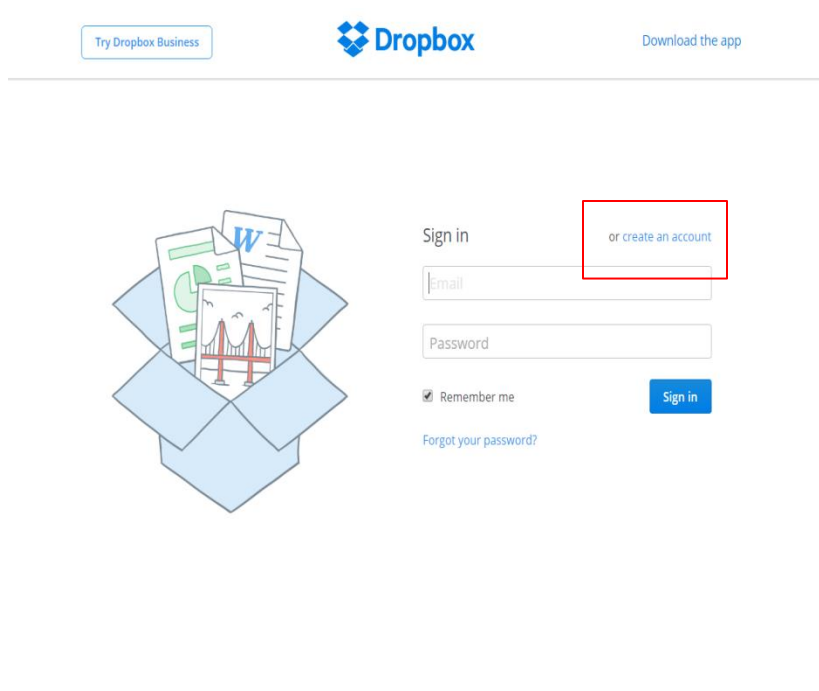
To set up a free account go to the web and go to dropbox.com → Click or tap on the Sign In link (seen at the top right hand corner of your screen, the Sign In page will display) → then click or tap on the **create an account** text that displays.

The Sign In link is seen bordered in red in the example and the **create an account** link is seen on the next page.

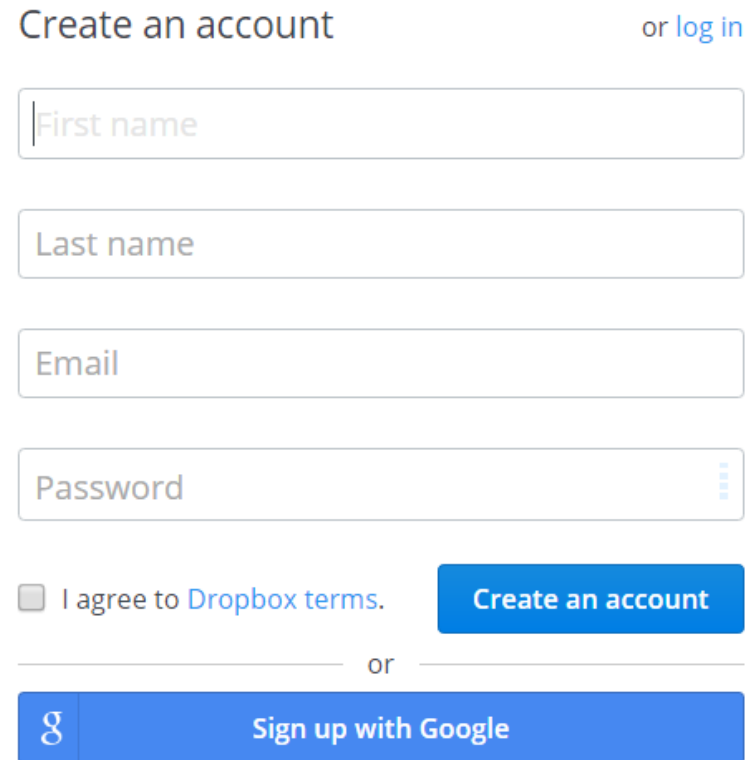


The photo on the left shows the Sign in page (it will display after you tap or click the Sign in link discussed on the previous page)

The photo on the right shows the Create an account section that displays when you click on the blue **Create an account** link seen bordered in red in the photo on the left.



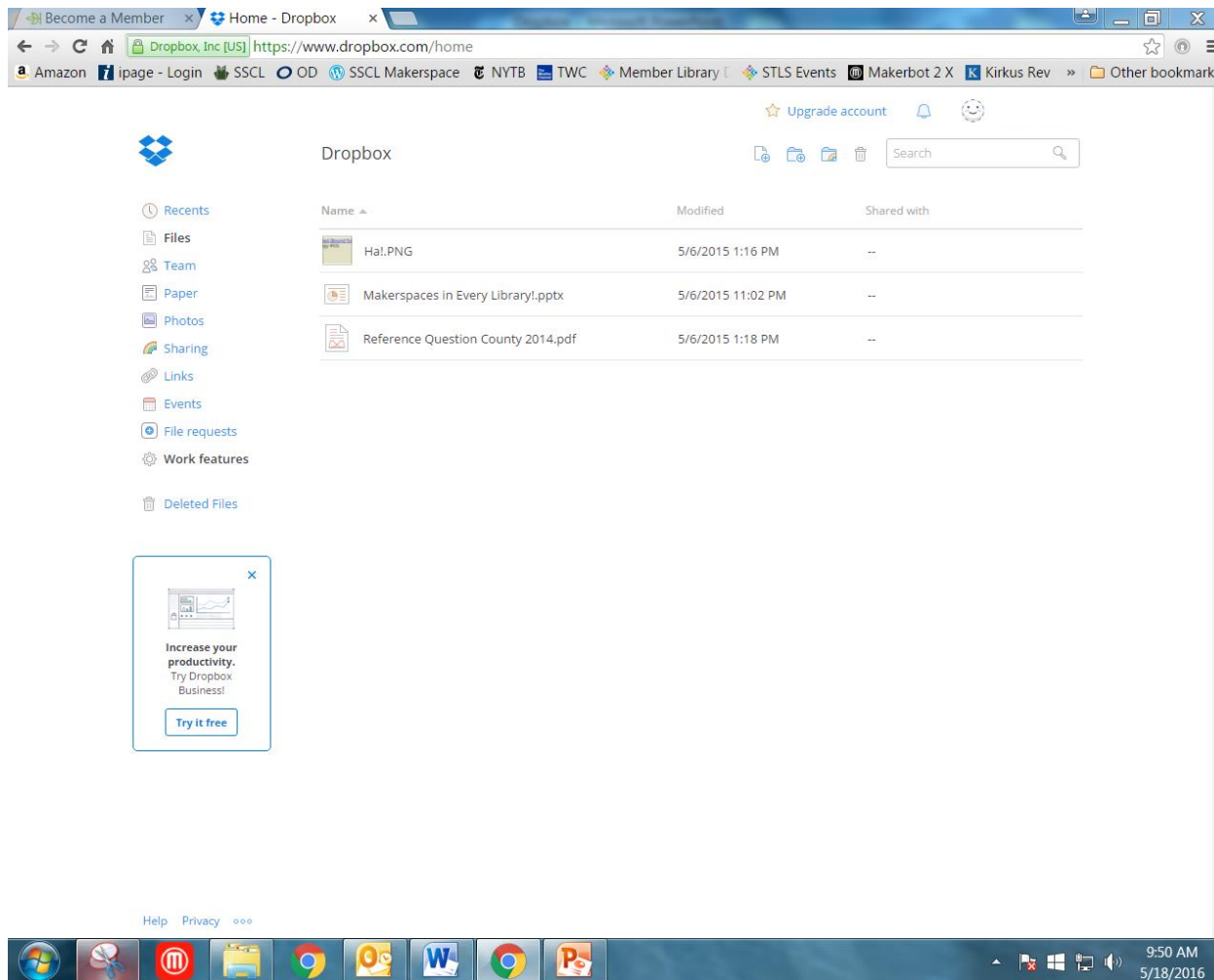
This screenshot shows the Dropbox sign-in interface. At the top left is a 'Try Dropbox Business' button, followed by the Dropbox logo and a 'Download the app' link. On the left side, there is an illustration of an open box containing various documents and a photo of a bridge. The main sign-in area includes a 'Sign in' label, a red-bordered link 'or create an account', an email input field, a password input field, a 'Remember me' checkbox, and a blue 'Sign in' button. A 'Forgot your password?' link is located below the password field.



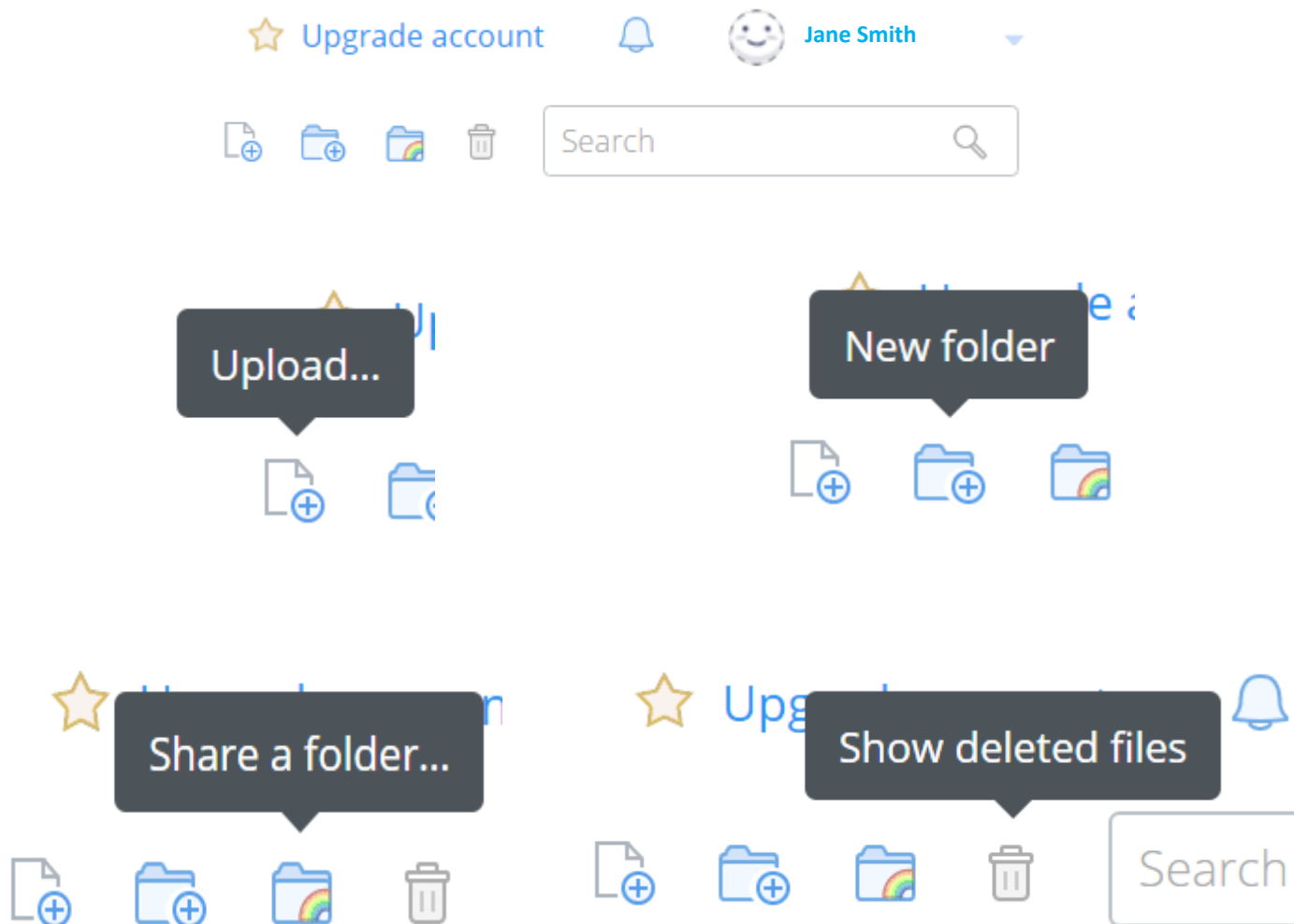
This screenshot shows the 'Create an account' page. At the top, it says 'Create an account' followed by a link 'or log in'. The form consists of four input fields: 'First name', 'Last name', 'Email', and 'Password'. Below the 'Email' field is a blue 'Create an account' button. Underneath this button is a checkbox for 'I agree to Dropbox terms.' and a horizontal line with 'or' in the center. At the bottom is a large blue button with the Google logo and the text 'Sign up with Google'.

Once you've created a Dropbox account and logged a screen will display that is similar to the one seen on this page – although initially you won't have any documents or photos uploaded to your Dropbox library.

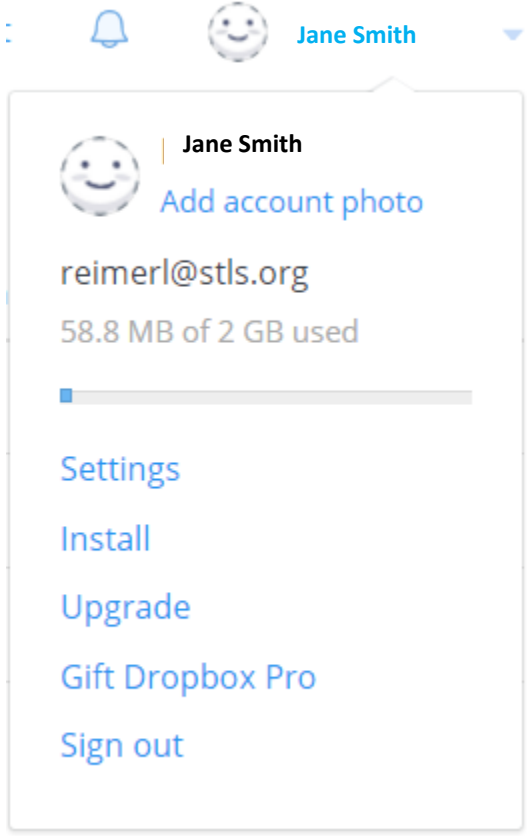
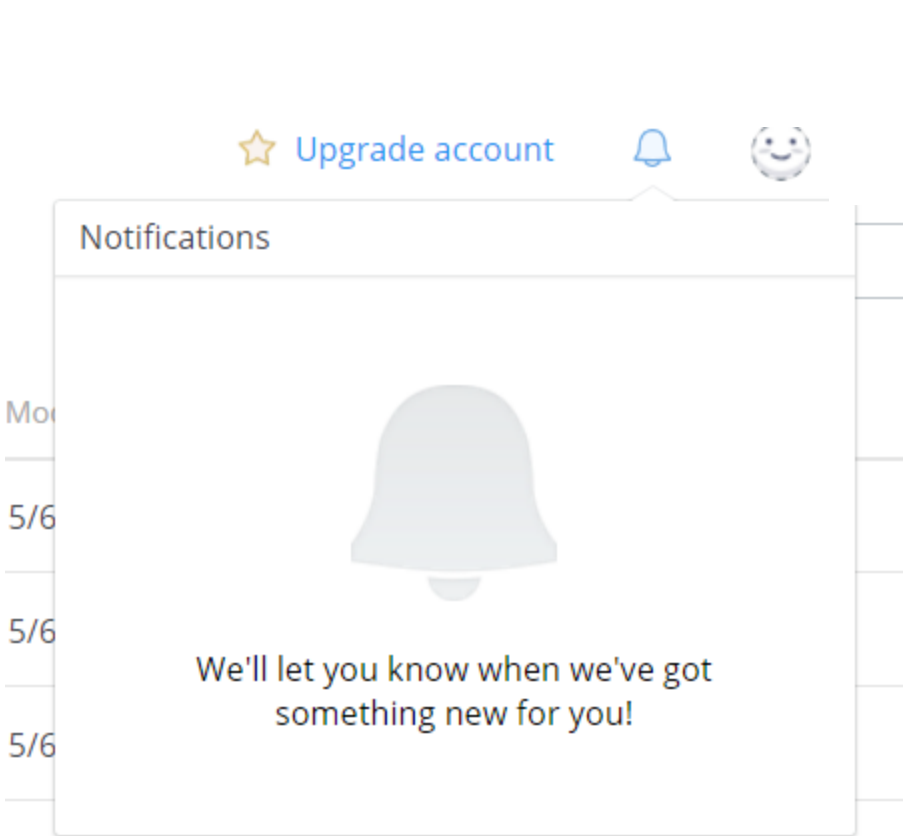
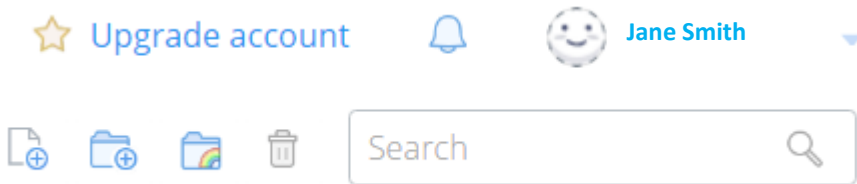
You'll notice there are folders on the left that you can access for additional Dropbox options as well as a folder that allows you to save different types of documents in one place, i.e. photos in a Photos folder, documents in a Paper folder etc.



On this page we see the icons shown on the top right hand corner of your Dropbox home page. This options allow you to **Upload** documents or photos, create a **New folder** to organize your photos and documents as you see fit, the option to **Share a folder** as you might do if you were collaborating on a project with someone and the **Show deleted files** (trash can) which is the place your photos or documents go when you choose to delete them. The Trash Can for deleted items is automatically emptied every 30 days.

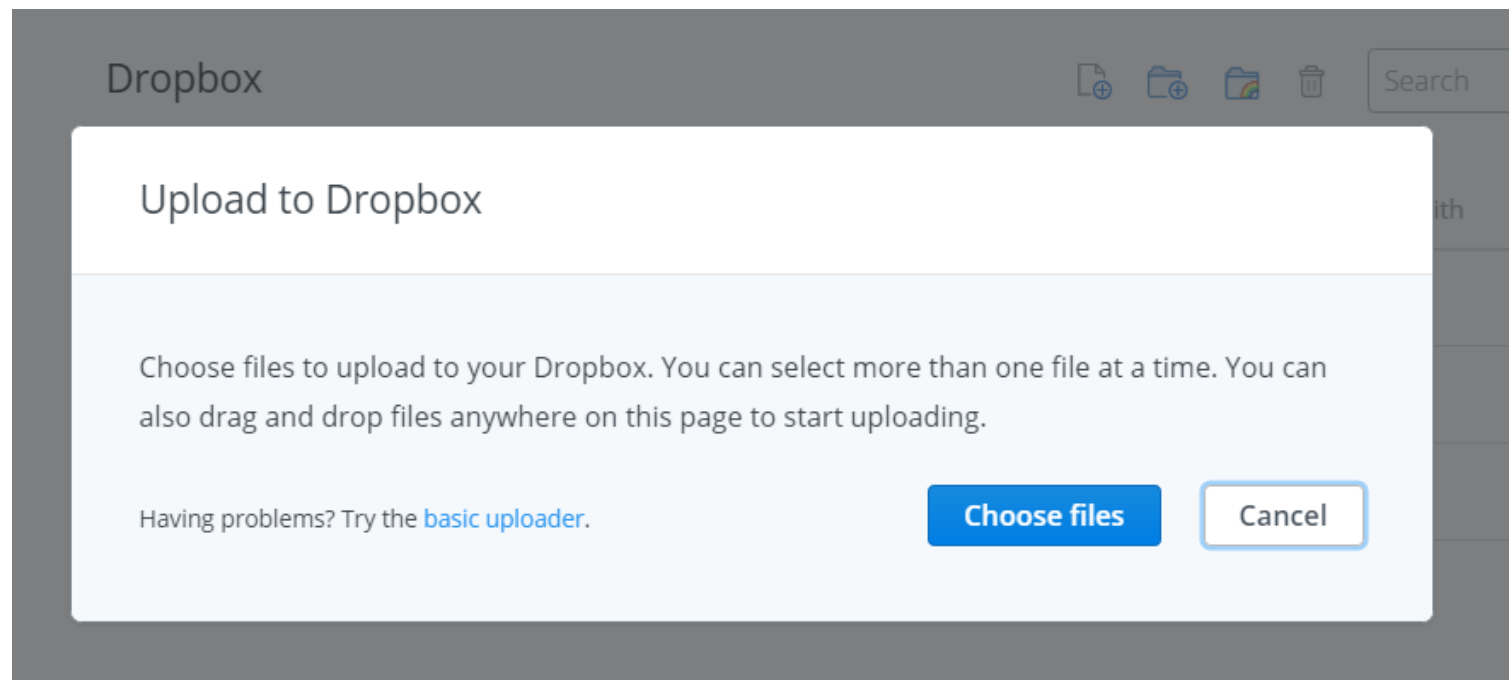
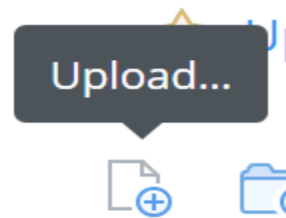


On this page we see the Notifications panel, accessed by clicking on the bell seen in the photo at the top of the page, and the account settings menu which is accessed by clicking the down arrow next to your name – in the case of the examples the name is Jane Smith.



To upload a photo or document to Dropbox you click on the Upload icon seen in the top right hand corner of the Dropbox homepage – as a refresher we see the little icon, with its helpful + sign in the photo at the top of the page.

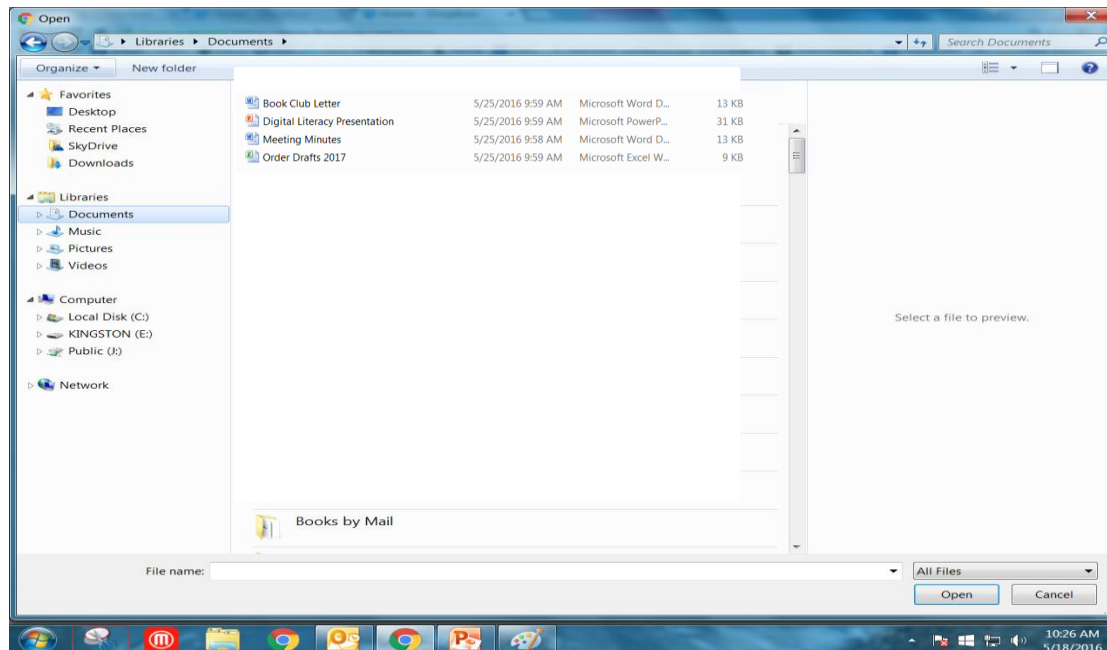
Then you click or tap on the **Choose files** option.



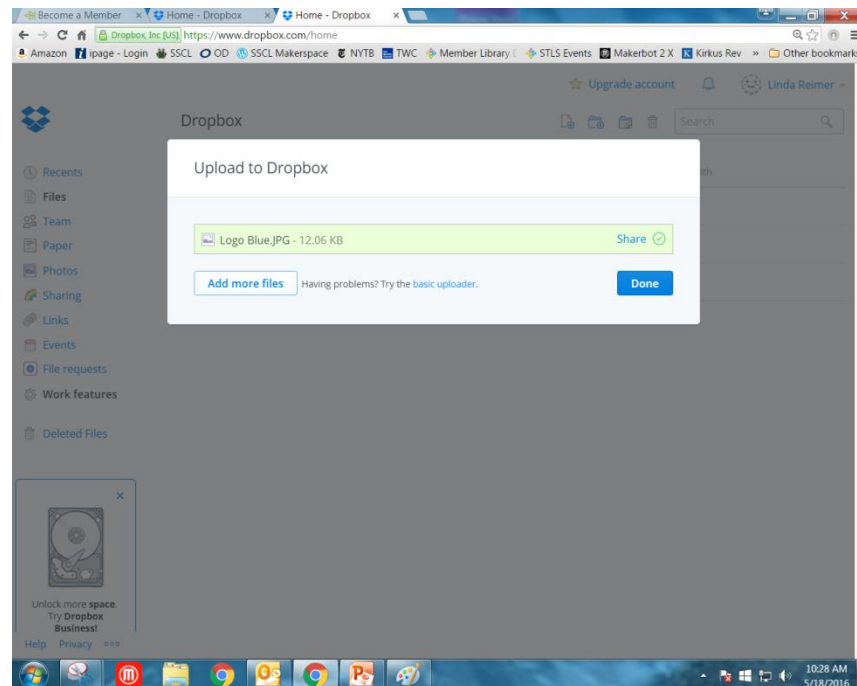
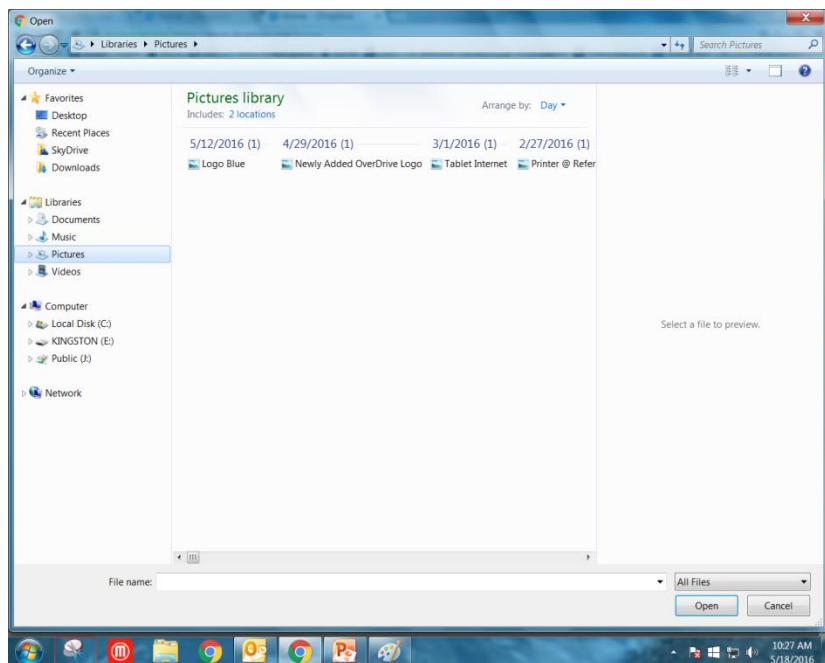
After you've clicked or tapped on the Choose files option – a box like the one seen in the photo will display -- you can then select the items you wish to upload to Dropbox.

The photo below shows the Documents folder on a Windows PC which is generally the default location your computer will try and pull items from to be uploaded to the Internet or even attached to an email.

You can change the location your computer pulls items to upload from – you may click on the Pictures option seen on the left hand side of the photo, under the heading Libraries.



On this page, in the photo on the left, we see the photos folder on the Windows PC and our example computer uses has clicked/tapped on the photo Logo Blue and a box has displayed, seen in the photo on the right that indicates that photo has been uploaded to Dropbox.



Dropbox

Upload to Dropbox

Logo Blue.JPG - 12.06 KB [Share](#)

[Add more files](#) Having problems? Try the basic uploader. [Done](#)

Unlock more space. Try Dropbox Business!

Help Privacy

10:28 AM 5/18/2016

Dropbox

Logo Blue.JPG [Download](#) [Comment](#) [Delete...](#) [Rename](#) [Move...](#) [More](#) 12.06 KB

Hal.PNG	5/6/2015 1:16 PM	--
Logo Blue.JPG	0 secs ago	Share
Makerspaces in Every Library!.pptx	5/6/2015 11:02 PM	--
Reference Question County 2014.pdf	5/6/2015 1:18 PM	--

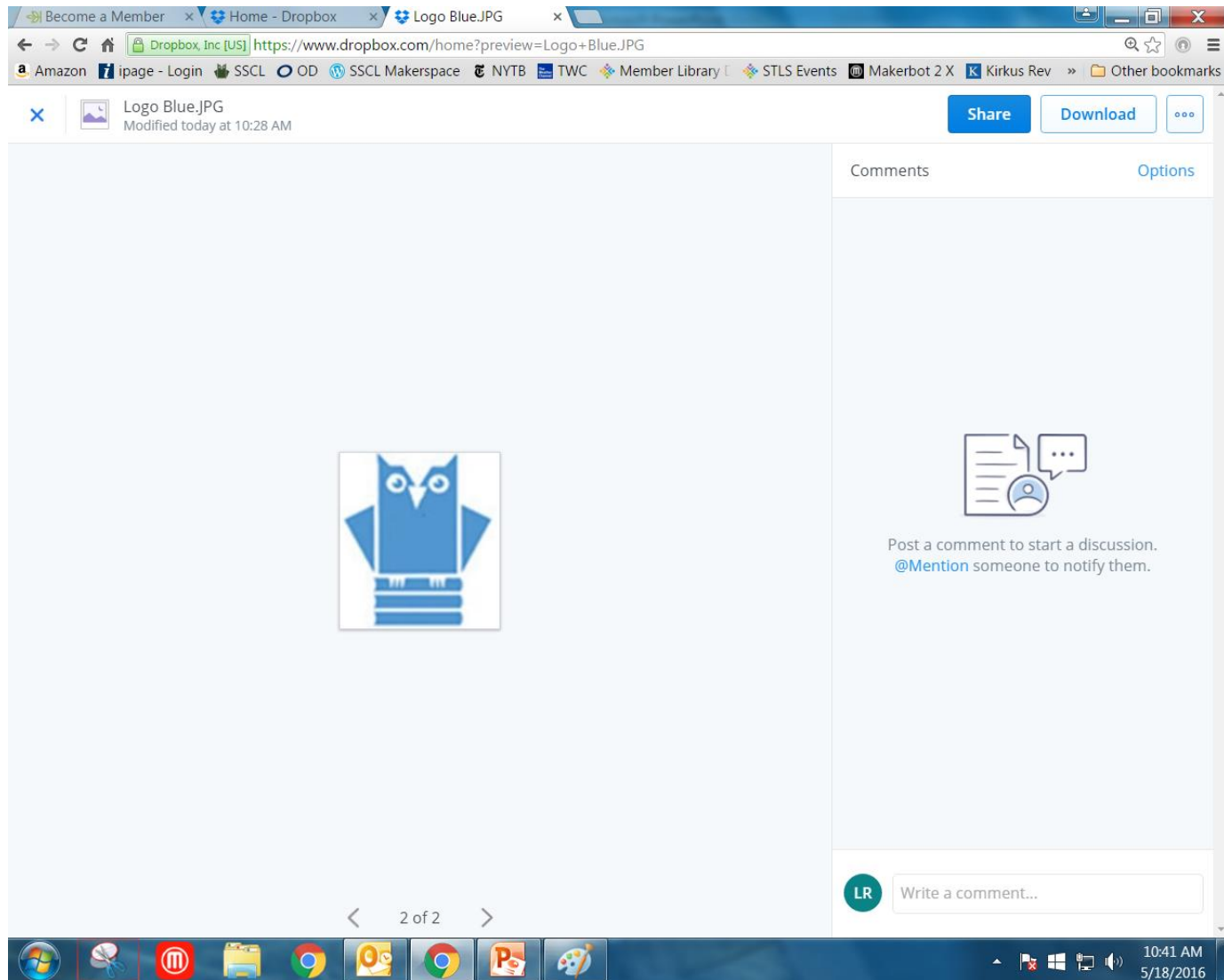
Unlock more space. Try Dropbox Business!

Help Privacy

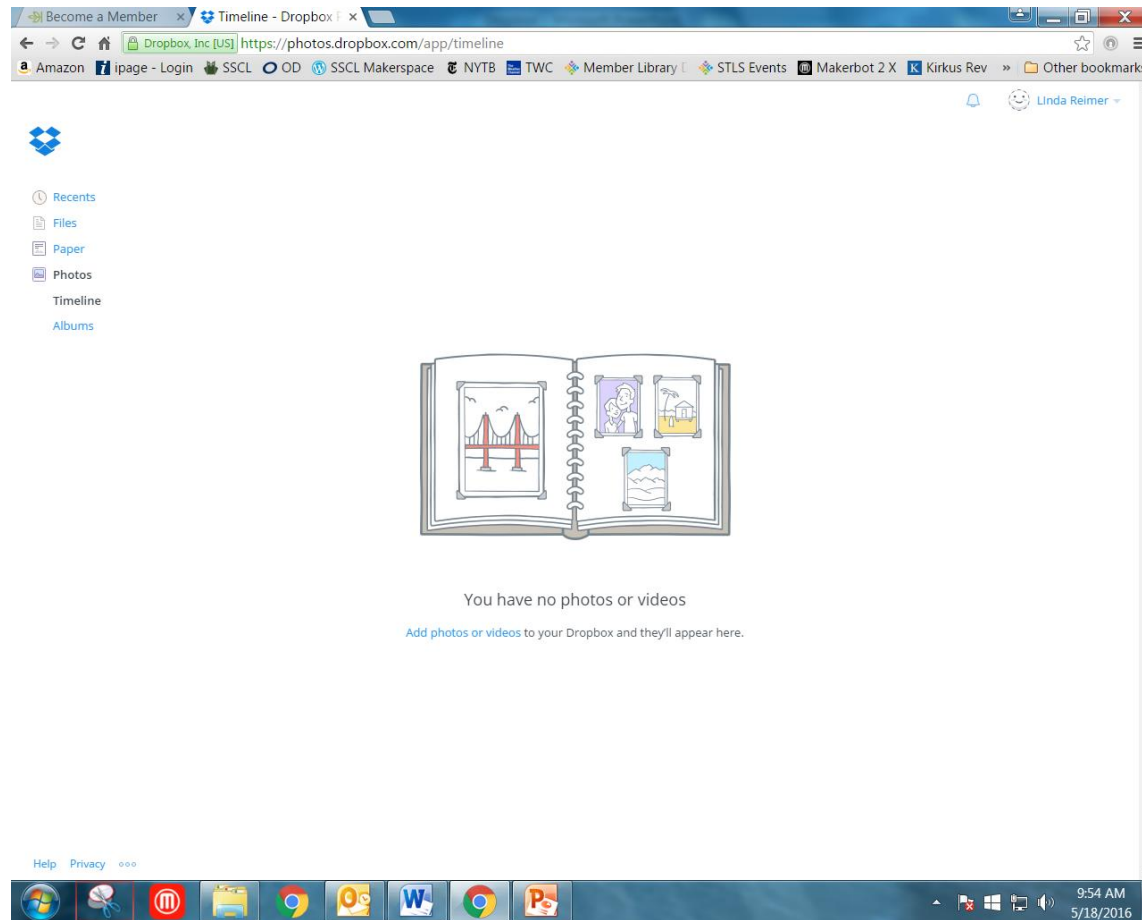
10:28 AM 5/18/2016

And on this page we see the Logo Blue in example computer users Dropbox library.

Note the options at the right side of the page to Share and Download....



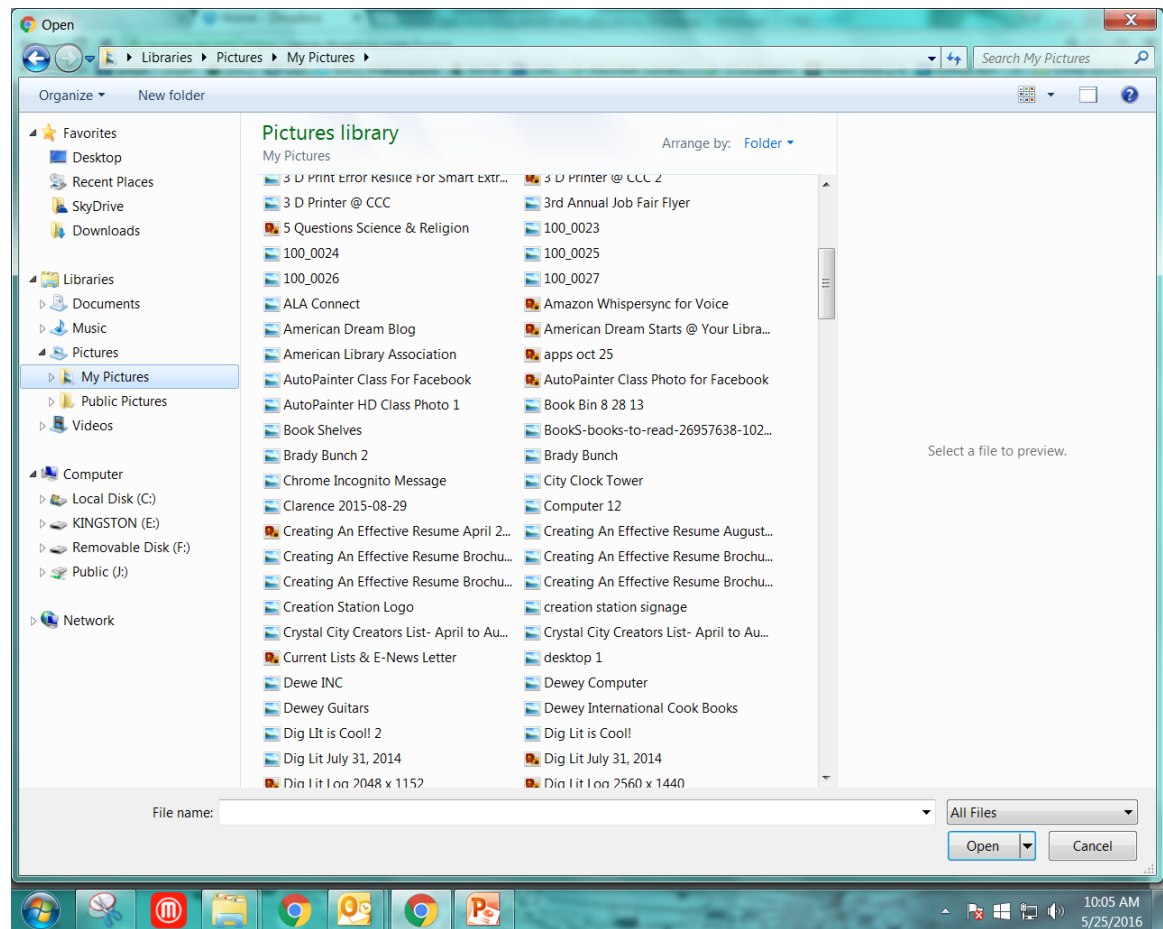
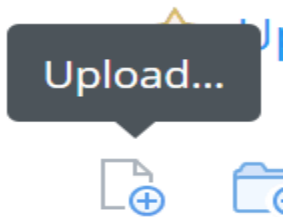
If you don't have any photos in your Dropbox Pictures folder to being with it will look like this:



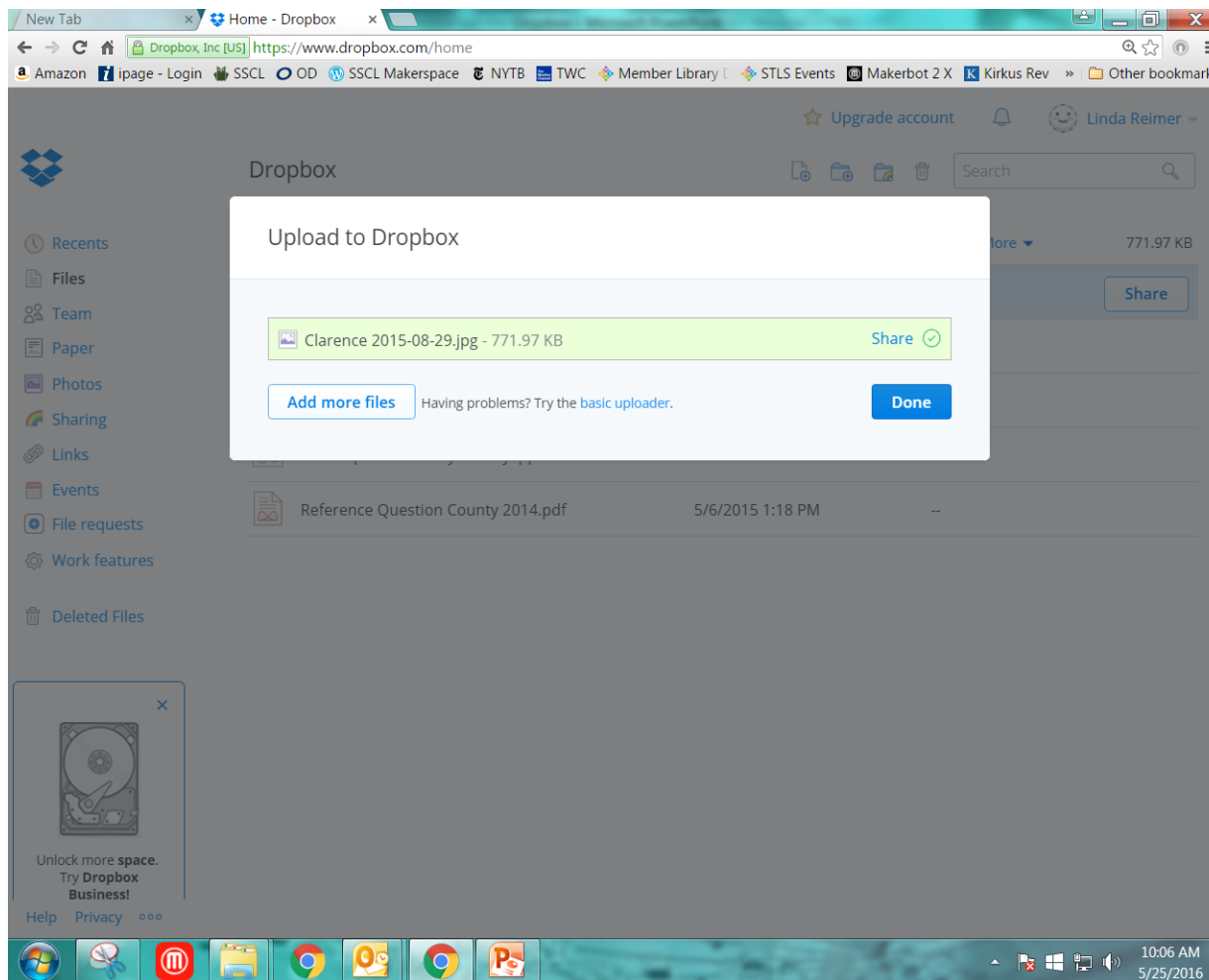
Once you click the Upload option you can choose to select a photo from the My Pictures folder (on a Windows PC).

The photo on the right shows us the Upload option located near the top right hand corner of the main Dropbox page.

And the photo on the left shows us the My Pictures Library on our example computer users PC – the photo Clarence 2015-08-29 has been selected –turn the page....



And now the Upload to Dropbox box has popped up and our example computer users is just about to click/tap the blue Done.





Dropbox

Search

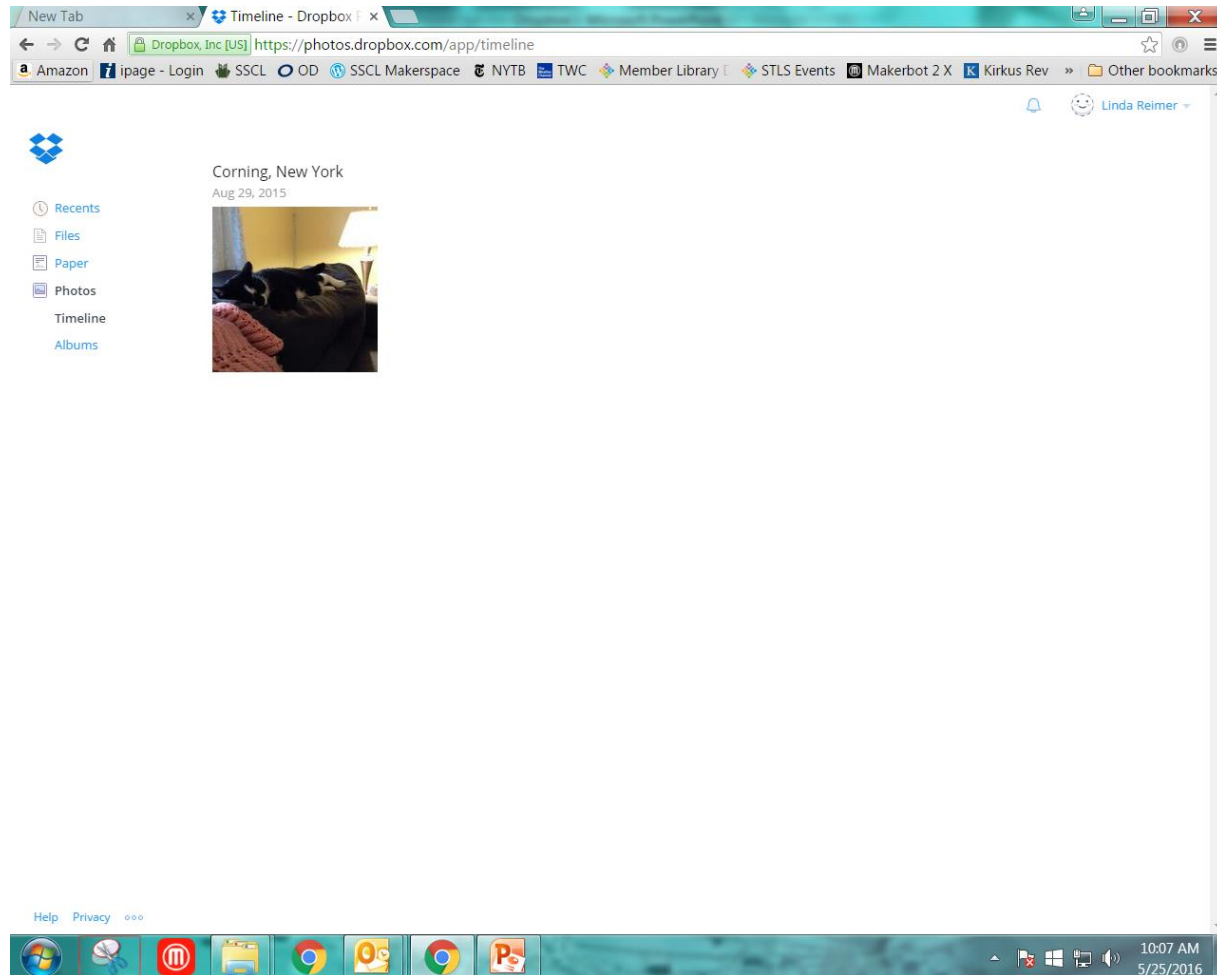
- Recents
- Files
- Team
- Paper
- Photos
- Sharing
- Links
- Events
- File requests
- Work features
- Deleted Files

Name	Modified	Shared with
Clarence 2015-08-29.jpg	53 secs ago	--
Ha!.PNG	5/6/2015 1:16 PM	--
Logo Blue.JPG	5/18/2016 10:28 AM	
Makerspaces in Every Library!.pptx	5/6/2015 11:02 PM	--
Reference Question County 2014.pdf	5/6/2015 1:18 PM	--

Need more **space**?
Try Dropbox Business.

[Try it free](#)

And now we see the example computer users Dropbox Photos Library with a finger nail photo of the pictures that was just uploaded of Clarence the cat!



A Word On Dropbox & Mobile Devices

If you wish to use Dropbox on a smartphone or tablet you can!

The create and account process is the same as the one described in this handout.

You can find the Dropbox app in your app store and once downloaded to your device – you must log in to your Dropbox account

Once logged into your Dropbox account you can upload photos and documents by simply tapping on the app.

The Dropbox App



If you have questions about any of the material we cover in our programs
If you can't make a program but would like to know more about the subject we're
covering in a program

Or

If you have questions about how to use a new tablet, smartphone, e-reader or a piece of
software --

You can make an appointment with a member of our Digital Literacy Services staff to
come to the library at a time that is convenient for you and we'll answer your tech usage
questions or go over the material we cover in any of our tech programs!

It is a free service the library offers!

You can contact us by dropping by the Reference & Technology Desk at the library, by
calling us: 607-936-3713, or by sending an email to us: DIGLIT@STLS.ORG

