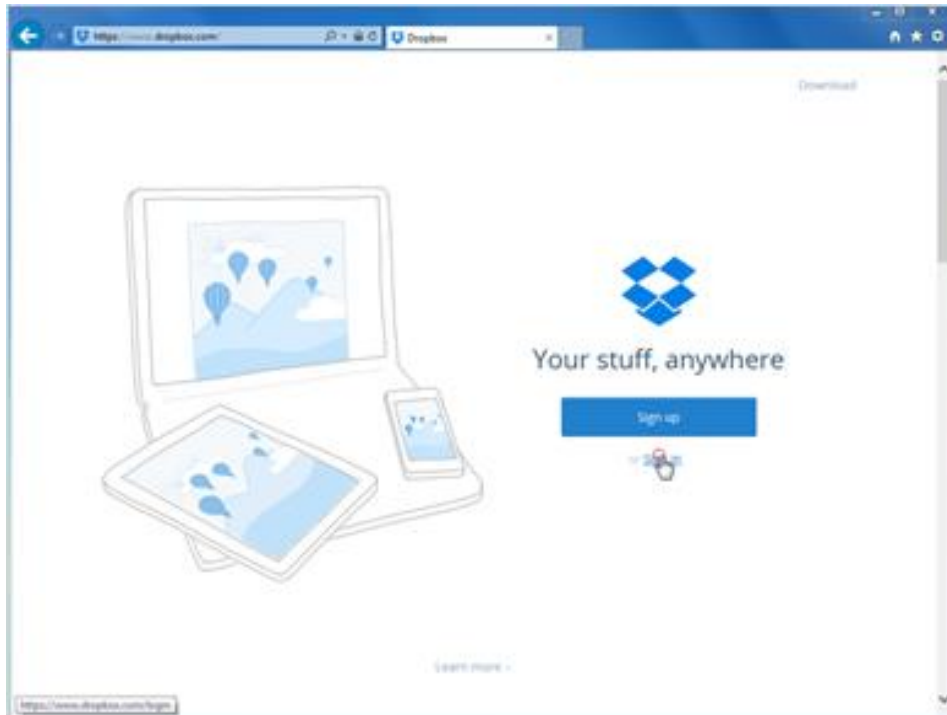
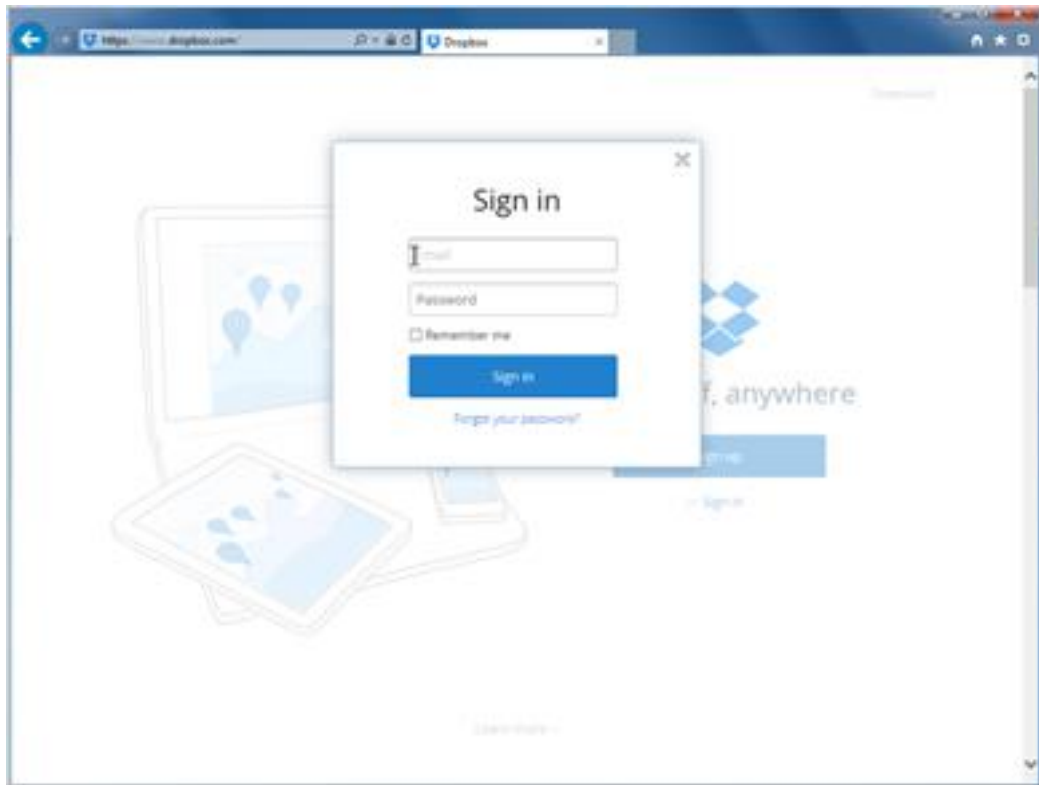


# Dropbox

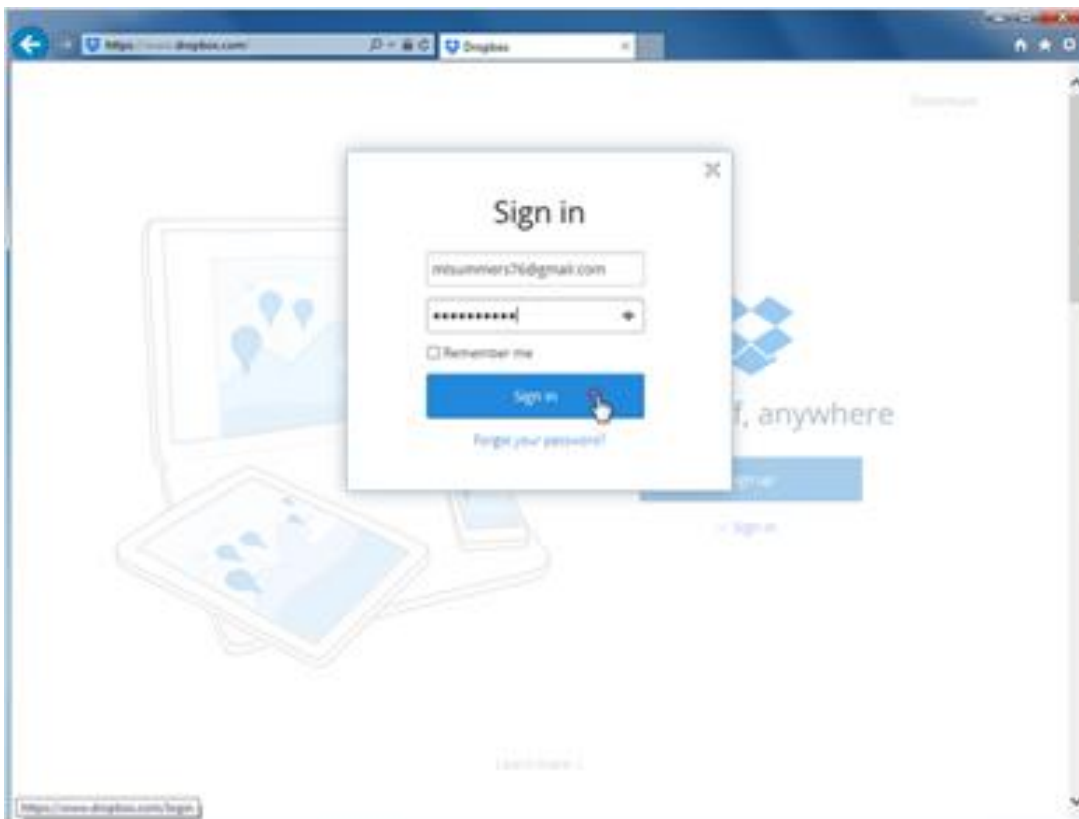
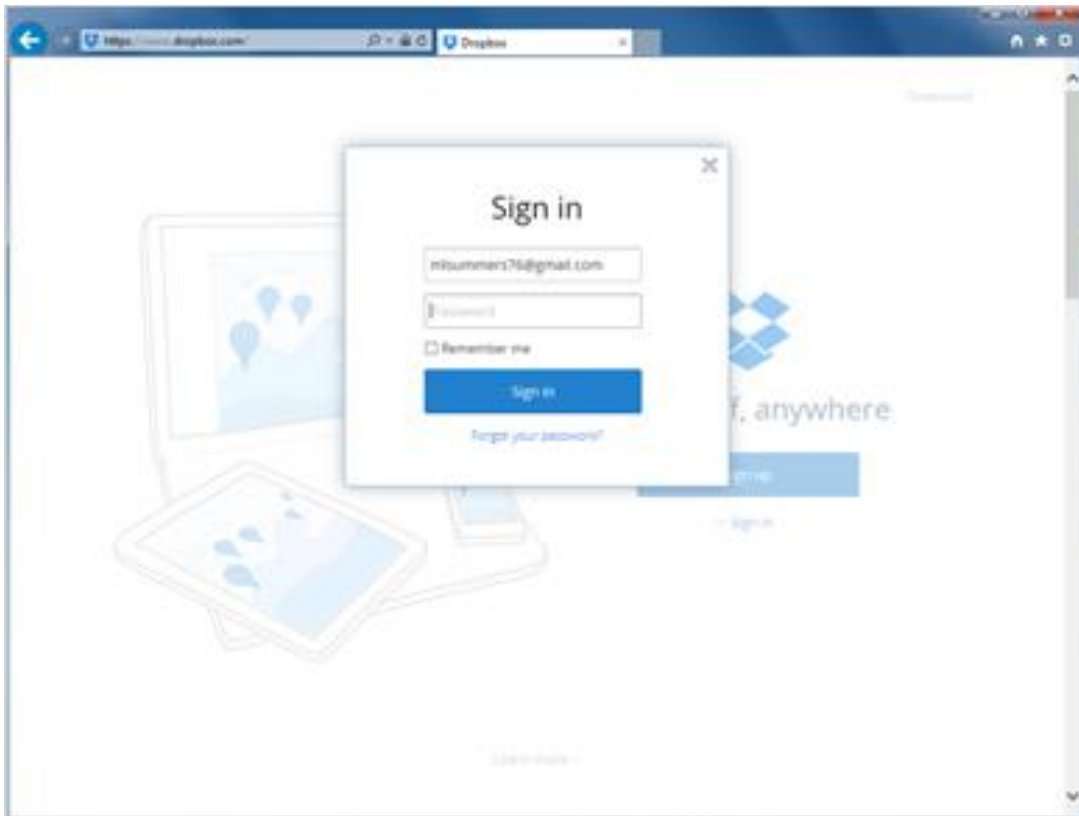
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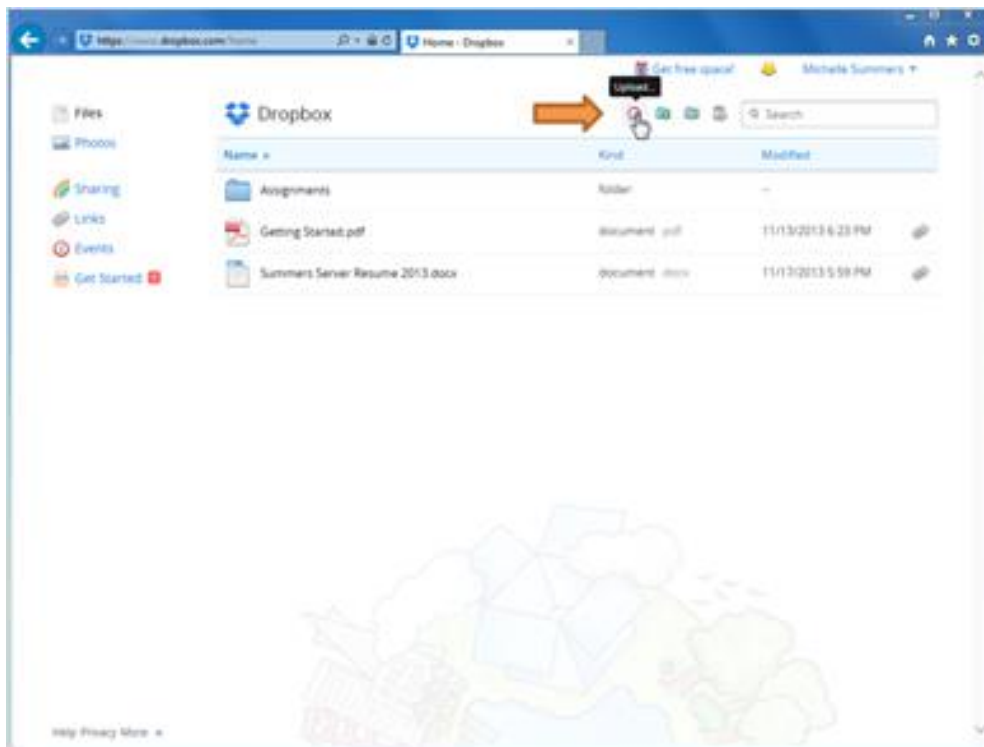


Michelle will look at the Dropbox website first, because it is quick and easy to get started with. She already has an account, so she clicks on Sign In.



Then she types out her username and password and clicks on Sign In at the bottom.

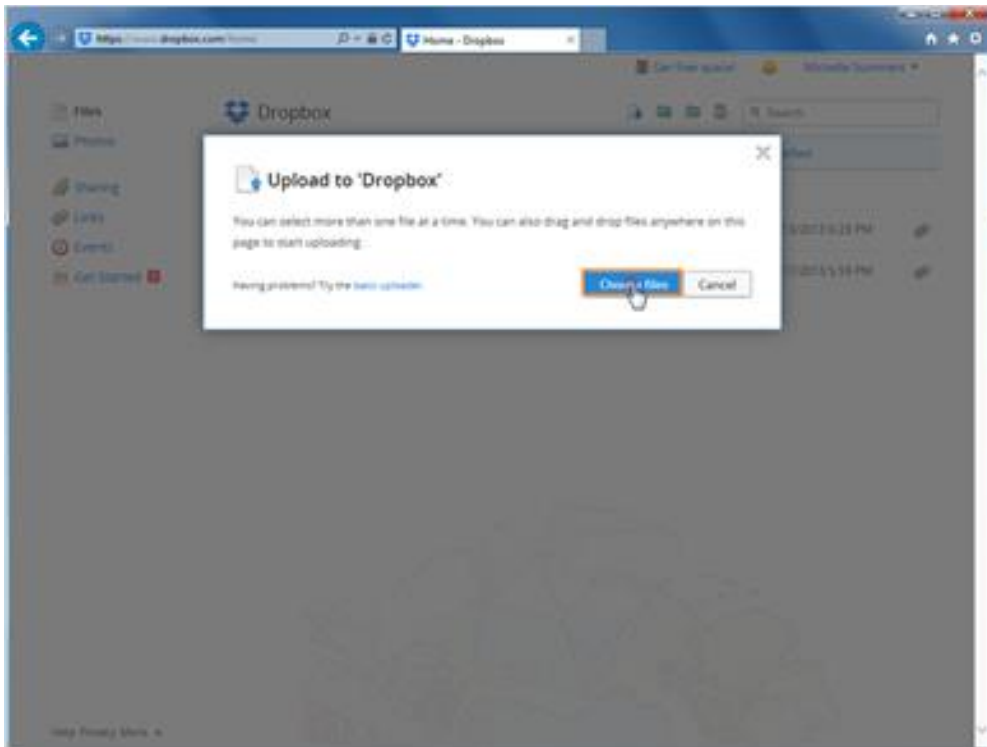




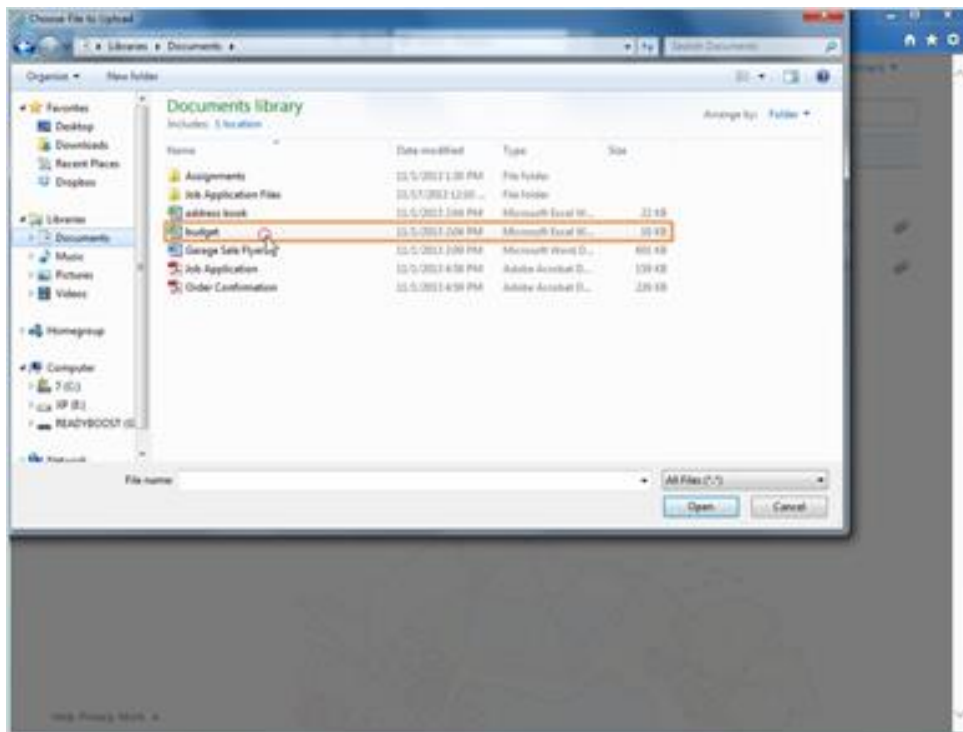
Now that she's logged in, Michelle can upload files to store them on Dropbox's website, or download files to move them to her computer.

She can also organize her files into folders.

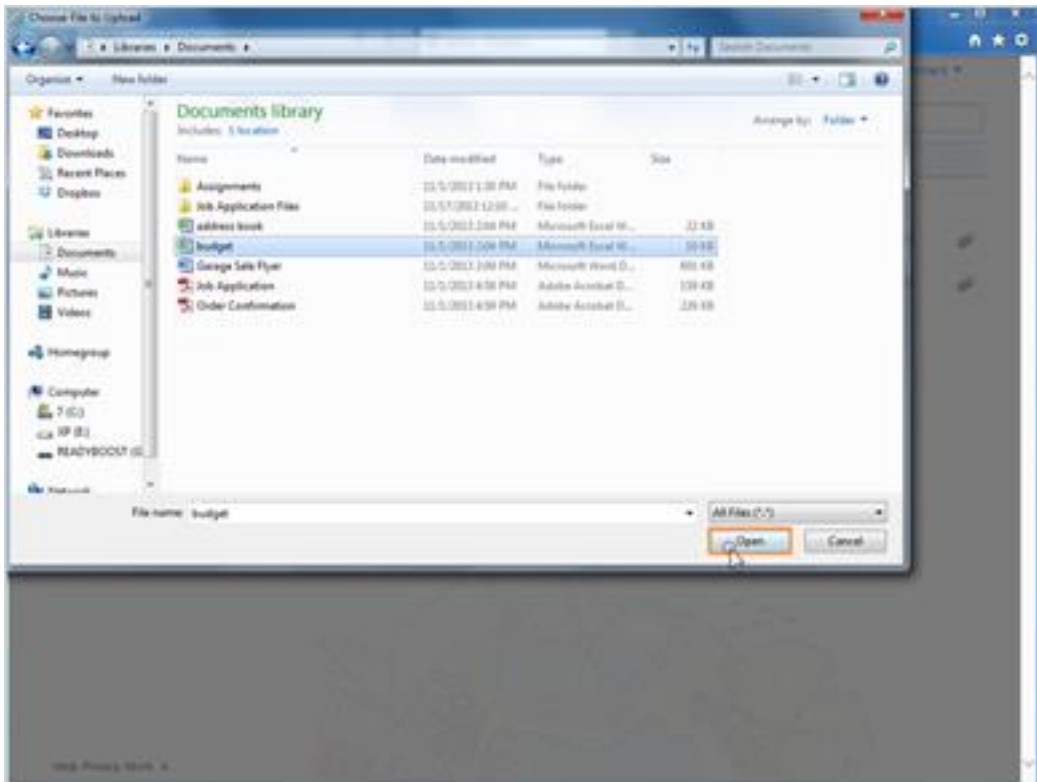
She clicks on the Upload icons and adds a new document.



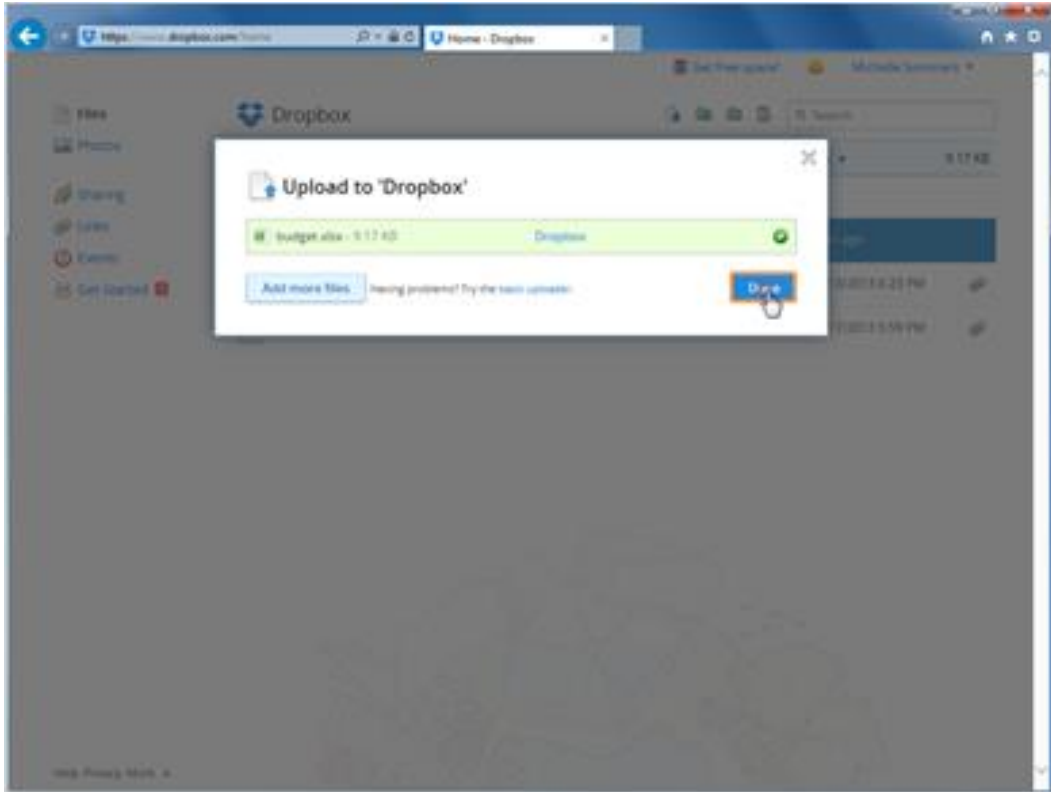
Then she'll click on Choose Files.



Now she'll find the file on her computer. Here in the documents library, she'll click on Budget once to select it.

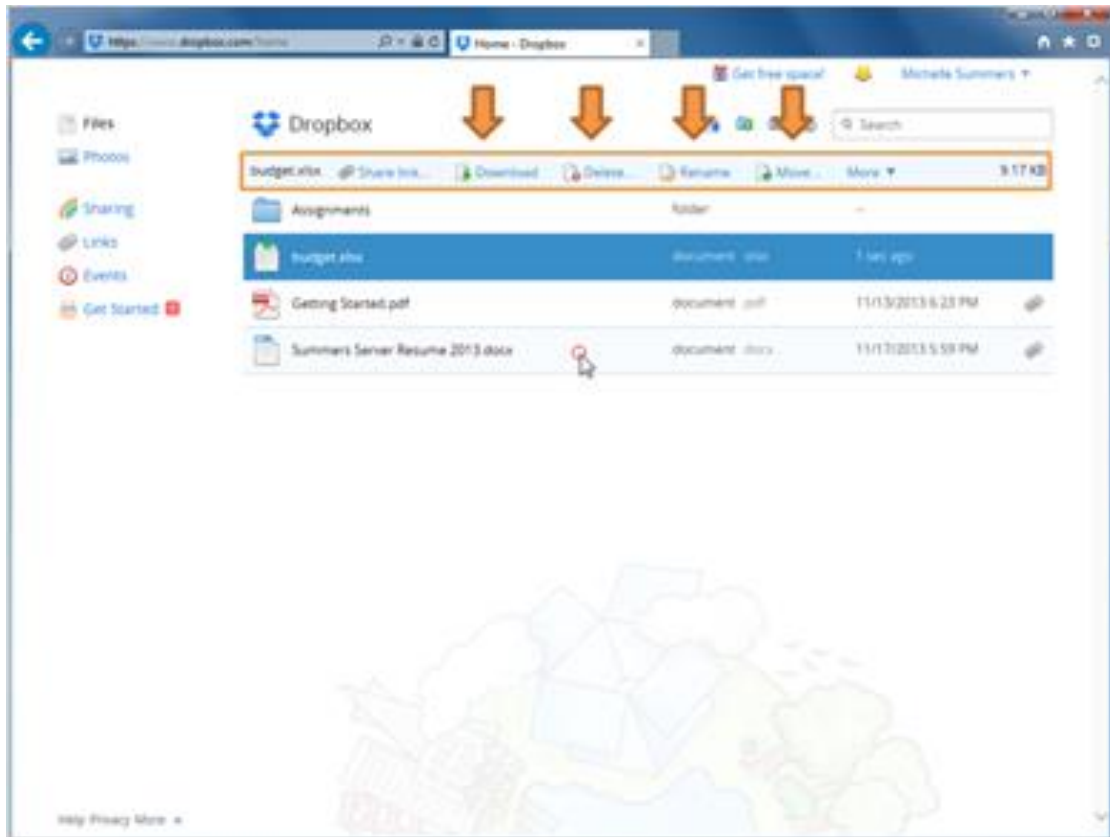


Then she'll click on open.



She could upload more files, but Michelle clicks on Done for now.

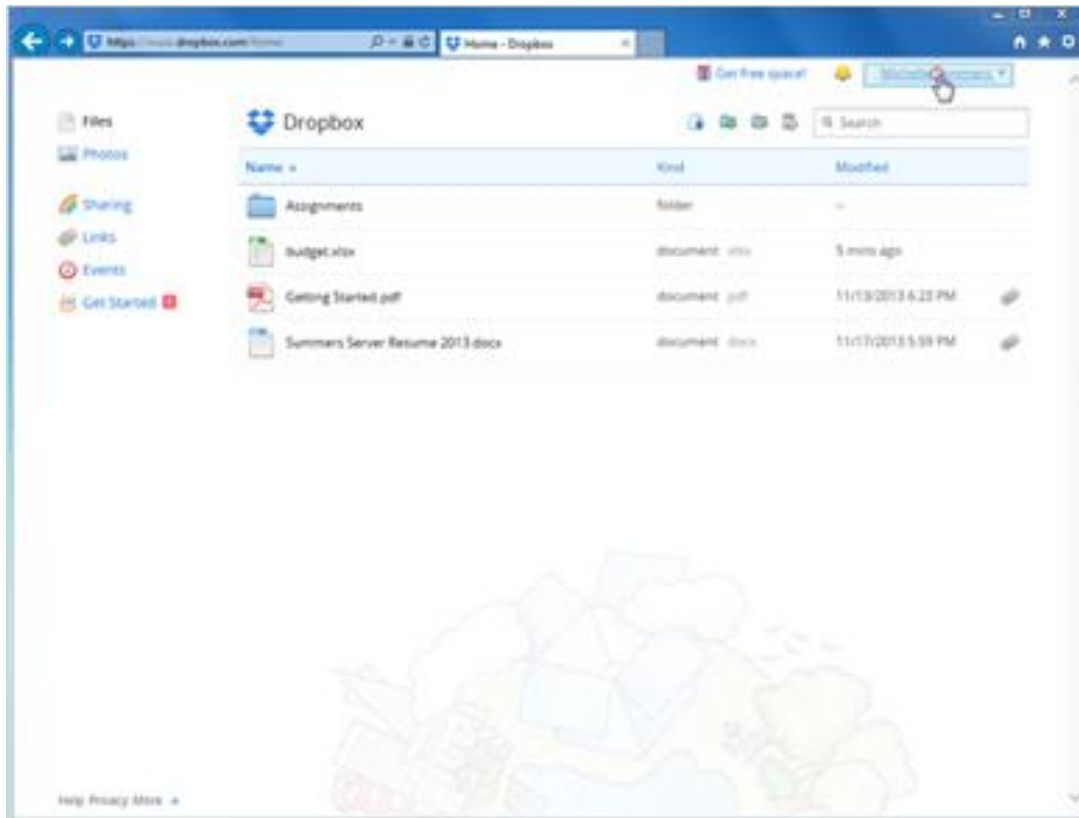




Now we see the new file in the list. To select a different document, Michelle clicks just to the right of the file name.

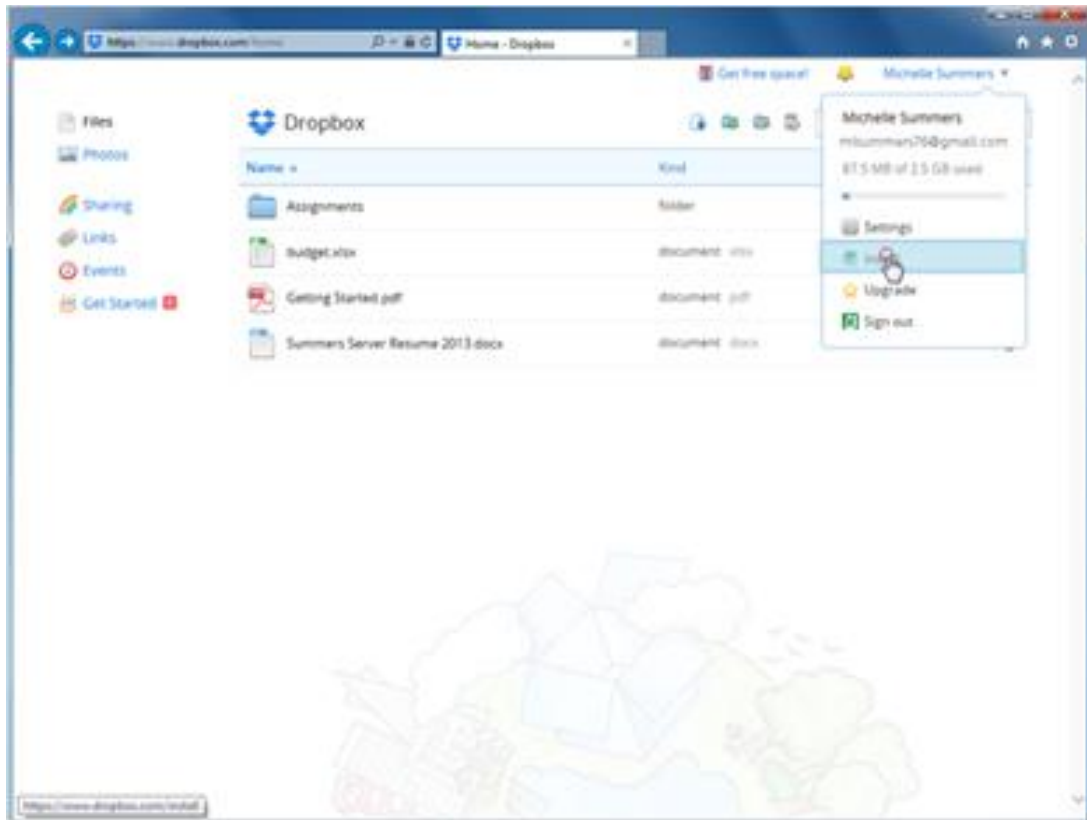
Now she can see her options for this file at the top: she can share it with someone else, download it to her computer, delete it, or change the name.

She can't edit her files straight from the Dropbox website. One way to edit a file is to download it to the computer, make your changes, and upload it again-- but there's a better way to work with the file.



Cloud storage services usually offer a way to synchronize files on your computer. That way you can edit things inside of Dropbox just like any other file, without even having to log in to the website. We'll see how this works with Dropbox.

First, Michelle clicks on her name to see a menu.



Then she'll click on Install.



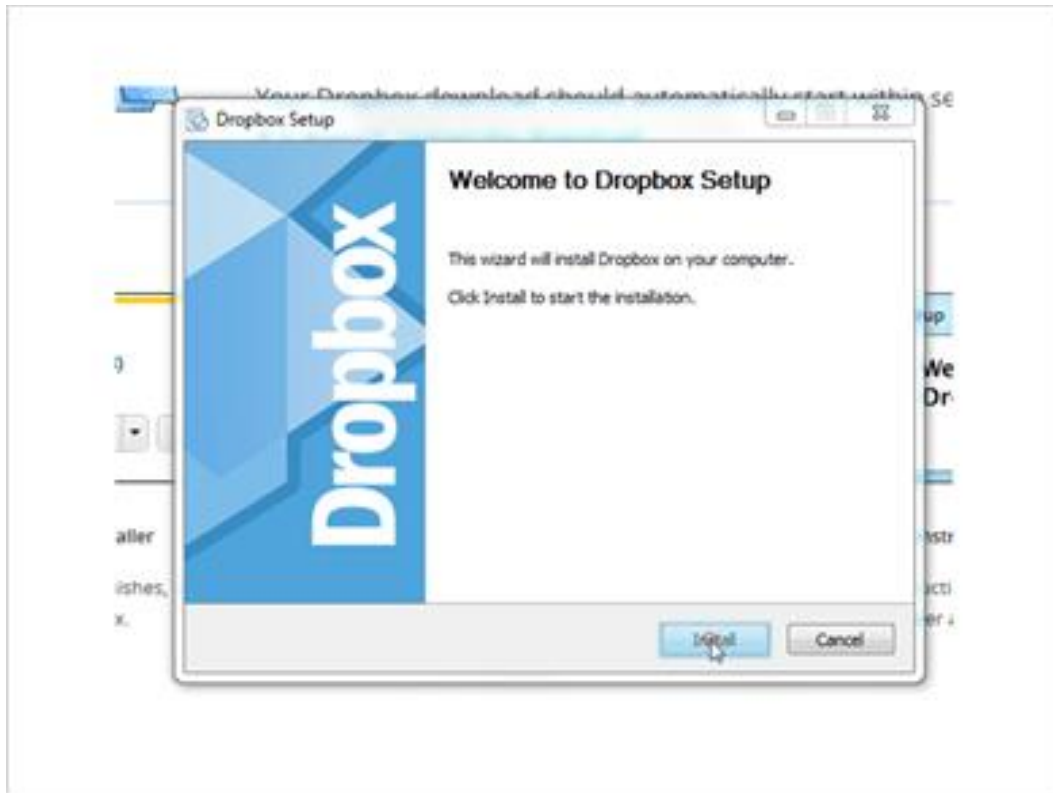
Now she can download and install the Dropbox software to her computer. She clicks on the Free Download button.



Any time you download something, the computer will show a message asking for permission. Michelle could click on "run" or "save" at the bottom.

But since this is a program installation file, it just needs to be run one time--not saved permanently.

She'll click on run. The computer may ask for permission one more time after this step.



Next, the dropbox setup wizard appears. The wizard walks us through to process of installing dropbox, step-by-step. Michelle clicks on Install to see the next step.



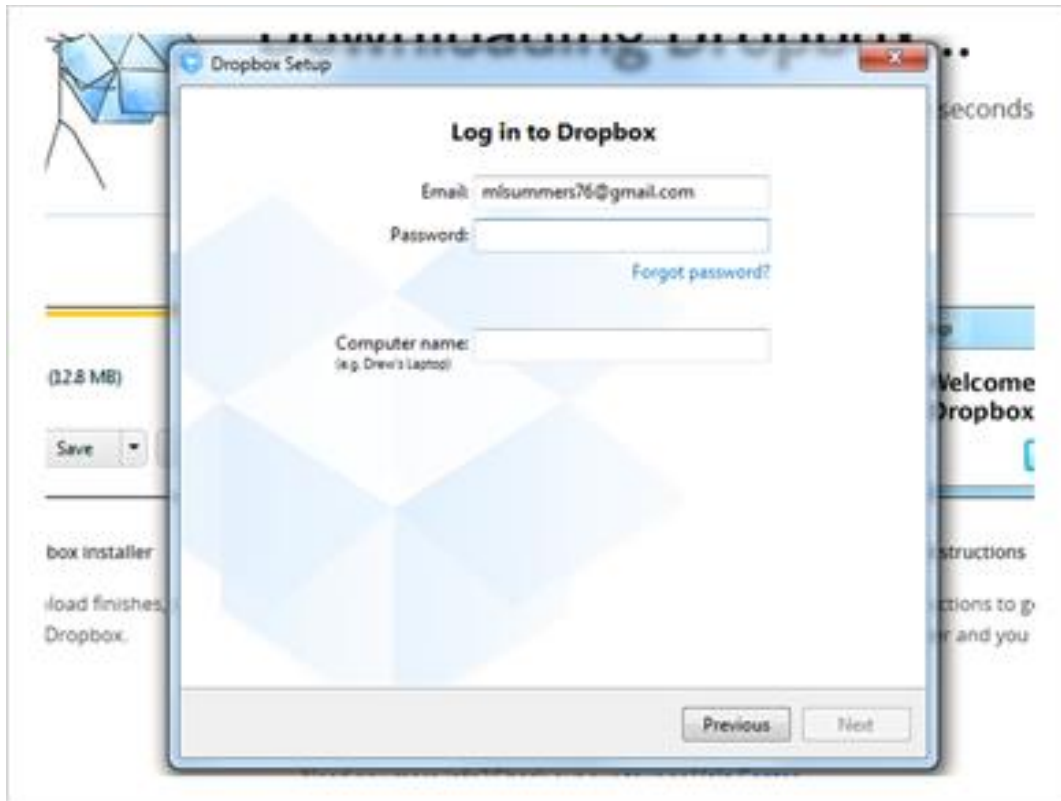
Now Dropbox needs to connect to a dropbox account.

Michelle can use the same account that she used on the website earlier.

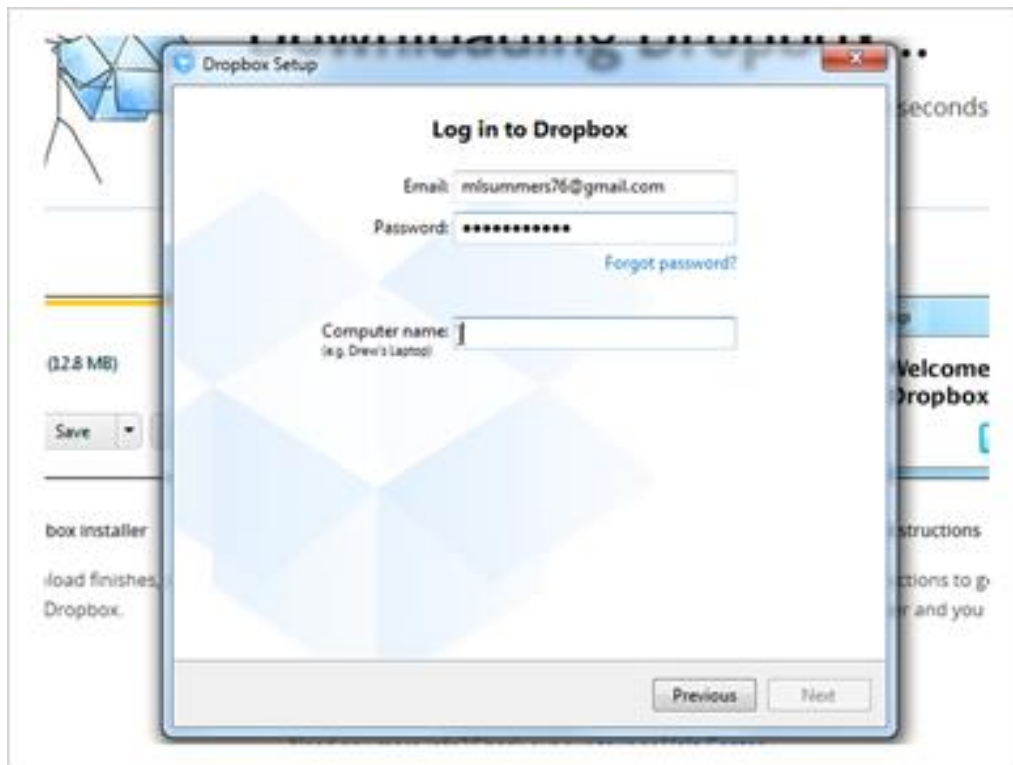
She clicks next to I already have a Dropbox Account, and then clicks on the button at the bottom.



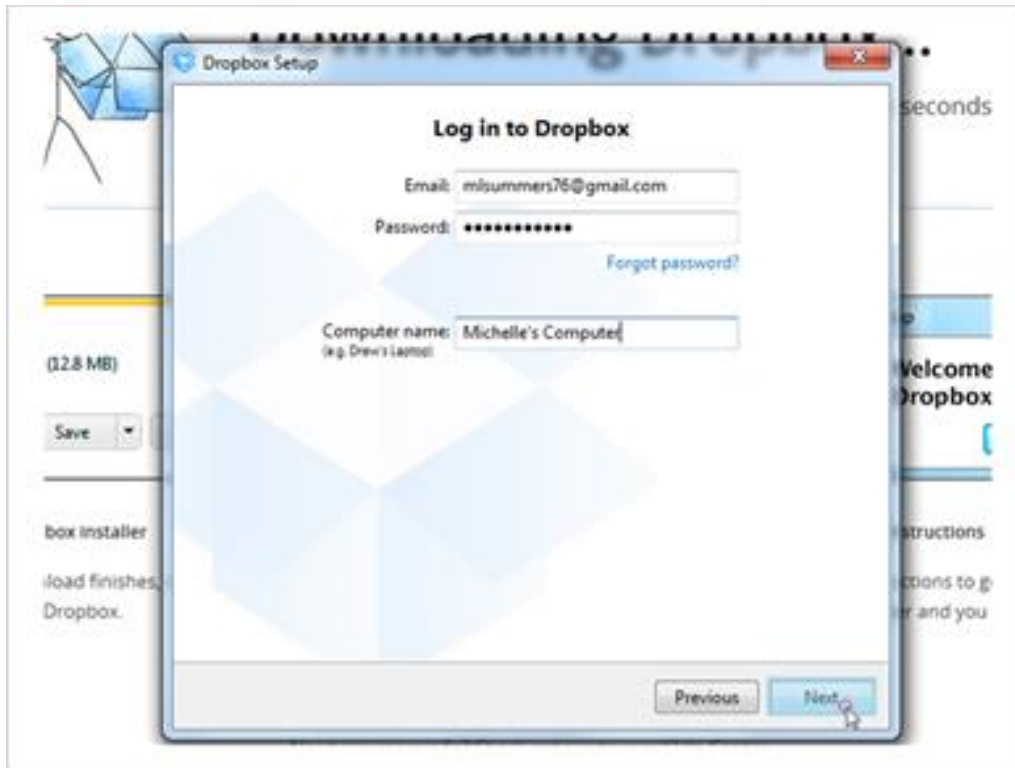




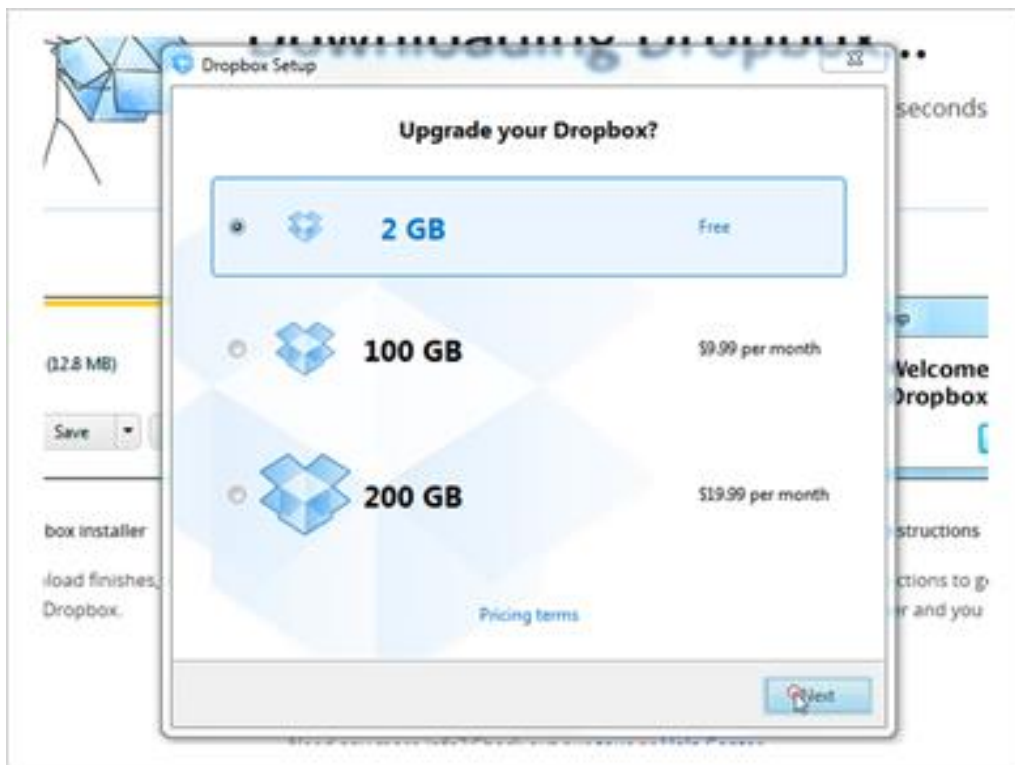
She'll type out her username and her password.



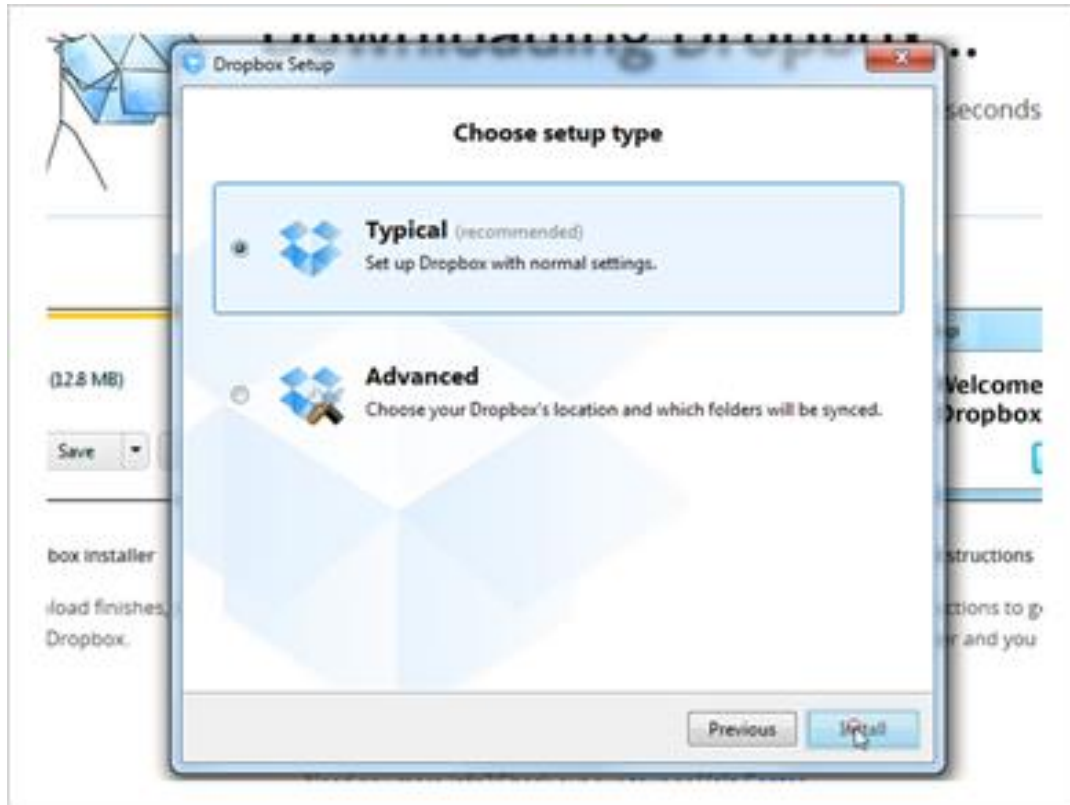
Dropbox can be installed on many different computers, all connected to the same account. Michelle types in a name for the computer she is using right now.



Then she'll click on next.



After checking the username and password, Dropbox asks how much storage space she wants. 2 gigabytes is free, but Michelle could purchase additional storage as well. She'll click on Next.



Michelle will continue with a typical setup and click on Install.

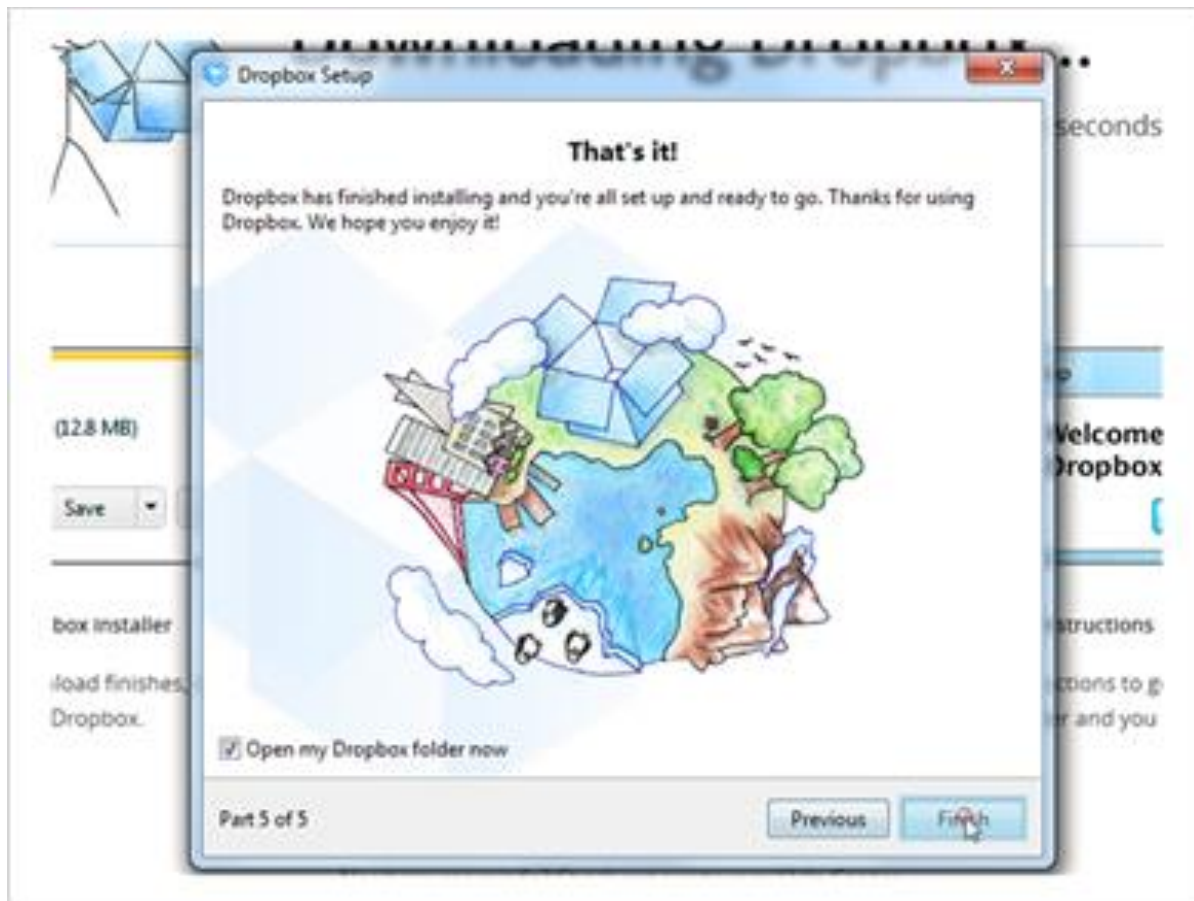
## 1.23



If Michelle has a smartphone, she could put in her phone number here. It would send her a text message to help her install the dropbox app on her phone.



After setting up Dropbox, it shows a tour of the software. Michelle will skip the tour, and we'll look at it ourselves.



Great! Now dropbox is set up. Michelle can click on Finish to view the files in her dropbox folder.



A new, synced folder has been created for the Dropbox files, so Michelle can work with them just like she would any other files on her computer.

Michelle can double click on files to open them, make her changes, and save them.

After she updates a file, those changes are sent back through her Internet connection to the Dropbox server.

Then they'll be automatically synchronized with any other device that is connected to her account.

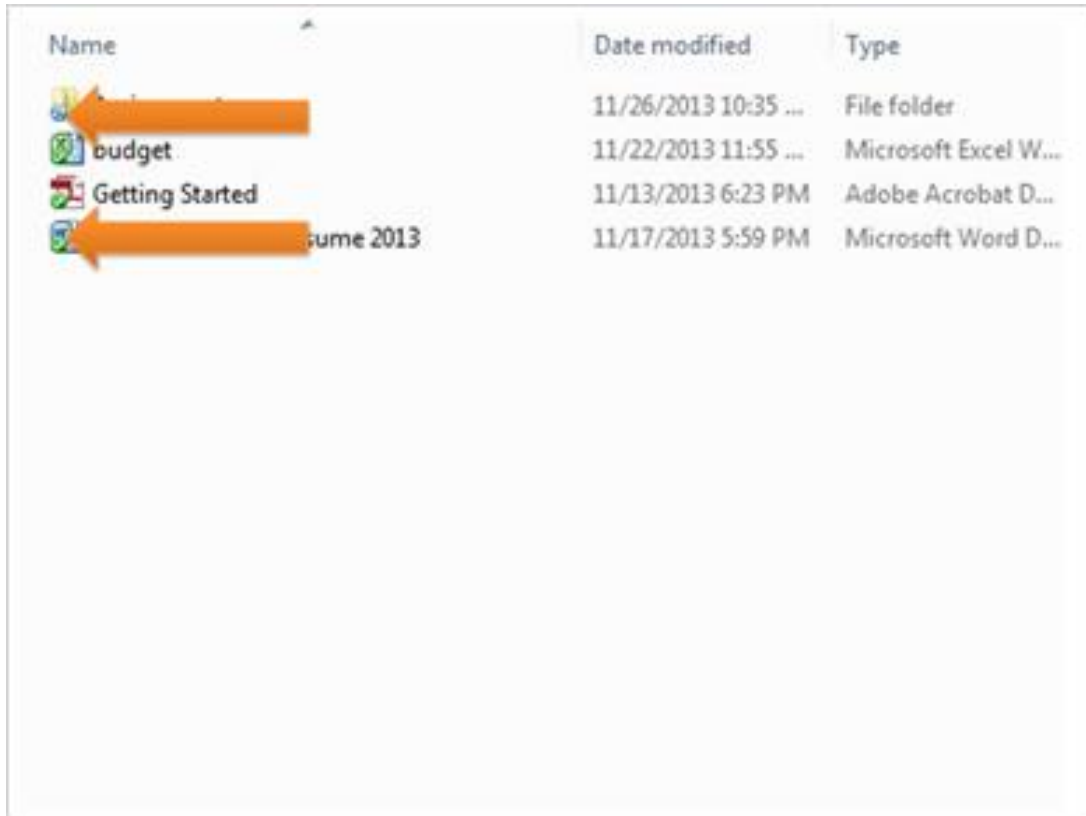
While the files are updating, she'll see a blue spinning circle, like the one next to her assignments folder. The green checkmarks by the other files mean that they are already synchronized.

If Michelle loses her Internet connection, she can still get to her files, but she'll be unable to send her updates to the Dropbox website until she re-



connects.

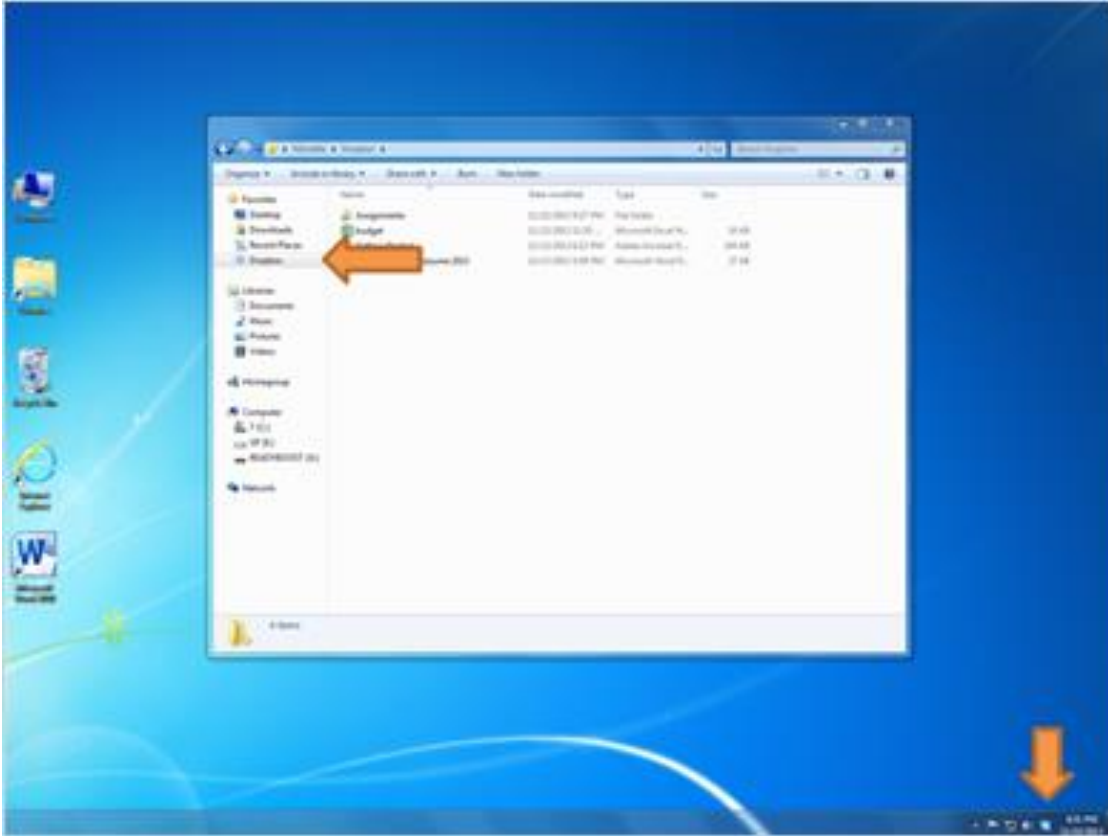
When Dropbox installs, it also adds a shortcut in the Navigation pane on the left, and an icon in the Notifications Area at the bottom, making it easy to get back to these files later.



| Name                     | Date modified        | Type                 |
|--------------------------|----------------------|----------------------|
| ← [Redacted]             | 11/26/2013 10:35 ... | File folder          |
| budget                   | 11/22/2013 11:55 ... | Microsoft Excel W... |
| Getting Started          | 11/13/2013 6:23 PM   | Adobe Acrobat D...   |
| ← [Redacted] resume 2013 | 11/17/2013 5:59 PM   | Microsoft Word D...  |



If she added a file to this folder from a different computer, it will appear in the list automatically. Then a message will pop up in the bottom right corner to notify her of the change.



A new, synced folder has been created for the Dropbox files, so Michelle can work with them just like she would any other files on her computer.

Michelle can double click on files to open them, make her changes, and save them.

After she updates a file, those changes are sent back through her Internet connection to the Dropbox server.

Then they'll be automatically synchronized with any other device that is connected to her account.

While the files are updating, she'll see a blue spinning circle, like the one next to her assignments folder. The green checkmarks by the other files mean that they are already synchronized.

If Michelle loses her Internet connection, she can still get to her files, but she'll be unable to send her updates to the Dropbox website until she re-

connects.

When Dropbox installs, it also adds a shortcut in the Navigation pane on the left, and an icon in the Notifications Area at the bottom, making it easy to get back to these files later.