

# Help your patrons take their files everywhere with them!



Dropbox shared folders allow you to share photos and videos, or work together on projects and reports. [Learn more.](#)

## My Computers

These are the computers and devices currently linked to your Dropbox.

Computer name	Last Activity
 torsus	 3 secs ago
 7of9	 3 secs ago
 iPhone	N/A

You have 2 Windows computers and 1 iPhone linked to Dropbox.

“Tech Tools with Tine” Webinar Series Presents:

# Dropbox

Access Files Anywhere

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**Trainers-R-Us**

*Knowledge + Technology = Success*

# What is it?

- Dropbox is a synchronized storage tool that backs up files while providing individual and shared/group access to files
  - Create on \*ANY\* computer
  - Save to Dropbox folder on your computer or dropbox.com
  - Files are updated on both locations
  - Go to another computer
  - Files are available from dropbox.com



# What does it cost?

**Current Account Type**

	<b>Basic</b>	Free
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**Other Account Types**

	<b>Pro 50</b>	\$9.99/month or \$99.00/year <a href="#">Upgrade to Pro 50</a>
	<b>Pro 100</b>	\$19.99/month or \$199.00/year <a href="#">Upgrade to Pro 100</a>
	<b>Teams</b>	Large shared quota, centralized admin and billing, and more! <a href="#">Learn more</a>

 Get extra space free

 Install Dropbox

11.3% in use

Acquire more space by inviting friends to join!

 **Dropbox**

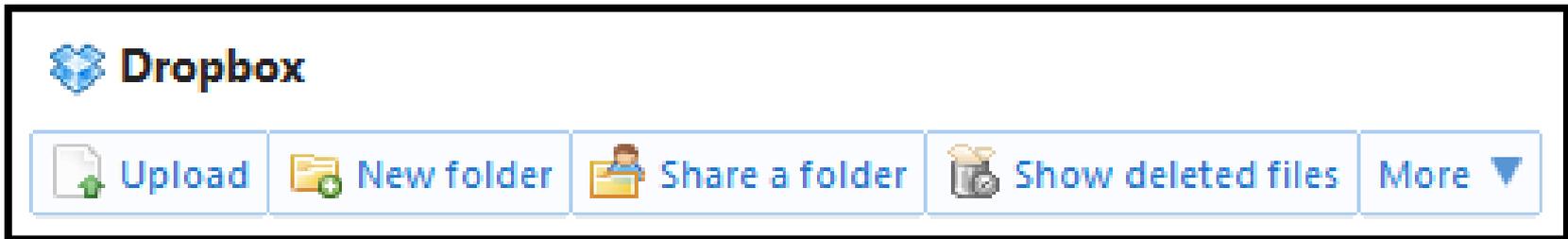
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**Invite your friends to Dropbox!**

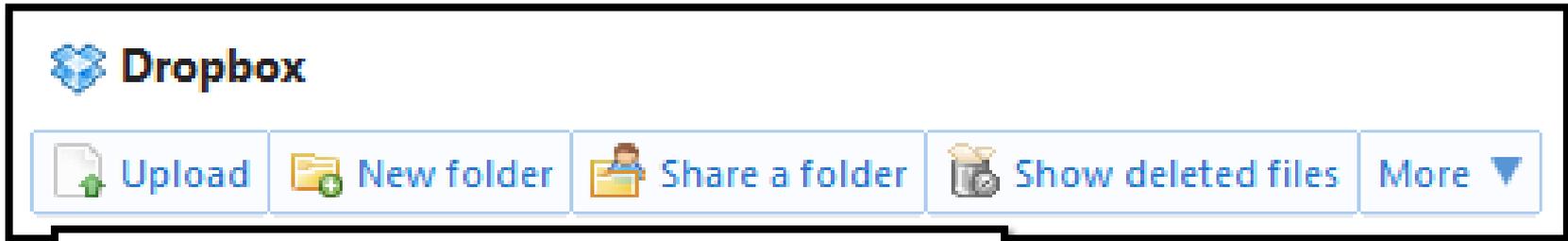
For every friend who joins and installs Dropbox, we'll give you both 250 MB of bonus space (up to a limit of 8 GB)!

# Quick Start

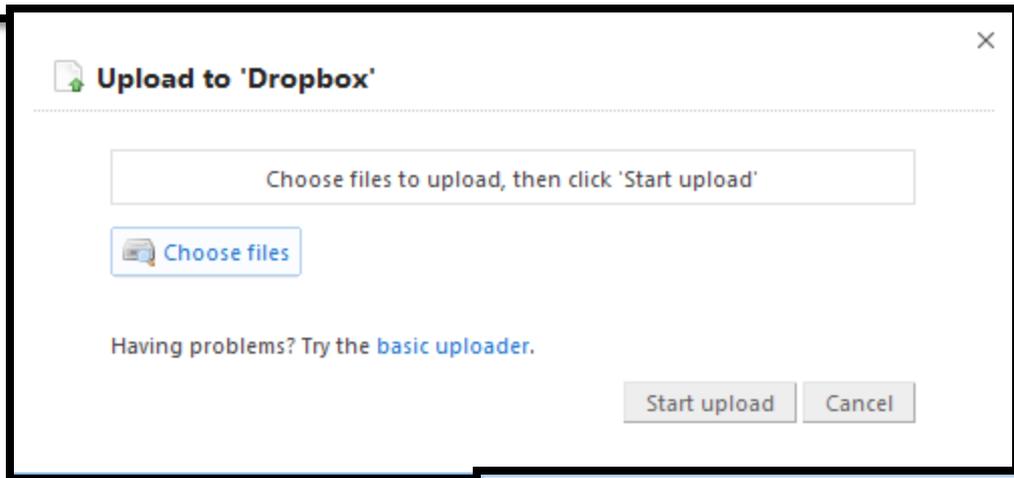
- Go to <http://www.dropbox.com>
- Sign up for an account
- Start Storing and Sharing!!



# On the Internet

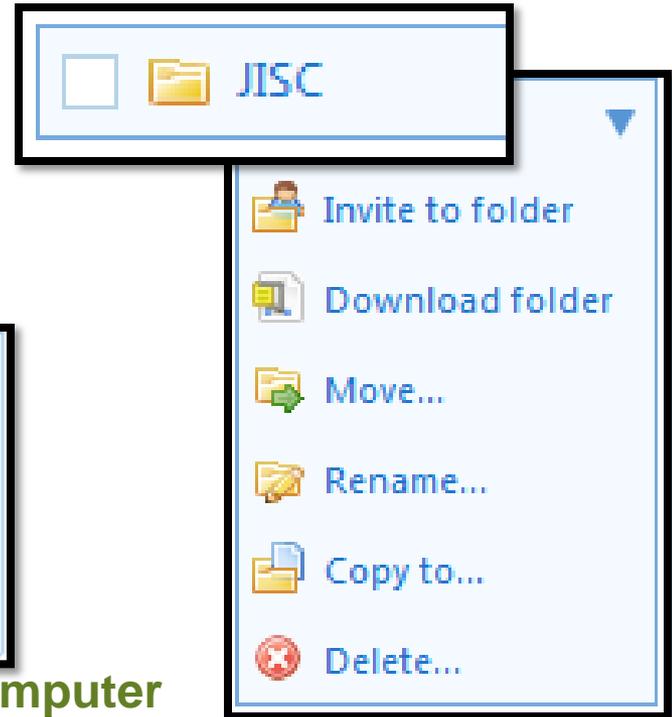


The navigation bar of the Dropbox interface, featuring the Dropbox logo and several action buttons: Upload, New folder, Share a folder, Show deleted files, and More.



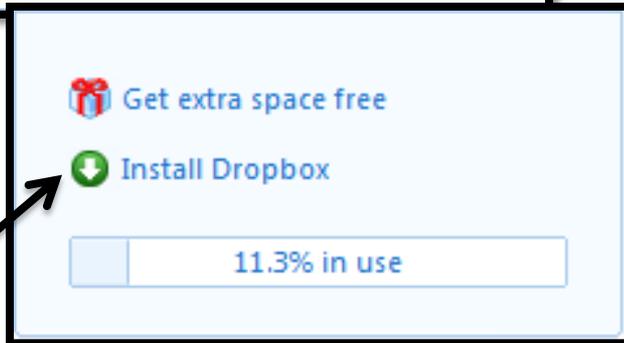
An 'Upload to 'Dropbox'' dialog box. It contains a text input field with the placeholder 'Choose files to upload, then click 'Start upload'', a 'Choose files' button, a link to 'basic uploader', and 'Start upload' and 'Cancel' buttons.

## Working with your files



A context menu for a folder named 'JISC'. The menu items are: Invite to folder, Download folder, Move..., Rename..., Copy to..., and Delete...

Storing your files online



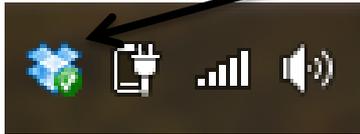
A panel showing storage options: 'Get extra space free' with a gift icon, 'Install Dropbox' with a green download icon, and a progress bar indicating '11.3% in use'.

Get access to them on your local computer

# On Your Computer

Once you're downloaded

From the Taskbar



- Open Dropbox folder
- Launch Dropbox website
- Recently changed files
- 11.3% of 3.0GB used
- All files up to date
- Get more space
- Pause syncing
- Preferences...
- Help center
- Exit

In Windows Explorer

Name
dissertation
JISC
mom
Photos
Portfolio
Public
Shared with Dr Kim
Shared with tine
SLIS40005000fall2011
webinars
APA References Sample Document

### Downloading Dropbox...

Your Dropbox download should automatically start within seconds. If it doesn't, restart the download.

- 1. Save the Dropbox application**  
Click Save File when prompted.
- 2. Open the Dropbox Installer**  
From your browser's Downloads window, double click the .exe file that just downloaded.
- 3. Follow Setup Instructions**  
Follow the instructions to get Dropbox set up on your computer and you will be good to go!

# On Your Mobile Device

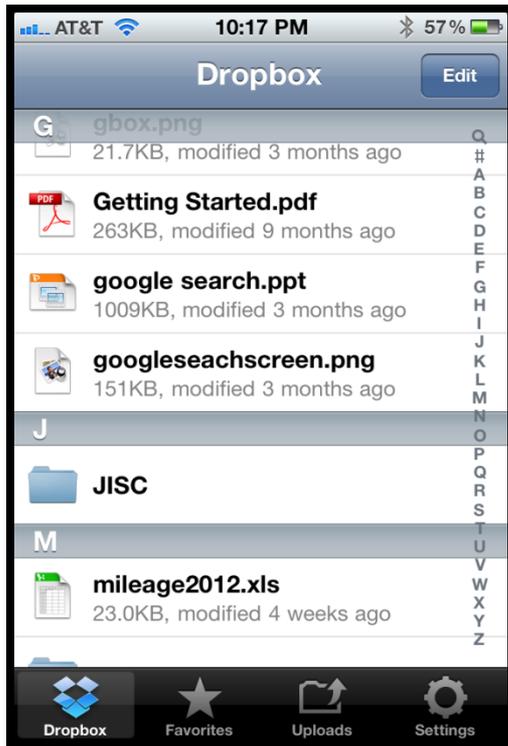
## Dropbox Anywhere

Your files everywhere you are.

 [Dropbox for iPhone](#)  [Dropbox for Android](#)

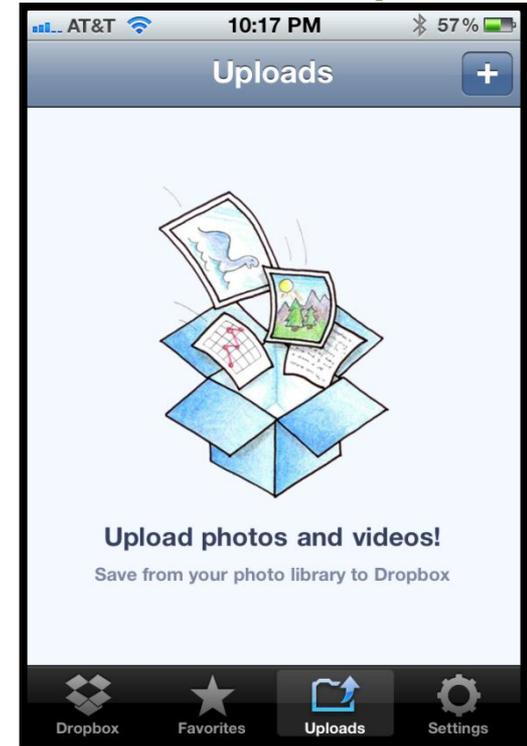
 [Dropbox for iPad](#) **Display**  [Dropbox for BlackBerry](#)

## File List

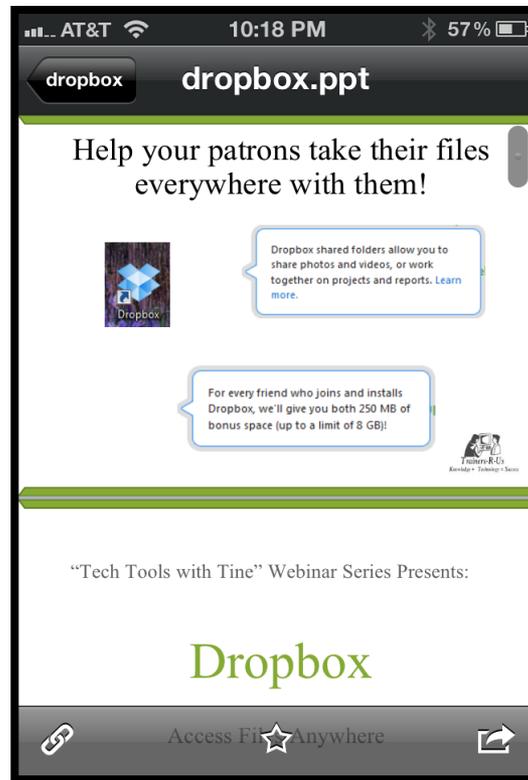


The screenshot shows the Dropbox mobile app interface. At the top, the status bar displays "AT&T", signal strength, Wi-Fi, the time "10:17 PM", and battery level "57%". The app header shows "Dropbox" and an "Edit" button. Below the header is a list of files and folders, each with an icon, name, size, and modification date. The files listed are: "gbox.png" (21.7KB, modified 3 months ago), "Getting Started.pdf" (263KB, modified 9 months ago), "google search.ppt" (1009KB, modified 3 months ago), and "googleseachscreen.png" (151KB, modified 3 months ago). A folder named "JISC" is also visible. At the bottom, there is a navigation bar with icons for "Dropbox", "Favorites", "Uploads", and "Settings".

## Upload



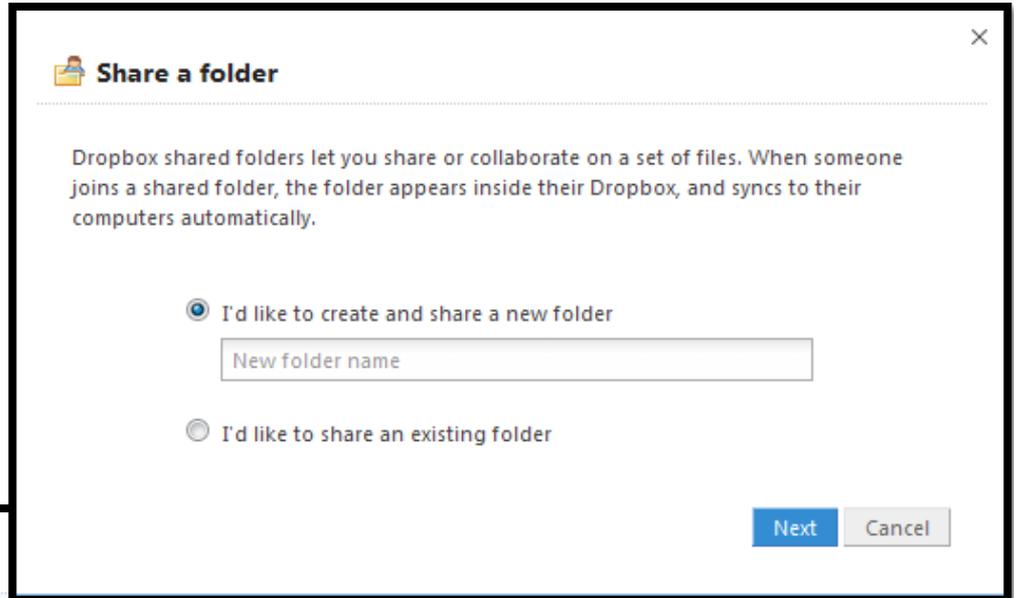
The screenshot shows the Dropbox mobile app upload screen. The status bar at the top displays "AT&T", signal strength, Wi-Fi, the time "10:17 PM", and battery level "57%". The app header shows "Uploads" and a "+" button. The main content area features a large illustration of an open blue box with several photos and documents spilling out. Below the illustration, the text reads: "Upload photos and videos! Save from your photo library to Dropbox". At the bottom, there is a navigation bar with icons for "Dropbox", "Favorites", "Uploads", and "Settings".



The screenshot shows a presentation slide from the Dropbox mobile app. The status bar at the top displays "AT&T", signal strength, Wi-Fi, the time "10:18 PM", and battery level "57%". The app header shows "dropbox" and "dropbox.ppt". The main content area features the text: "Help your patrons take their files everywhere with them!". Below this text is a small Dropbox logo and a speech bubble that says: "Dropbox shared folders allow you to share photos and videos, or work together on projects and reports. [Learn more.](#)". Another speech bubble below that says: "For every friend who joins and installs Dropbox, we'll give you both 250 MB of bonus space (up to a limit of 8 GB)!". At the bottom, there is a navigation bar with icons for "Access Files Anywhere" and a share icon.

# Sharing

- Sharing is setup ONLINE
- Use Sharing Tab on main screen
- Choose / create the folder to share



**Share a folder**

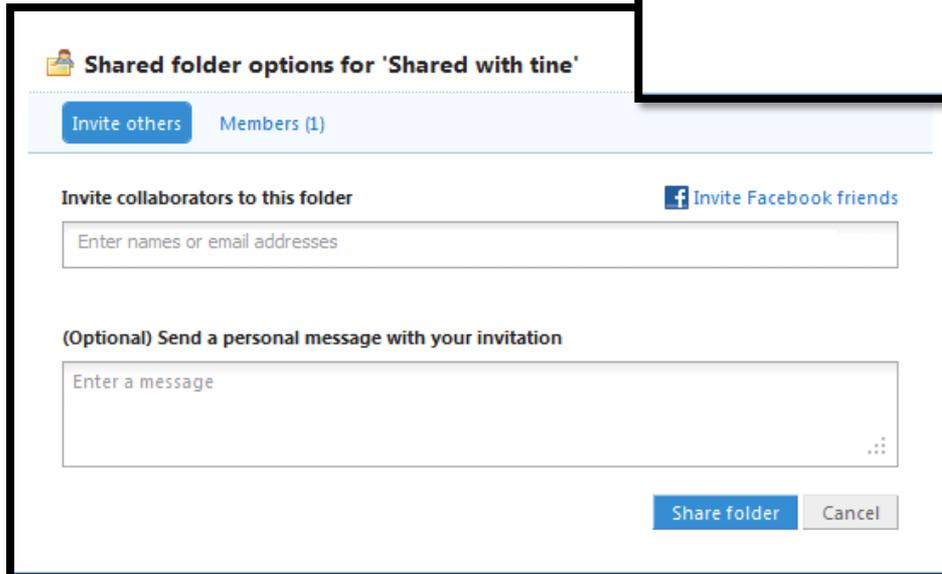
Dropbox shared folders let you share or collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically.

I'd like to create and share a new folder

I'd like to share an existing folder

New folder name

Next Cancel



**Shared folder options for 'Shared with tine'**

Invite others Members (1)

Invite collaborators to this folder [f Invite Facebook friends](#)

Enter names or email addresses

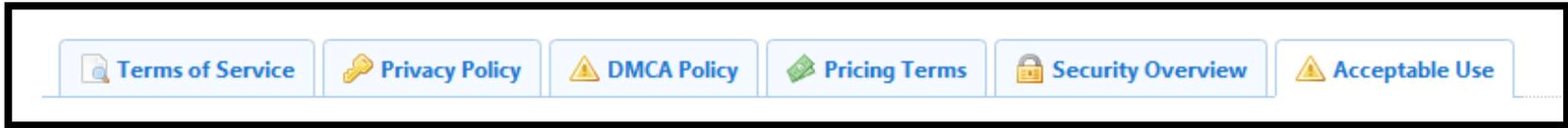
(Optional) Send a personal message with your invitation

Enter a message

Share folder Cancel

- Select who to share with
- **SHARE!**

# What about Privacy?



- Your data is yours within the policies
  - Legality applies
- They provide access assuming you play nice
- You control who has access, default = You
- You can delete your account, may take time for backup data to be overwritten

# References to Look at

- Reviews of Dropbox --  
<http://www.thetop10bestonlinebackup.com/online-backup-reviews/dropbox/review> OR  
<http://www.pcmag.com/article2/0,2817,2343852,00.asp>
- A Librarian's Review of DropBox --  
<http://librarianbyday.net/2010/12/10/top-ten-link-week-49/>
- Online Tour of DropBox –  
<https://www.dropbox.com/tour> OR  
<http://youtu.be/OFb0NaeRmdg>
- Privacy, Terms of Service, DMCA, Security, Acceptable Use --  
<https://www.dropbox.com/privacy>
- Dropbox forum for libraries/schools/cafes --  
<http://forums.dropbox.com/topic.php?id=6137>



Next time...

Shelfari & Goodreads!

Tech Tools with Tine Webinar presented on February 3<sup>rd</sup> 2012.