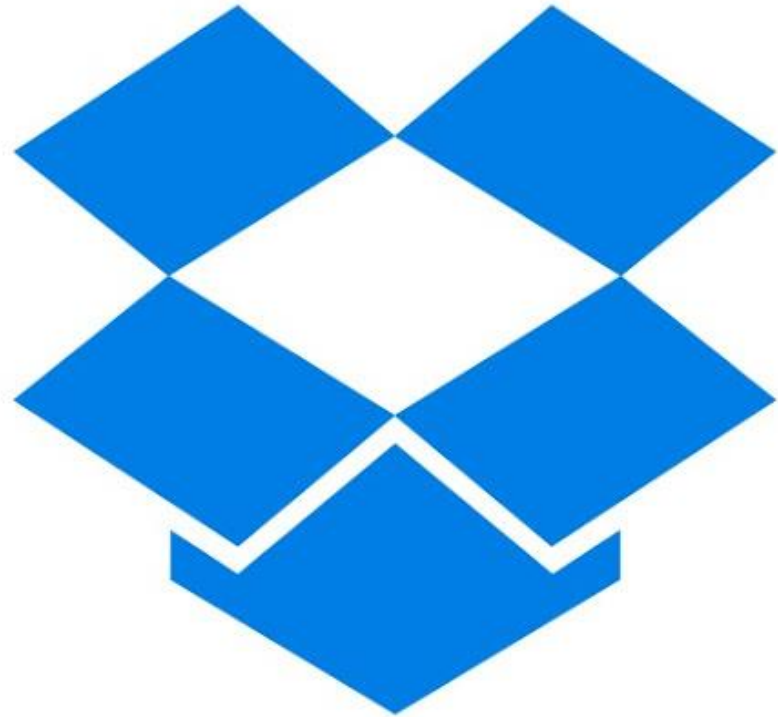


# Dropbox Basics



Sat September 27<sup>th</sup>  
Instructor: Wyatt Fertig

## We'll cover:

- What is Dropbox?
- Cloud Storage
- Using the Features of Dropbox
- Installing
- Dropbox for Business
- Mobile App

Dropbox offers free (or expanded pay) cloud storage. Dropbox is a place to remotely store your files and access them on the go.

This means that Dropbox is a great product for:

- Small business owners
- Students
- Individuals who want to back up files
- People that travel
- Small groups

Dropbox is a great business tool to allow multiple users to access and update files.

Cloud storage allows for work on different computers or different locations and provides an additional level of file safety.

By upgrading and working with current technology you can work safer and smarter.

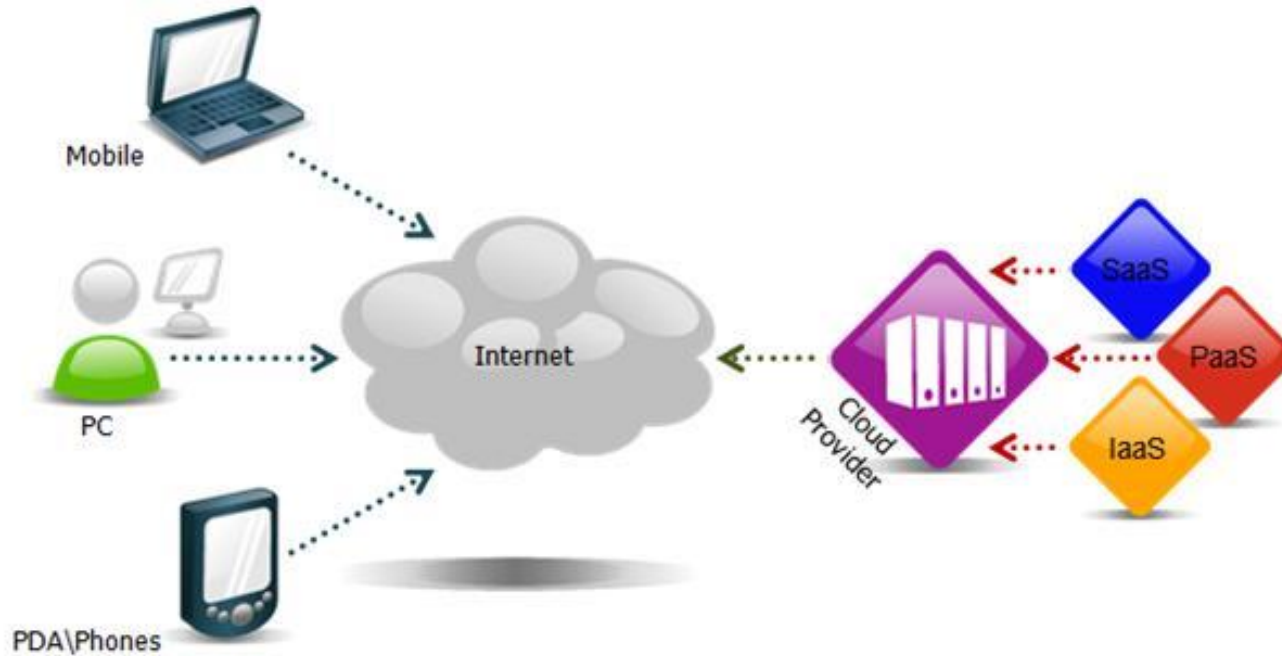


Here at EPL

Before we go any further though, it's important to understand the basics of cloud storage.

## "The Cloud"

Cloud- offers (often free) storage anywhere an internet connection is available. Files are saved to Providers' data centers



Dropbox is a free service. In order to sign up you will need an active email account.

We'll take the next 10-15 minutes to sign up.

If you already have an account feel free to login now.



Your stuff, anywhere

I agree to [Dropbox Terms](#)

[Sign up](#)

or [Sign in](#)

For individuals there are actually two versions of dropbox – Free and Pro.

For a recurring fee of 9.99 a month storage is dramatically increased and additional features are added.

### Dropbox Basic



Free

- 2 GB of space
- Safe, reliable backup
- Access from anywhere
- Simple file sharing

Your current plan

### Dropbox Pro



\$9.99 / month


- Dropbox Basic plus:**
- 1 TB (1,000 GB) of space
- Additional sharing controls
- Remote wipe

Upgrade to Dropbox Pro



Dropbox works a lot like the file management of a computer. Files and folders which store multiple files are organized in the center section

Welcome to Dropbox! What would you like to do?



Set up a project    Share photos    View files on the go    Share a file

Dropbox

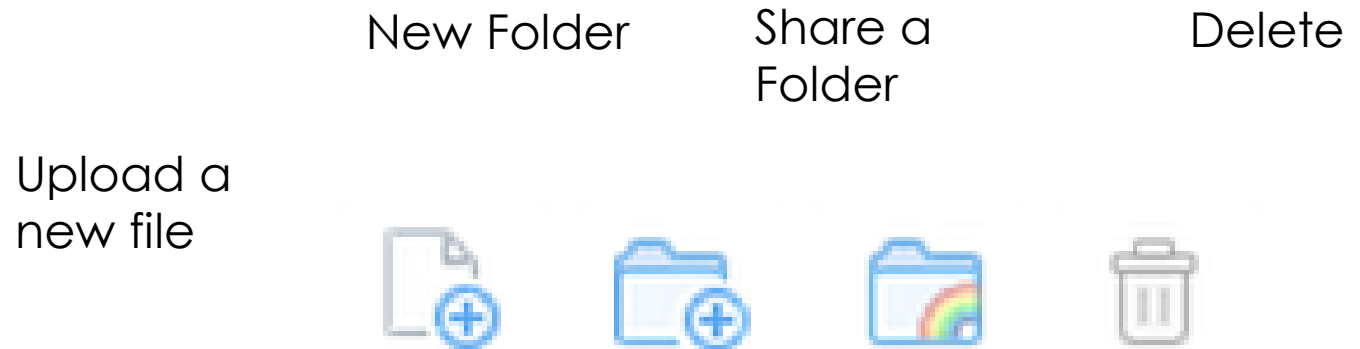
Upgrade account    Sally Elmhurst

Search

Name ▲	Kind	Modified
Dropbox Basics Class	folder	--
Getting Started.pdf	document	9/24/2014 6:59 PM

Files    Photos    Sharing    Links    Events    Get Started 3

In the top right corner you may have noticed four symbols. Almost all of Dropbox's features will be used here.

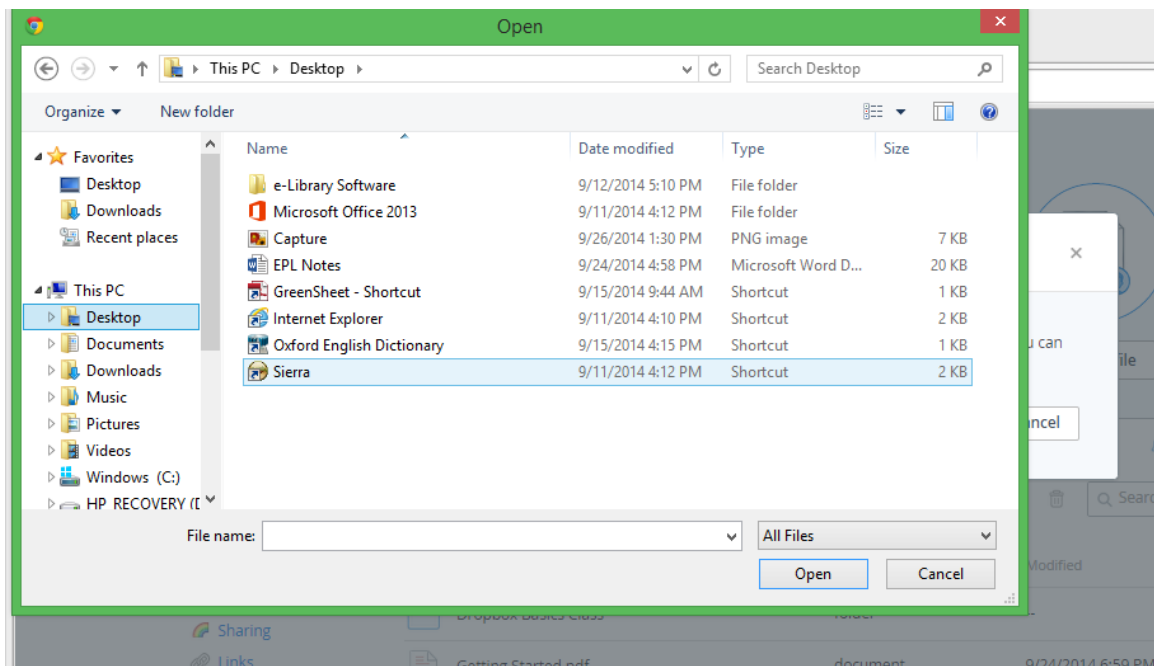


Let's try uploading a file to Dropbox together.

First we'll pull open Microsoft Word and save a word document and name it "**For Dropbox**". Let's save it on the Desktop.

After we have the file saved on the Desktop hit the upload icon in Dropbox.





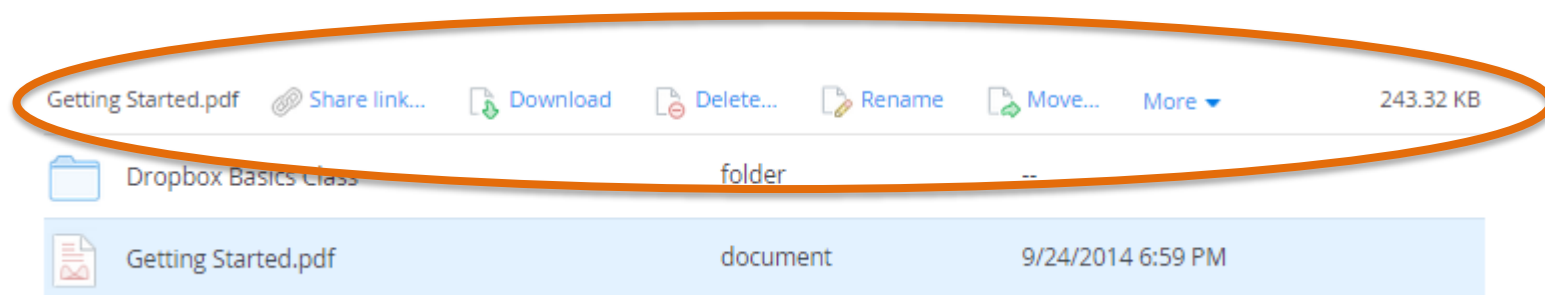
You'll notice the upload menu looks the same as uploading a file to email or anywhere else. Select the file you would like to upload and hit 'Open'

Next let's create a new folder. Hit the new folder icon and name your folder "Dropbox folder" . You'll notice a new folder shows up in the center display.

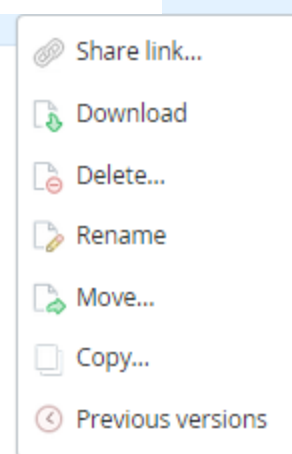
Let's drag our Word document "For Dropbox" into our new folder. If we click and open the folder, the file we just moved will be inside the folder. We can also create additional folders inside this folder.



Left clicking on a file will bring up the file's options above it.

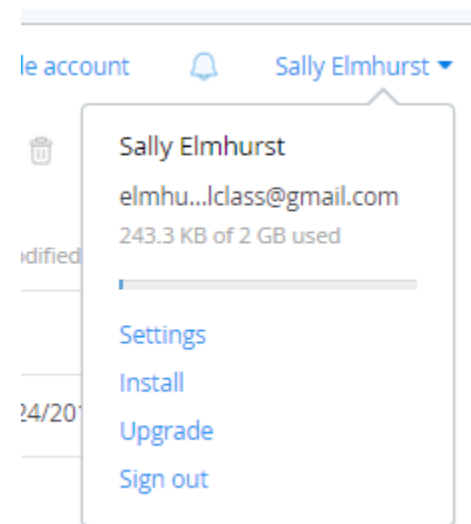


Another way to move or manage a file is **to right click on a file**. Right clicking brings up the files options. Right clicking brings up the same options but in a drop down menu.



**Downloading Dropbox** - To integrate Dropbox into a personal computer, home office, or laptop you can download Dropbox onto your computer directly. Dropbox then creates a folder on your computer which includes all of the items within Dropbox. These files are now linked with your computer, editing or adding files will effect those saved in Dropbox .

**To download** click on the user name and click the install button below, select a location to download the installer, and finally run the installer on your computer



\*Note only one Dropbox account can be synced at a time!

As you may know  
Dropbox is not the only  
Cloud storage available.  
Competitors Google,  
and Microsoft offer  
different features which  
may be better  
alternatives depending  
on your needs.

	OneDrive	Dropbox	Google Drive
File size restrictions?	2GB	None with Dropbox apps	10GB
Free storage?	15GB	2GB	15GB
Can I earn extra free storage?	Yes	Yes	No
Paid plans	\$2/month for 100GB, \$4/month for 200GB	\$10/month for 1TB	\$2/month 100GB, \$10/month for 1TB
OSes supported	Windows, Mac, Android, and iOS	Windows, Mac, Linux, Android, iOS, Blackberry, Kindle Fire	Windows, Mac, Android, and iOS



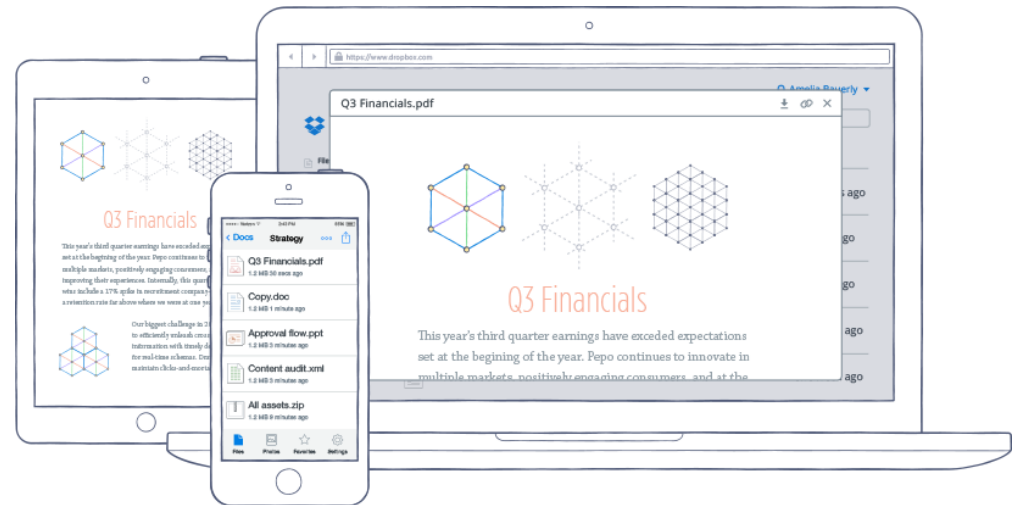
While the free version of Dropbox is specifically designed for individuals a company wide version can be subscribed to, doing so provides additional features including:

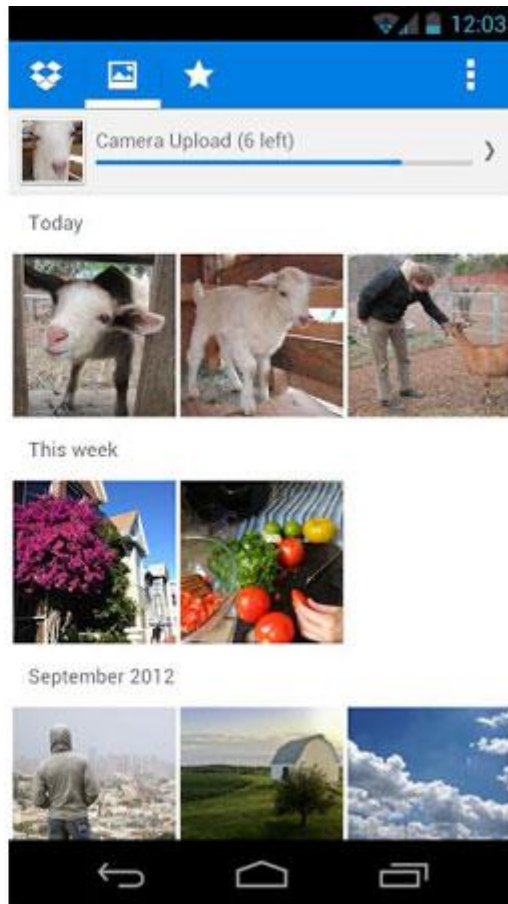
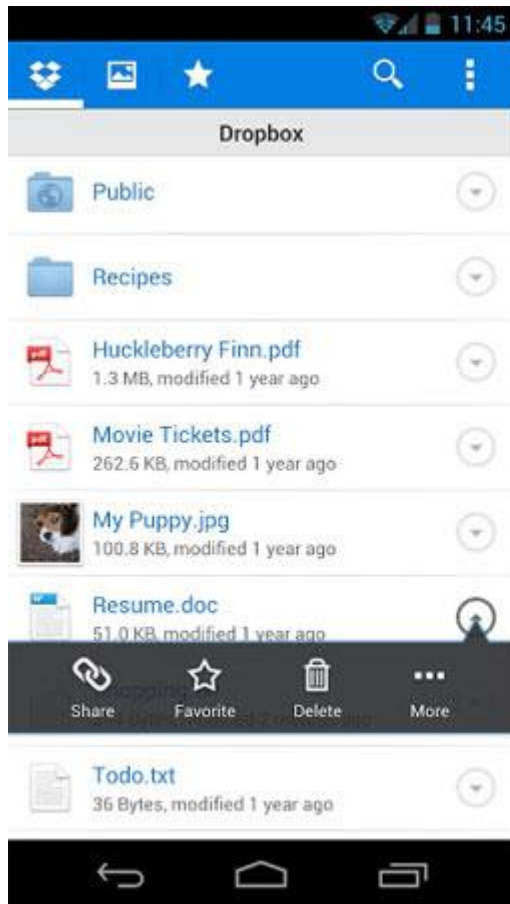
User Features: app accessibility, desktop, and better sharing

Admin control: Remote Wipe, Audit Log, and Sharing Controls

IT features: Unlimited File Recovery, Increased security settings

Starting at \$795  
(for five users) a  
year





Finally Dropbox can be accessed remotely through a smartphone with the Dropbox app.

Because a smartphone is not capable of creating and managing files such as word documents, pdfs, etc. files will not be editable

# Upcoming Classes

*Investing Databases for Beginners*  
Monday, Oct. 13 2-4 p.m.

*What's New With Windows*  
Monday Oct. 20 7-9 p.m.



<http://www.blogcdn.com/www.engadget.com/media/2012/12/dropbox-android.jpg>

<http://www.cnet.com/news/onedrive-dropbox-google-drive-and-box-which-cloud-storage-service-is-right-for-you/>

<http://wso2.com/library/articles/2010/09/understanding-cloud-computing/>



# Pictures From