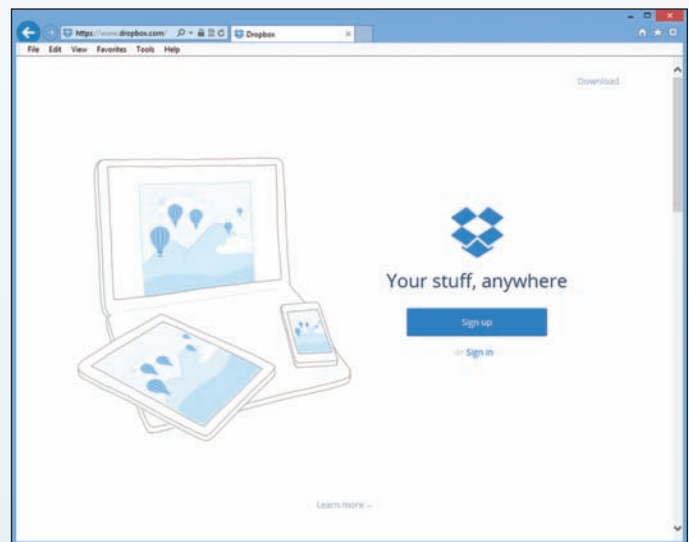


CLOUD STORAGE

Have you ever found yourself e-mailing files back and forth between two of your computers as a way to transport them? Do you keep forgetting your USB drive at school or work? Have you ever wished that you had some of your files readily available on your smartphone? If so, then you should sign up for Dropbox.

Getting Started To use Dropbox, you need to create an account. To take advantage of the synchronization feature, you will need to install the software on each of your computers.

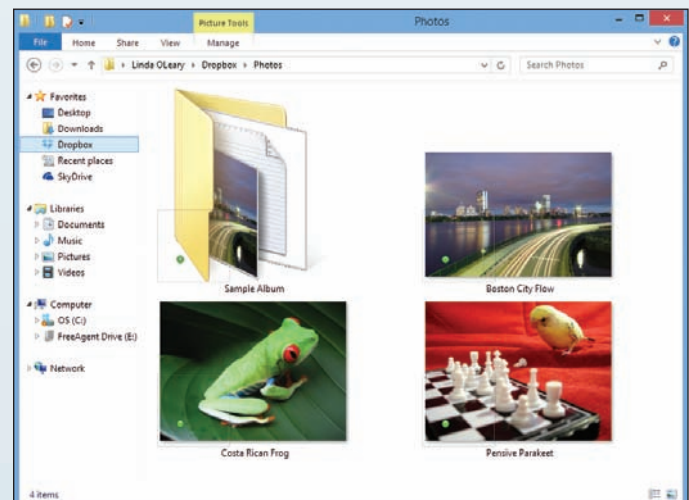
- 1 Go to www.dropbox.com, and click the **Download Dropbox** button.
- 2 Select the “I don’t have a Dropbox account” option during the installation process (if this is your first installation).
- 3 Enter your information to create a new account.
- 4 Select the **Free** option when asked for a Dropbox size, and then choose the **Typical** setup.
- 5 Continue clicking the **Next** button to view the important tour.



If you have a tablet or smartphone, be sure to install its free app in order to access your files.

The Dropbox Folder After installation, a folder named “Dropbox” will be created on your hard drive and connected to your computer’s user account. This folder is the basis for all synchronization—any files placed here will immediately be uploaded to your Dropbox account and will be kept synchronized between all your computers. A good use of this folder would be to place all of your schoolwork and favorite photos, so that you can access them from any Internet-connected computer, tablet, or smartphone. Follow these steps to use your Dropbox folder:

- 1 Open Windows Explorer, and look at your **Favorites** area.
- 2 Click the **Dropbox** folder, and notice the files and folders already in there. Open the **Photos** subfolder.
- 3 Create a subfolder in this location named “Practice” (this will serve as a photo gallery or album).
- 4 Copy any photo from your computer, and paste it in this new folder.



Notice the tiny, blue *synchronization icon* at the bottom left of your file. When this icon turns into a green check mark, it means that the file has finished uploading to the Dropbox server. The same system is used for the Dropbox icon in your Windows notification area.



Sharing Files Any file or folder in your Dropbox account can be shared with anyone via a unique link. This method is superior to sending large e-mail attachments that can be subject to the limits of the e-mail service. To share a file or folder

- 1 • Go to your Dropbox folder using Windows Explorer.
- 2 • Right-click any file or folder, and click *share Dropbox link*. A URL link to that file or folder will be copied to your clipboard.
- 3 • Paste the link into an e-mail to share that file or folder with someone else. That individual will just follow the link in his or her Internet browser to get the file.

Getting More Storage Space Dropbox's free service includes all its features, but with a limited amount of storage space. You can increase that space with a paid account or by inviting friends and colleagues to join. (Dropbox increases your storage each time one of them signs up.)

- 1 • Go to the Dropbox website, and log into your account.
- 2 • Click the *Get free space!* link at the top right of the page. Follow the instructions to invite others to use Dropbox.
- 3 • Alternatively, click the *Get Started* link on the left. This area helps you keep track of your progress toward receiving a 500 MB bonus.

The web is continually changing, and some of the specifics presented in this Making IT Work for You may have changed.

To learn about other ways to make information technology work for you, visit our website at www.mhhe.com/ce2015 and select **Student Edition** and then **Making IT Work**.

