

# So what is DropBox ?

# It's a "cloud" storage website for your Mac or iPad/iPhone.



Adding DropBox gives you three layers of defense against file loss -1. Your computer Hard Drive. 2. Your Time Machine backup drive. 3. And now free cloud storage on Dropbox. Plus the convenience of 'anywhere access', very important if you travel or have two homes. And the ability to share large files.

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### The Dropbox Tour



# Go to: <u>www.dropbox.com/tour</u> for the tour.

### What is Dropbox?

"Your life's work, wherever you are."

Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. This means that any file you save to your Dropbox will automatically save to all your computers, phones and even the Dropbox website.

Dropbox also makes it super easy to share with others, whether you're a student or professional, parent or grandparent. Even if you accidentally spill a latte on your laptop, have no fear! You can relax knowing that Dropbox always has you covered, and none of your stuff will ever be lost.



### Be Anywhere

Dropbox works hard to make sure that all your files are the same no matter where you're working from. This means that you can start working on a computer at school or the office, and finish from your home computer. Never email yourself a file again! Download Dropbox for your phone to simplify your life even more — flip through all your photos or review that spreadsheet even while on the road. Dropbox lets you work from any computer or phone with the confidence that you'll always have everything you need.



## Simple Sharing

Dropbox makes sharing so easy that you'll be amazed at the things you can do. Invite your friends, family and teammates to any folder in your Dropbox, and it'll be as if you saved that folder straight to their computers. You can send people links to specific files in your Dropbox too. This makes Dropbox perfect for team projects, sharing party photos with friends, or recording your band's new album.





### Always Safe

Even if your computer has a meltdown, your stuff is always safe in Dropbox and can be restored in a snap. Dropbox is like a time machine that lets you undo mistakes and even undelete files you accidentally trash. Your Dropbox is always ready for action from the Dropbox website too! IT'S OKAY, MY FILES ARE SAVED ON DROPBOX. IT WAS GETTING KINDA COLD IN HERE ANYWAY.

UM ... ISN'T YOUR

COMPUTER ON FIRE?

## Surprise Yourself

People around the world rely on Dropbox to help them design buildings, compose music, run businesses, write books and even coordinate disaster relief. Whether you're an entrepreneur or a teacher, a photographer or an astronomer, an artist or an activist, Dropbox simplifies your life.



### Your work where you need it

Dropbox syncs your important work across all your devices. Your files are backed up and you can even return to older versions or restore deleted files. And getting started with your team has never been simpler.



#### Get up and running instantly

Start saving your work in Dropbox and it's automatically backed up and available from anywhere — no training required.

#### Keep all of your work safe

Share securely with your team, access older versions of your documents, and even restore deleted files.

#### Forget about email attachments

You'll have the latest version of your docs whether you're on a Mac at home, your colleague's PC, or your phone or tablet.



You normally go to: <u>www.dropbox.com/install</u> to download and install Dropbox on your iMac or MacBook - but I recommend you follow this link: <u>https://db.tt/5D52nuzu</u> for extra free storage.

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AirDrop	Doug's Excel	Þ	RMUC 2012 Attendees xls		
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Documents	Doug's Ouicken Backups	Þ	RMUG Members 2013.xls		
	Doug's Word	Þ	RMUG PDF Handouts	• Þ	
Downloads	EvernoteEssentials.pdf		RMUG Presentation Masters	• •	
douglindal	FHP Board	Þ	RMUG Sign-in Sheet.doc	•	
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	📰 SnapScan	Þ			

IN FINDER, JUST like Documents or Downloads. I save all my files here instead of in the Documents Folder.

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## Dropbox is also accessible in the Menu Bar



# Just click on the "box" icon to open Dropbox.



# Which opens a dropdown menu for Dropbox

# Then explore your Dropbox Folder either in Finder



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Files

Photos
 Sharing
 Links
 Events

AVORITES	Shared Folder	
Dropbox	IPassword IPassword 2013ilekeychain_zip	50th Weddingry Celebration.doc 50th Party Planning 8-25-03.doc
Macintosh HD	🙇 1Password.agilekeychain	85th Party Plannng 8-25-03.doc
All My Files	2014 Budget.xls Apps	<ul> <li>401-K Balances 12-31-02.doc</li> <li>401-K Investment Changes.doc</li> </ul>
AirDrop	Books Doug's Excel	<ul> <li>I301 Spring St Sale Prices.doc</li> <li>2000 DistributioEnterprises.doc</li> </ul>
Applications	Doug's Financesquickenbackup	2007 SYC Powerboat Calendar.doc
Documents	Doug's Finances.quickendata Doug's Quicken Backups	<ul> <li>2008 AT Rendezvous Schedule.doc</li> <li>A Gift for Terry.doc</li> </ul>
Downloads	Doug's Word EvernoteEssentials.pdf	AddressBook.WAB Alarm System SeInstructions.doc
douglindal	FHP Board	Alaska Air lost baggage.doc Alaska Air ored olulu flights doc
DEVICES	iCloud	Alaska MVP status 4 96.doc

Doug Lindal •

Dropbox		Q, Search
Name 🔺	Kind	Modified
1Password	folder	-
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1Password.agilekeychain	folder	-
2014 Budget.xls	document	1/13/2014 6:09 PM
.ws.agile.1Password.settings	file	6/24/2013 4:44 PM
Apps .	folder	-
Books	folder	-
Doug's Excel	folder	-
Doug's Finances 2014-03-05.quickenbackup	folder	-

#### App Store > Productivity > Dropbox

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-		

This app is designed for both iPhone and iPad

**Offers In-App Purchases** 

★★★☆☆ (135)

Rating: 4+



# Search for Dropbox in the App Store on your iPad or iPhone to install on your mobile devices.

FAVORITES	Shared Folder			
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Macintosh HD	1Passwokeychain	EvernoteEssentials	•	
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RMUG	LCH PDFs	ElessonsMac	Services	
Manuals	Little Sner Images	<ul> <li>Lion Seminar.d</li> <li>MacMost Comi</li> </ul>	oc o	

To share a file in your Dropbox Folder, click on it in Finder and select: Share Dropbox Link or Share This Folder

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≡ ▼ From:	Douglas Lindal <douglindal@gmail.com></douglindal@gmail.com>	\$		

#### Marilyn:

Here is a copy of the file I prepared on Dropbox and showed the RMUG gang today:

#### https://www.dropbox.com/sh/3lrgvab2910capx/gh4-\_qQnFT

Doug

This creates a sharable link you can paste into an email to send someone. This takes them to <u>www.dropbox.com</u> so they can open a copy of your Dropbox file.



You can also go to straight to <u>Dropbox.com</u>, sign in to open your Folders and create a link by clicking on the paperclip next to each file.

#### Invite your friends to Dropbox!

For every friend who joins and installs Dropbox on their computer, we'll give you 1 GB and your friend 500 MB of bonus space (up to a limit of 32 GB)! If you need even more space, upgrade your account



	Invite your email contacts	
	or enter email addresses here:	
d names o	r emails	

# I'll send each of you an invite to join DropBox.

# By responding to my email invitation, you will get an additional 500Mb of storage <u>free</u> and our RMUG group will get an additional 1 Gb, which we need for our rapidly growing file storage on our RMUG website.

### **Invite your friends to Dropbox!**

For every friend who joins and installs Dropbox on their computer, we'll give you 1 GB and your friend 500 MB of bonus space (up to a limit of 32 GB)! If you need even more space, upgrade your account





Free

It just works

Starting at 2 GB

Up to 18 GB (500 MB per referral)

Get Dropbox now!



### Pro

Bring all your stuff anywhere

Plans at 100, 200, or 500 GB Starting at \$9.99/month

Upgrade

The first two GB of file storage is free. (You'll also get another 500 Mb from my invite) Subscription plans start at \$10 a month



# **Downloading Dropbox...**

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



1. Run the Dropbox installer

From your browser's Downloads window, double click the .dmg file that just downloaded.



2. Double-click the Dropbox icon

Double-click the Dropbox icon to get all set up.



3. You're good to go!

The Dropbox icon appears in your menu bar.

# Once you get my email invitation, click on: <u>https://db.tt/5D52nuzu</u> which takes to the download site for DropBox.

To further assist you with setting up and using Dropbox, I have uploaded a 54 page tutorial to our **RMUG** website that you can download. You can also find it in the Dropbox cloud by clicking this link:

# DROPBOX

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