



How to Upload Files to Dropbox

Below are step-by-step instructions on how to use Dropbox. Dropbox allows you to store and share documents, images, and folders on the cloud. (If you're cloudy about "the cloud" visit Chapter 21, *Put It All Together*, in "*Is This Thing On?*")

Create An Account With Dropbox

- 1) Visit dropbox.com.
- 2) Type your first and last name, email address, and choose a password. (Follow my [guidelines](#) for **Creating a Password** page 258.)
- 3) Click in box to **Agree to Dropbox Terms**.
- 4) Click **Create Account**.

Let's Take a Look Under the Hood

You can move (upload) documents, photos, and other files onto Dropbox. And of course, what goes up, must come down—you can also move (download) from Dropbox onto your computer. This is particularly useful when someone wants to share something via Dropbox. Say your nephew took a lot of photos at a family reunion. He can upload them to Dropbox and share them with you and you can then download them to your computer, tablet, or smartphone.

Here are important symbols and their tasks:

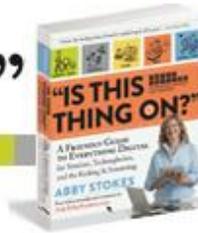
 **Download** allows you to move something from Dropbox onto your computer or device.

 **Move...** Once you've created a folder system you can **Move** items into a folder (or out).

 = **New Folder**. You can create a folder system and even put folders within folders.

 **Rename** Overtime you may want to **Rename** an item or folder.

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Share

When you click the **Share** symbol you'll be prompted to input the email addresses of those you would like to share with. There is also a space for you to write a message. Alternatively you can copy and paste the share link into an email. (For step-by-step instructions to copy and paste refer to pages 242 & 277 in *“Is This Thing On?”*).



= **Trash**. It's a good idea to review what you've stored on Dropbox and periodically delete what is out of date or no longer needed.



= **Upload**. This allows you to move documents, photos, videos, and folders from your computer into your Dropbox account.

To Upload to DropBox

- 1) Click on **Upload** 
- 2) Click **Choose Files**
- 3) Find the item (document, photo, or video) that you want. Click on it.
- 4) Click on **Open**
- 5) Click on **Done**

To Share from DropBox

- 1) Click on the item you want to share in DropBox
 - 2) Click on **Share** to the right of the item
 - 3) You can either
 - a. Fill in the form that opens with the email address of your recipient
 - b. Type a message
 - c. Click on **Send**
- OR
- a. **Copy and paste** the link into an email (see pages 242 & 277 in *“Is This Thing On?”*)

Once your Dropbox account is set up you can add it to your smartphone or tablet. Yup—file-sharing services like Dropbox are cloud-based storage systems accessible from any device with Internet access. There is an app for Dropbox available for your tablet or smartphone. (Revisit page 156 for the steps to add an app to your tablet. The same instructions hold true for smartphones.)

If you have any questions, please email me at abby@AskAbbyStokes.com. I'd love to hear from you!