

HOW TO USE DROPBOX TO VIRTUALLY COMMUNICATE WITH GCPHOTOGRAPHERS

Table of Contents

What is Dropbox?	1
Be Anywhere.....	1
Simple Sharing.....	2
Always Safe	2
Surprise Yourself	2
How to Use DropBox?	3
For your PC or Mac.....	3
From Online	8
From Mobile App	10

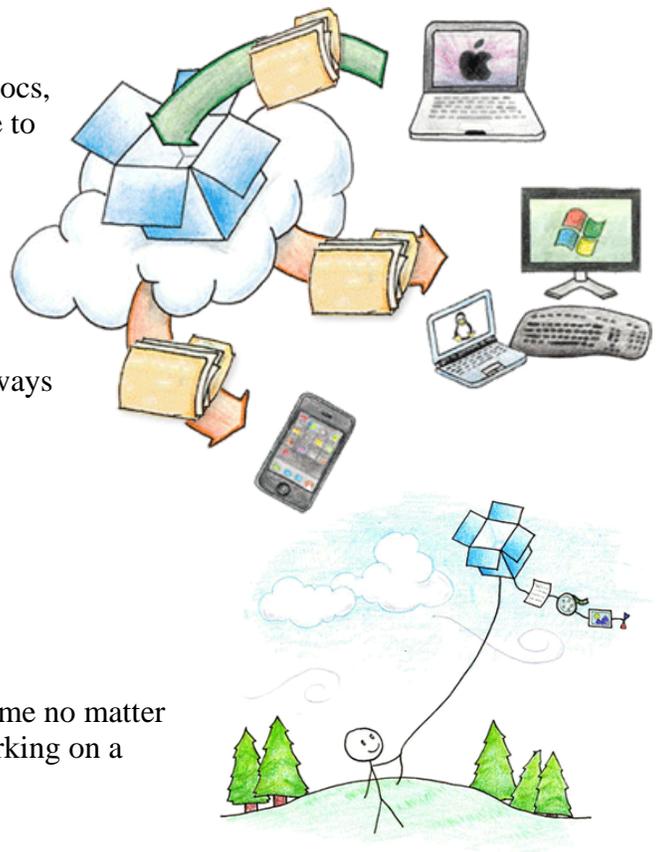
Before we get into that, I will educate you on DropBox.

What is Dropbox?

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

Dropbox is a free service that lets you bring all your photos, docs, videos, and more 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.



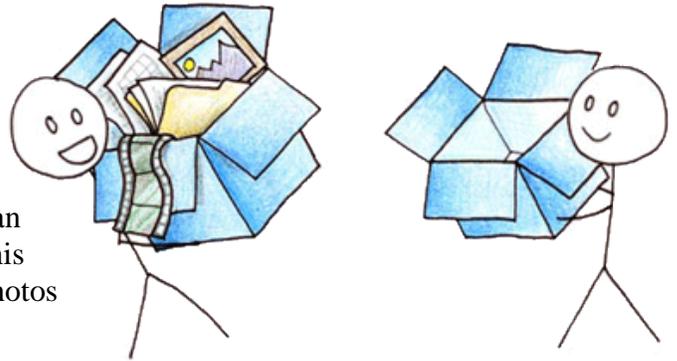
Be Anywhere

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!



Surprise Yourself

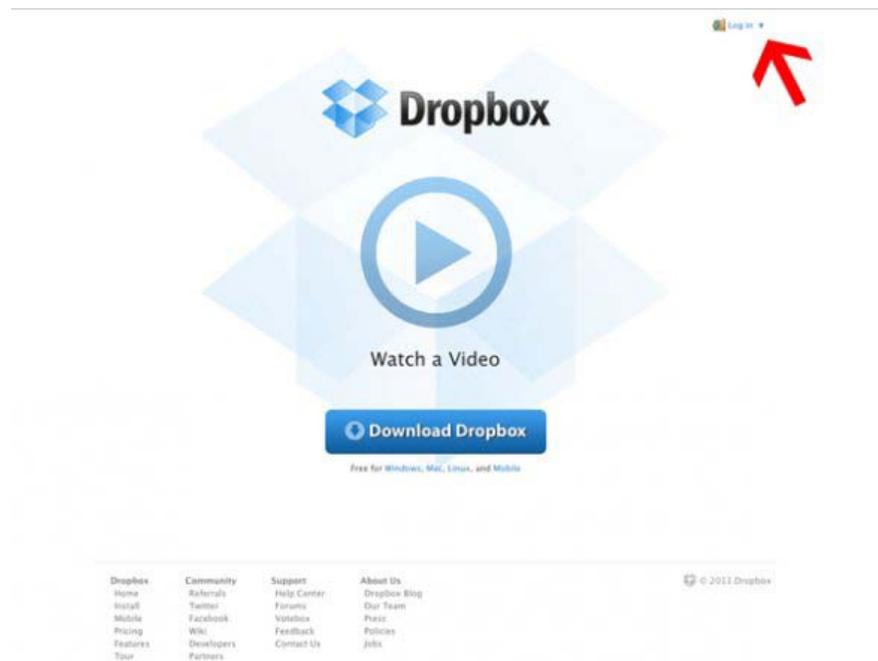
People around the world rely on Dropbox to help them design buildings, compose music, run businesses, write books and even coordinate disaster relief. Whether you're an entrepreneur or a teacher, a photographer or an astronomer, an artist or an activist, Dropbox simplifies your life.



How to Use DropBox?

For your PC or Mac

Here's the Dropbox home page. To register, click the tiny arrow next to Log In at the top.



Click "Create an account" to go to the registration screen.



Here's the registration screen. Enter your name, email address, and password you'd like to use. Click "Create Account" when you're done.

A screenshot of the "Create a Dropbox Account" registration form. At the top, there are two tabs: "Log in" and "Create an Account". The form title is "Create a Dropbox Account". It contains four input fields: "First name", "Last name", "Email", and "Password". Below the "Password" field is a checked "Remember me" checkbox. A blue "Create account" button is positioned below the checkbox. At the bottom of the form, there is a link: "New to Dropbox? Check out our tour."

Dropbox will automatically begin downloading to your computer. Save the .dmg file (Mac) or .exe file (PC) to a location you'll remember.



Dropbox

Back

Opening Dropbox 1.0.20.dmg

You have chosen to open
Dropbox 1.0.20.dmg
which is a: Binary File
from: <http://cdn.dropbox.com>
Would you like to save this file?

Cancel Save File

Downloads
Dropbox.dmg
25.9 MB
Clear 1 Download

Applications
Dropbox

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

2. Drag the Dropbox icon
Drag the Dropbox icon into your Applications folder to copy it to your computer.

3. Double-Click the Dropbox icon
Double click the Dropbox icon in your Applications folder to get all set up, and you're good to go!

Open the .dmg or .exe file. For Macs, a window will pop up prompting you to drag Dropbox to the Applications folder. Drag the icon into the folder to install Dropbox.



Dropbox Installer
2 items, Zero KB available

Dropbox
www.dropbox.com

Dropbox Applications
To install, drag this icon ...onto this one!

Applications
Dropbox

Click the Dropbox icon

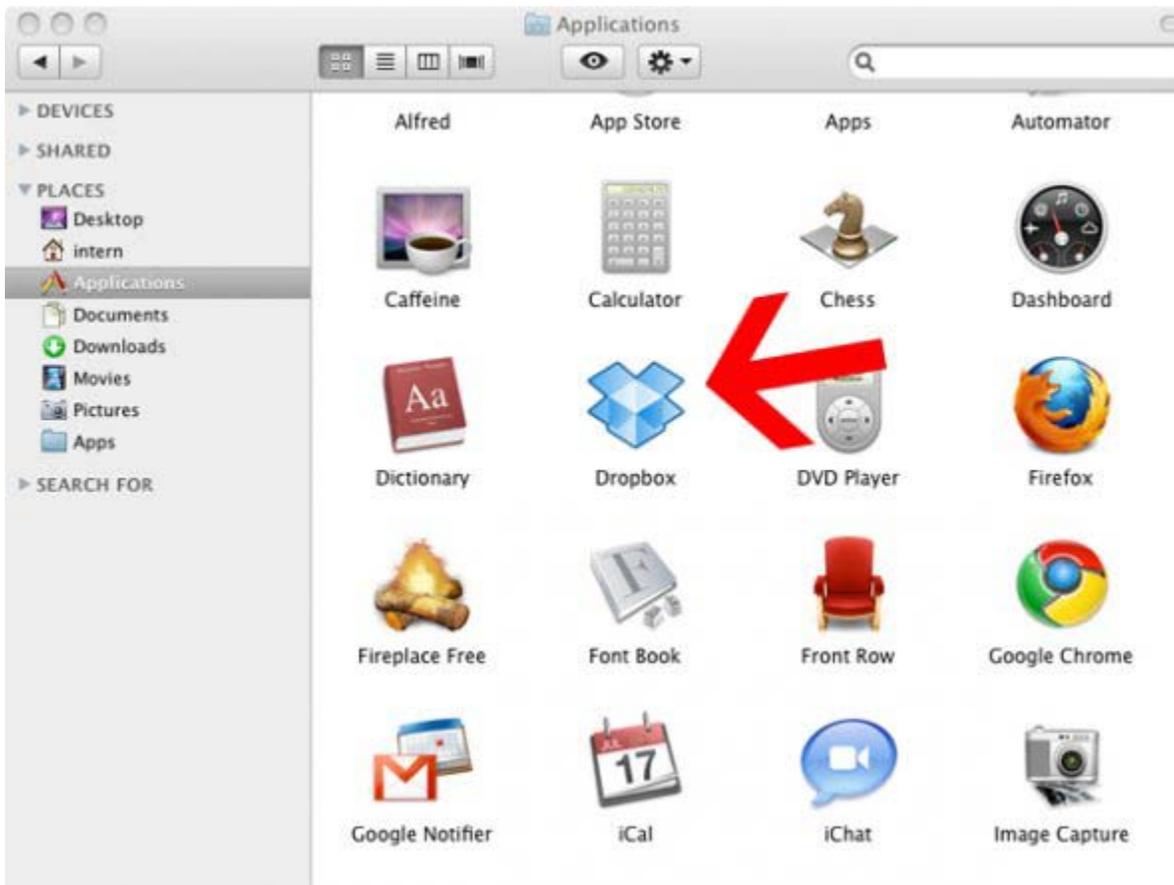
Need any more info? Check out our [tour](#) or [help center](#).

Community Support About Us
Blogs Help Center Dropbox Blog
Twitter Forums Our Team
Facebook Votebox Press

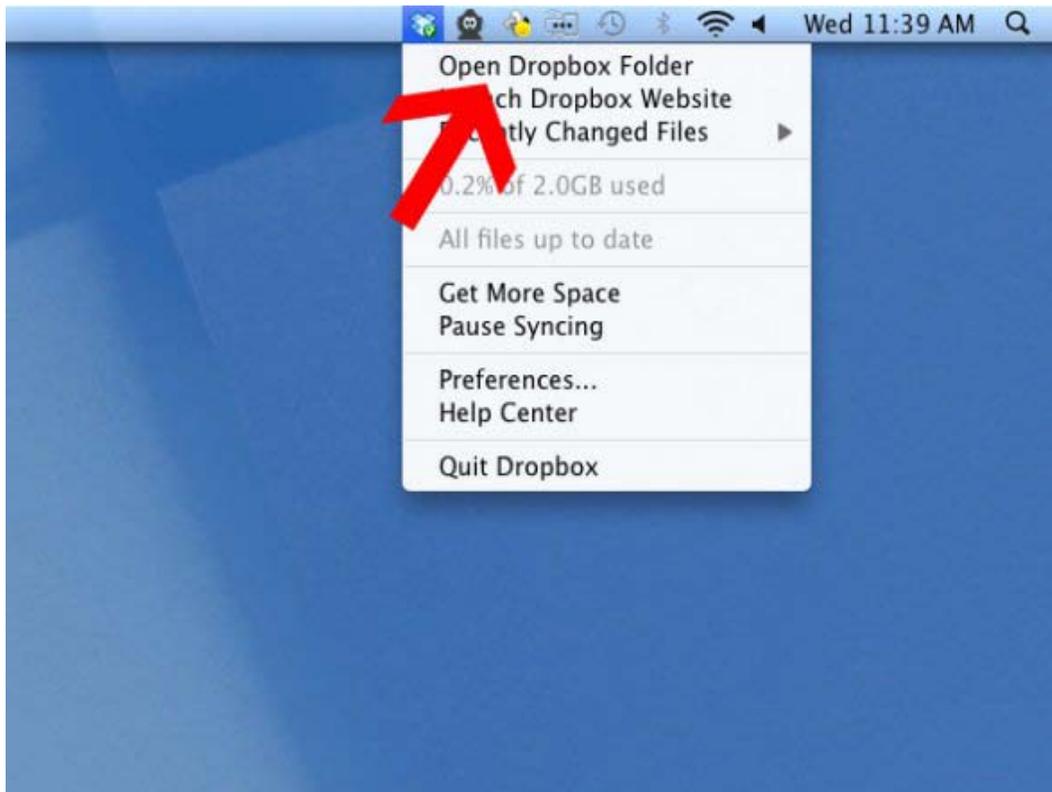
Dropbox

Dropbox

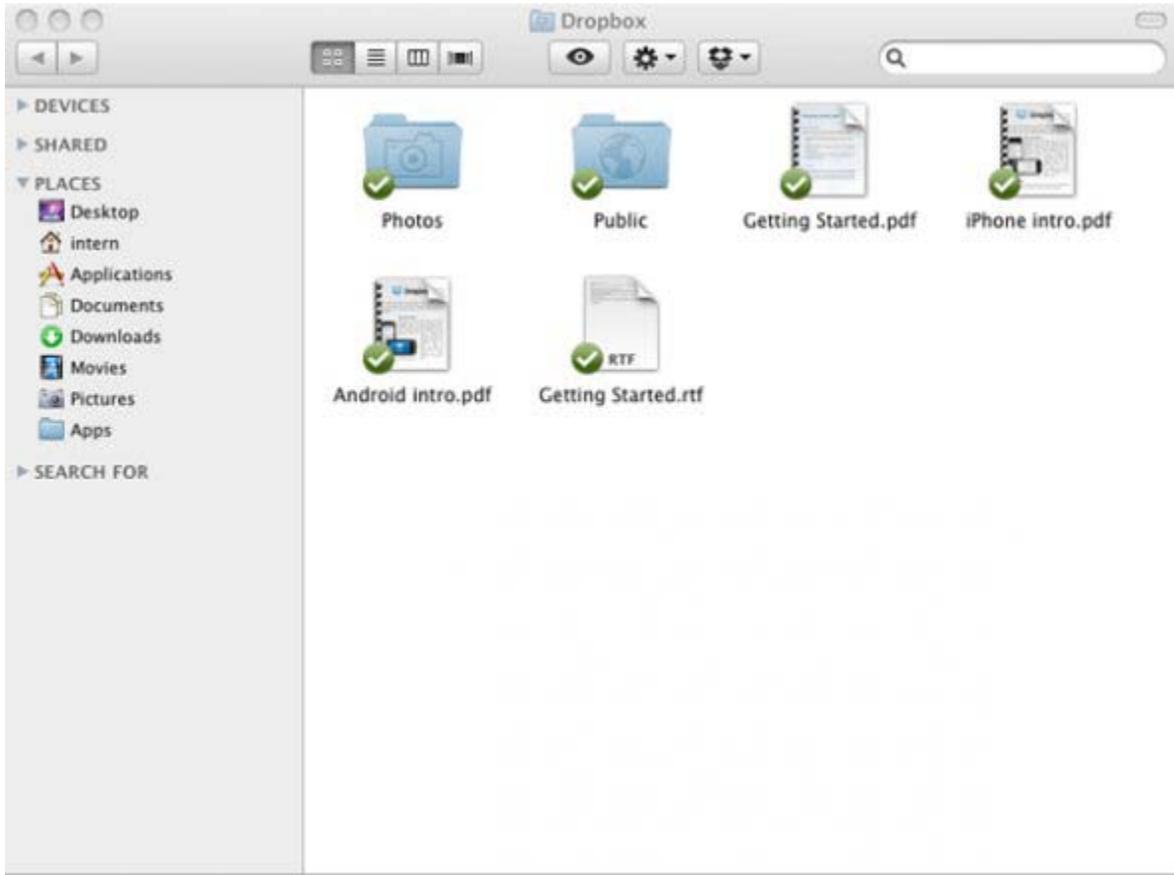
You'll find the Dropbox icon in your Applications folder in the Finder. Double click it to launch the program.



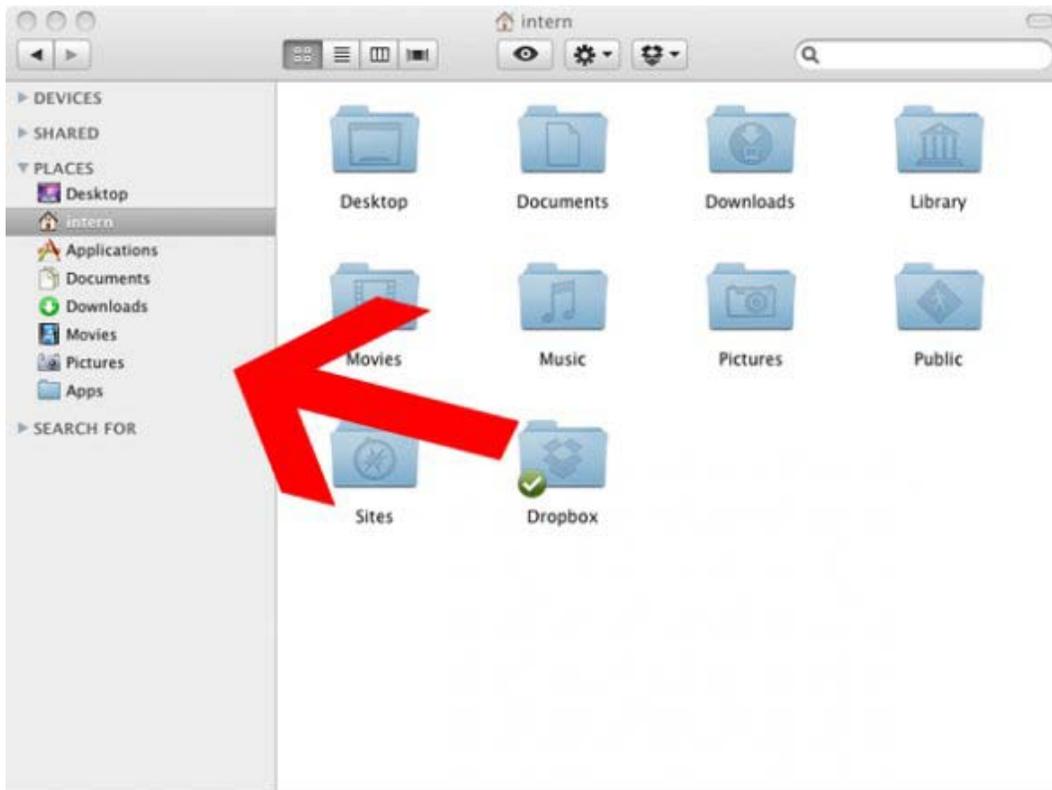
After you type in your password, Dropbox will appear in toolbar at the top of your screen. Click it, then select "Open Dropbox Folder" to see where your files will go.



Here's your Dropbox folder. It syncs between all computers you install Dropbox on and your online account. (Which we'll show you later)



Now click on your home folder under "Places" in the Finder. This is where your Dropbox lives. We suggest dragging it under "Places" for quick and easy access from the Finder.

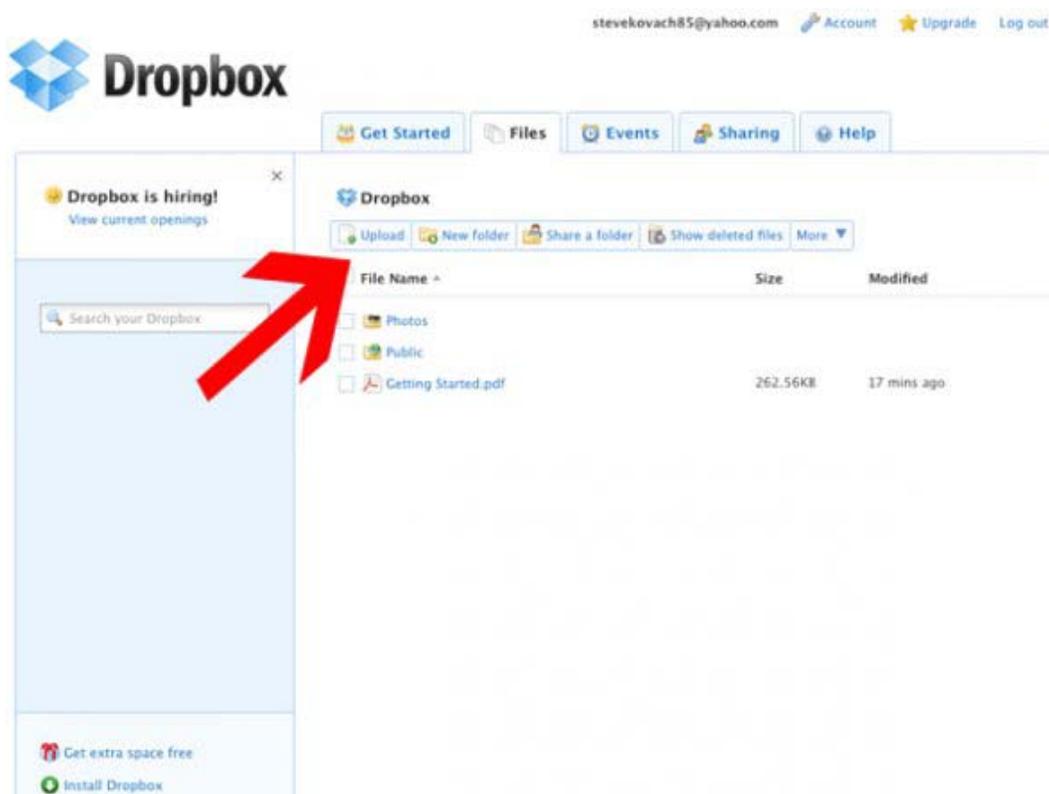


From Online

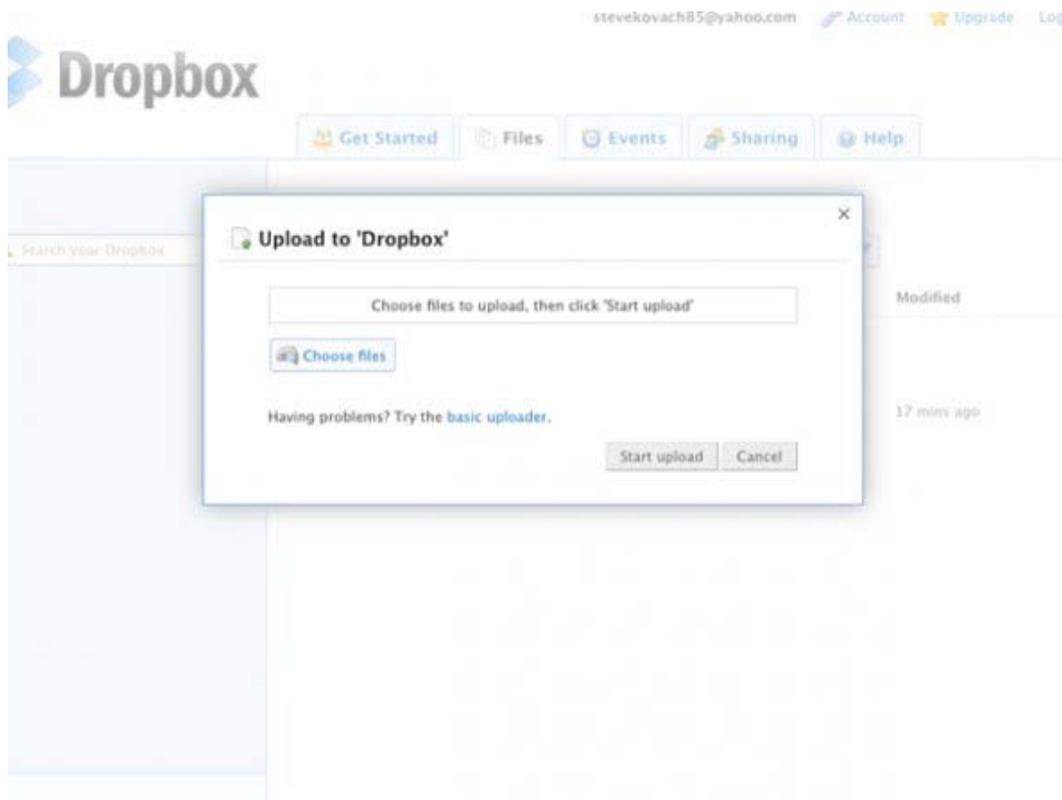
Now let's check out the Dropbox web app. Go back to Dropbox.com and use the log in you created earlier to sign in.



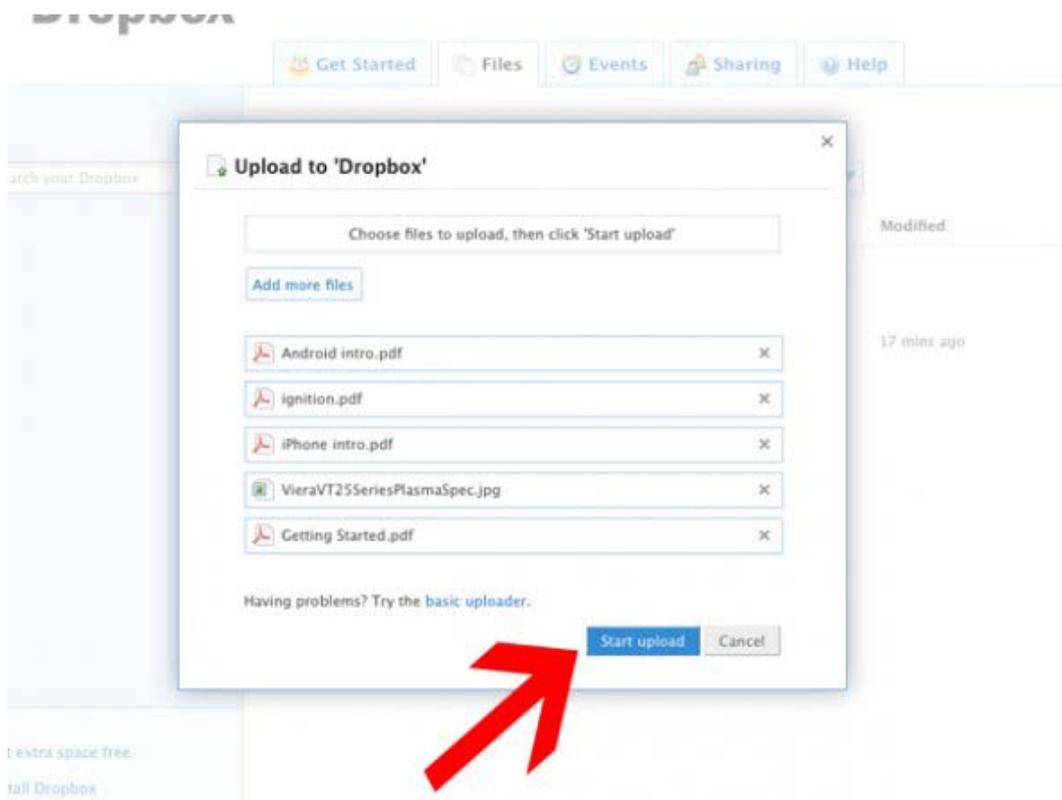
Here's the screen you'll be taken to after logging in. The web app is a great way to use Dropbox if you are on a friend's computer and want to upload a file to your account. Let's try that now. Click "Upload" to get started.



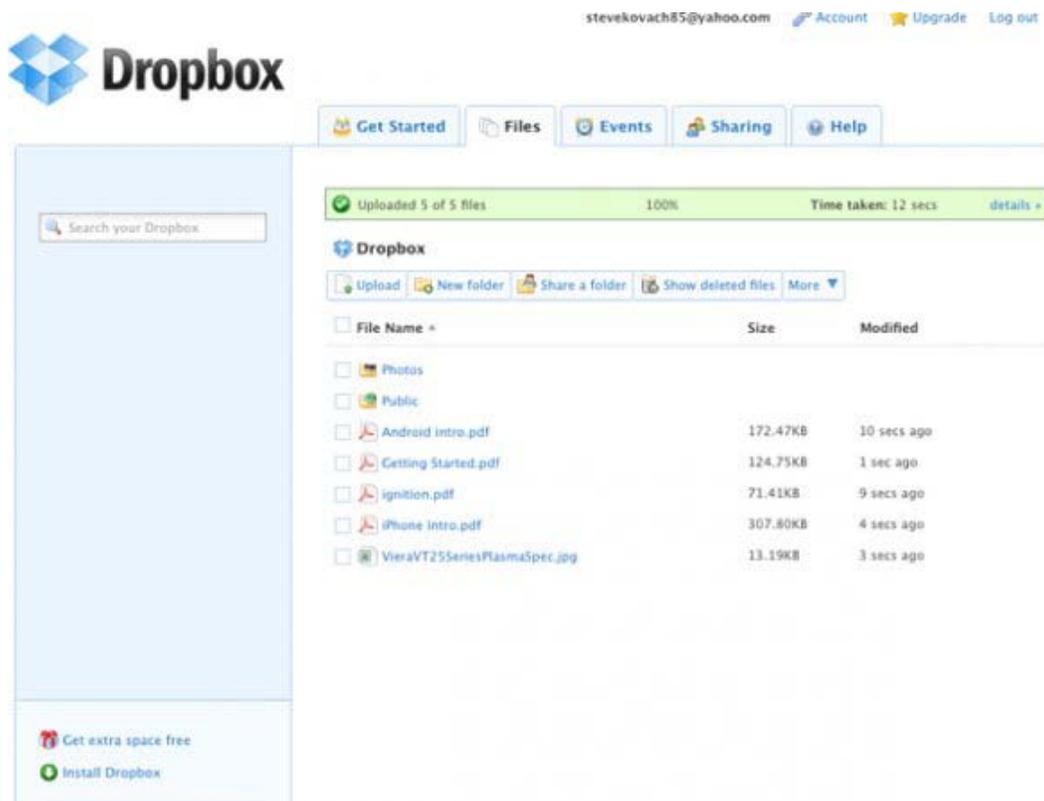
Here's the upload tool. Click "Choose files" and select the ones you want to upload from your desktop. You can select multiple files if you want.



Once you have selected your files, click "Start upload" to begin the upload.



Once the files have uploaded, they will appear in the main menu. If you go back to the Dropbox folder on your desktop, they will be there too. That's very useful for transferring files between multiple computers.



The screenshot shows the Dropbox web interface. At the top right, the user's email 'stevekovach85@yahoo.com' is displayed along with links for 'Account', 'Upgrade', and 'Log out'. The main navigation bar includes 'Get Started', 'Files', 'Events', 'Sharing', and 'Help'. A green notification bar at the top of the main content area states 'Uploaded 5 of 5 files' with a progress indicator at 100% and a 'Time taken: 12 secs'.

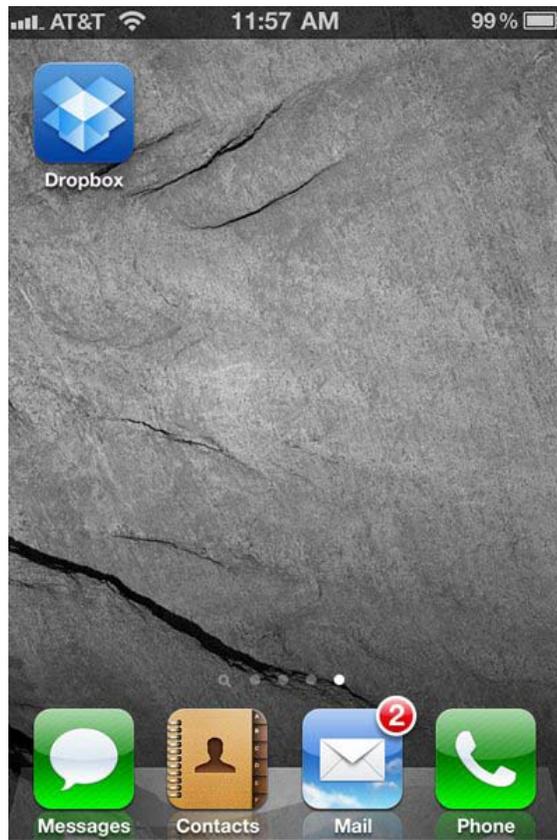
Below the notification, the 'Dropbox' section contains a toolbar with 'Upload', 'New folder', 'Share a folder', 'Show deleted files', and 'More'. A table lists the uploaded files:

<input type="checkbox"/>	File Name	Size	Modified
<input type="checkbox"/>	Photos		
<input type="checkbox"/>	Public		
<input type="checkbox"/>	Android intro.pdf	172.47KB	10 secs ago
<input type="checkbox"/>	Getting Started.pdf	124.75KB	1 sec ago
<input type="checkbox"/>	ignition.pdf	71.41KB	9 secs ago
<input type="checkbox"/>	iPhone Intro.pdf	307.80KB	4 secs ago
<input type="checkbox"/>	VieraVT25SeriesPlasmaSpec.jpg	13.19KB	3 secs ago

At the bottom left of the interface, there are two buttons: 'Get extra space free' and 'Install Dropbox'.

From Mobile App

Now let's check out Dropbox's iPhone app. Download it from the link provided below. After the download, tap the icon to launch the app.



Here's the welcome screen. Since you've already created an account, tap "I'm already a Dropbox user" to sign in.



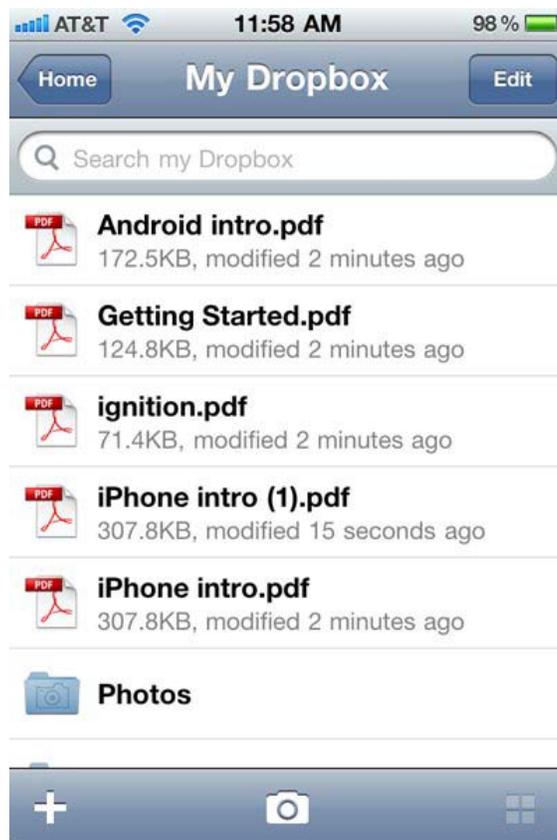
Log in with the email and password you registered with earlier and tap "Log In to Dropbox"



After you log in, you'll see this welcome screen. Read it if you want, then tap "My Dropbox" at the top to view your files.



This is the My Dropbox menu where you can view all your files and folders. Tap on a file to view it.



THAT'S IT!!!