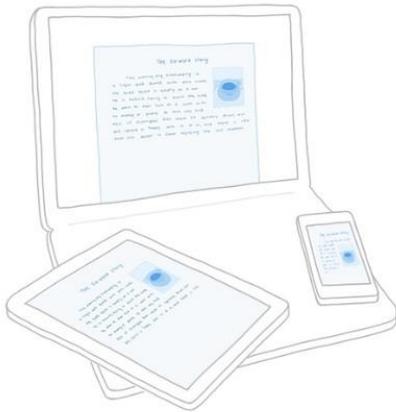


Very Basic dropbox.com tutorial

Step 1: Register at www.dropbox.com:

Dropbox for your team



Your stuff, anywhere

Sign up

or Sign in

Step 2: Fill out the info to register. Please use the same email address you use for Region 15 correspondence:

Dropbox for your team



Your stuff, anywhere

First name

Last name

Email

Password

I agree to Dropbox Terms

Sign up

or Sign in

Step 3: Select the free basic plan:



Welcome to Dropbox!

Choose your Dropbox plan or [continue to download](#) →

The screenshot shows three plan options:

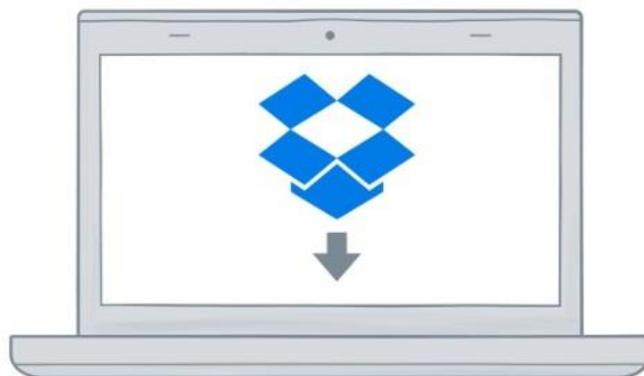
- Basic**: Free, 2 GB+ storage. Description: "Store your stuff in Dropbox and securely access your files from anywhere." Button: "Continue".
- Pro**: From \$9.99 a month, 100 GB+ storage. Description: "Great for personal projects, with enough space for all your docs, files, and over 20,000 photos." Button: "Upgrade to Pro".
- Business**: \$15 a month per user, 5+ users. Description: "Get as much space as you need, with powerful admin features and unlimited version history." Button: "Learn more".

Step 4: Download and install Dropbox onto your computer. It is also available on tablets and smartphones, both Apple iOS and Android platforms:



We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



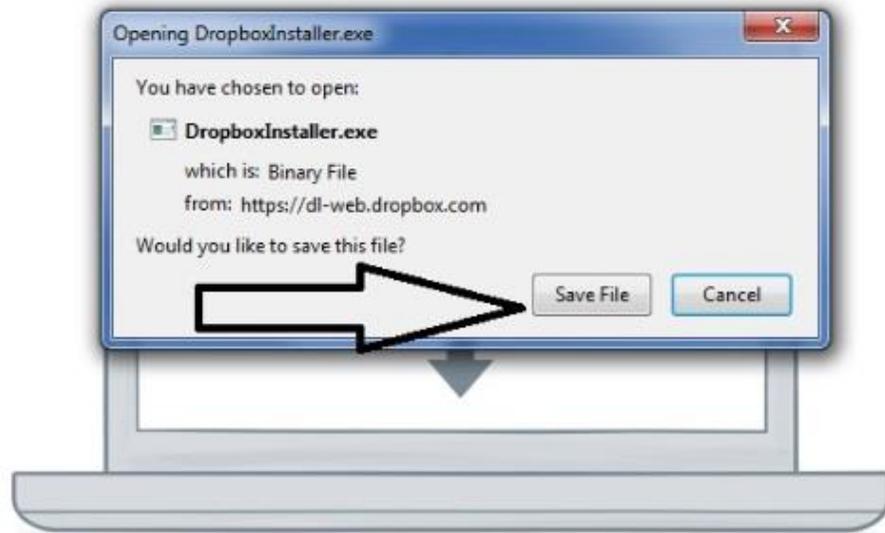
When your download is complete, run the Dropbox installer

Step 5: You will see this installer screen when Dropbox is finished downloading. Click "Save File":



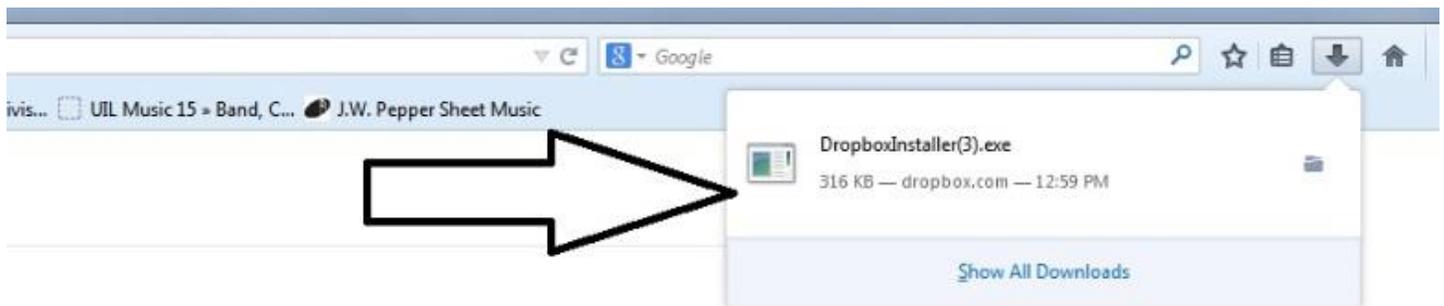
We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



When your download is complete, run the Dropbox installer

Step 6: Depending on your operating system, you may see a screen indicating the Dropbox installer has been installed. This screen is from a PC running Windows 7:



Adding Dropbox

atically start within seconds.
re download.

Step 7: Select “Run” to install the program on your computer:

We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



When your download is complete, run the Dropbox installer

Step 8a: Dropbox will download:

We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).

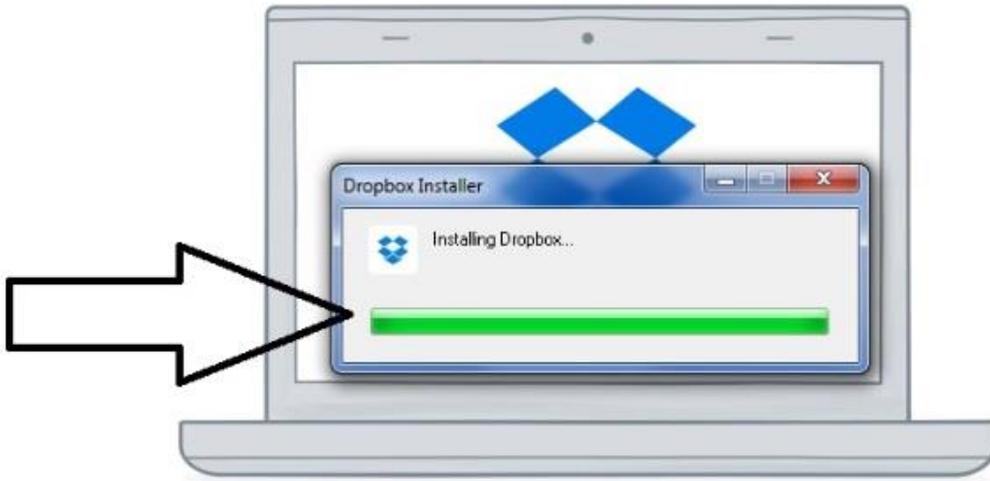


When your download is complete, run the Dropbox installer

Step 8b: Dropbox will install:

We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



When your download is complete, run the Dropbox Installer

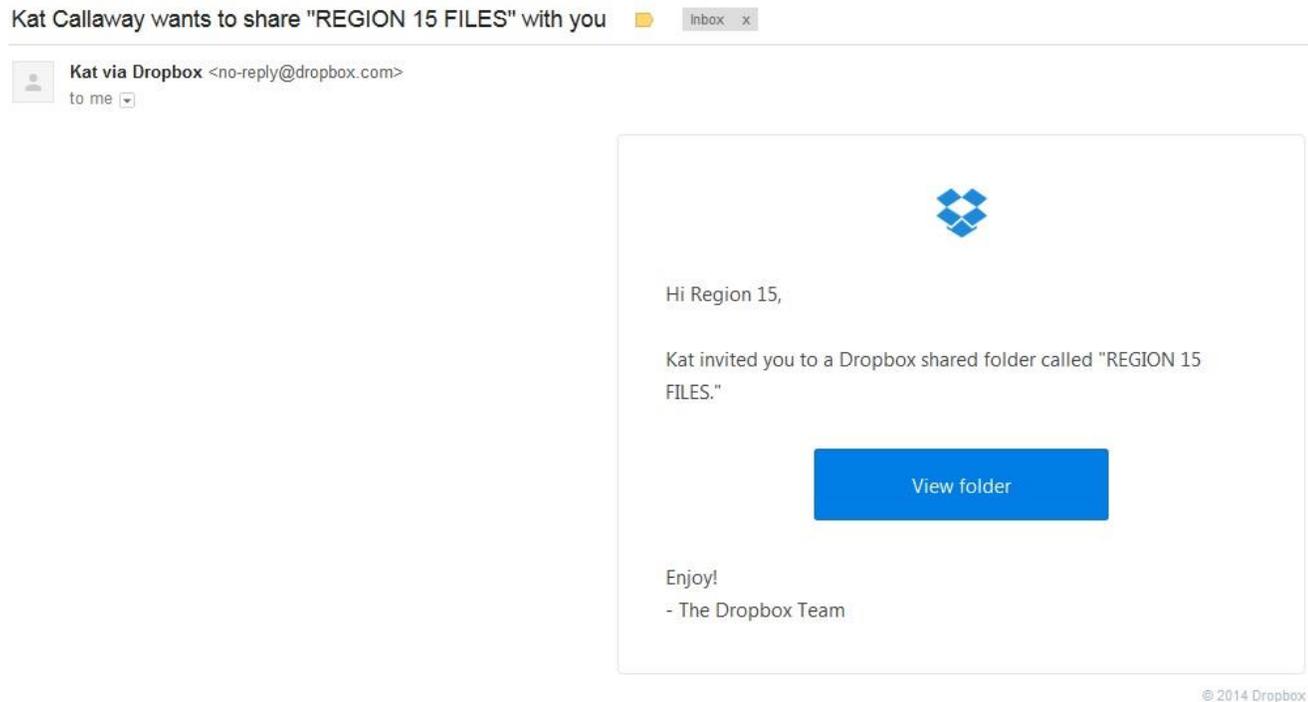
Step 9: Your start screen. From here you can explore to learn more about the program:

A screenshot of the Dropbox start screen. On the left, there is a vertical menu with icons and labels: Files, Photos, Sharing (with a '1' badge), Links, Events, and Get Started (with a '5' badge). A large black arrow points from the left towards the 'Get Started' option. On the right, the heading "Get started" is followed by a light blue box containing the text: "You're 5 steps away from a 250 MB bonus" and "The seven quests below will teach you how to get the most out of your Dropbox. Finish at least five of them and we'll give you a reward!". Below this box is a list of seven tasks, each with an unselected radio button:

- Take the Dropbox tour
- Install Dropbox on your computer
- Put files in your Dropbox folder
- Install Dropbox on other computers you use
- Share a folder with friends or colleagues
- Invite some friends to join Dropbox
- Install Dropbox on your mobile device

IMPORTANT!!!

Step 10: Once you have set up your Dropbox account, you must send an e-mail to region15choir@gmail.com to let me know you're ready to accept a shared file. Once I receive your e-mail, I will send you an invitation which will look something like this:

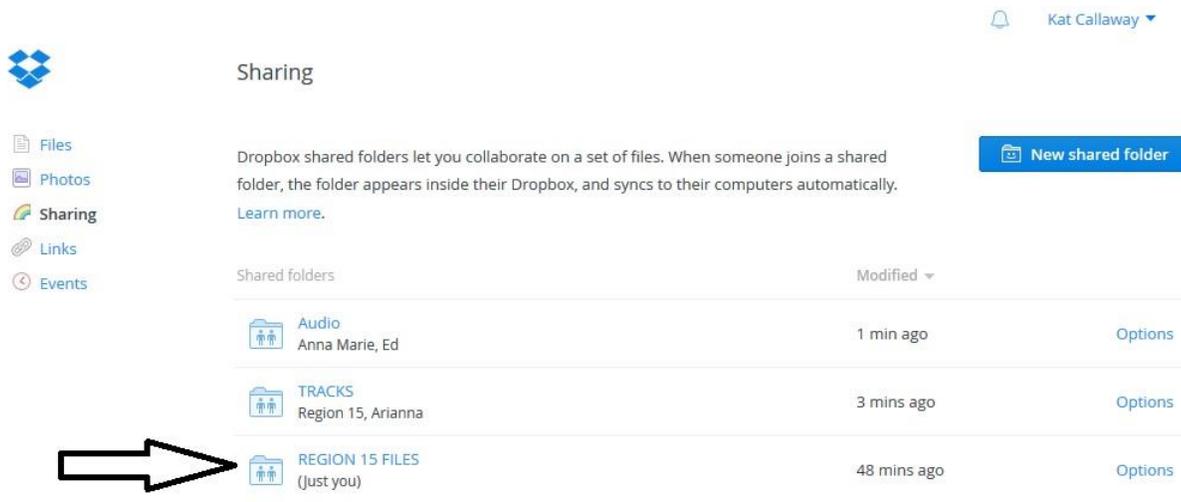


The name of our shared file is "REGION 15 FILES". Once you accept the invitation, you will be able to access any files which are placed in this folder.

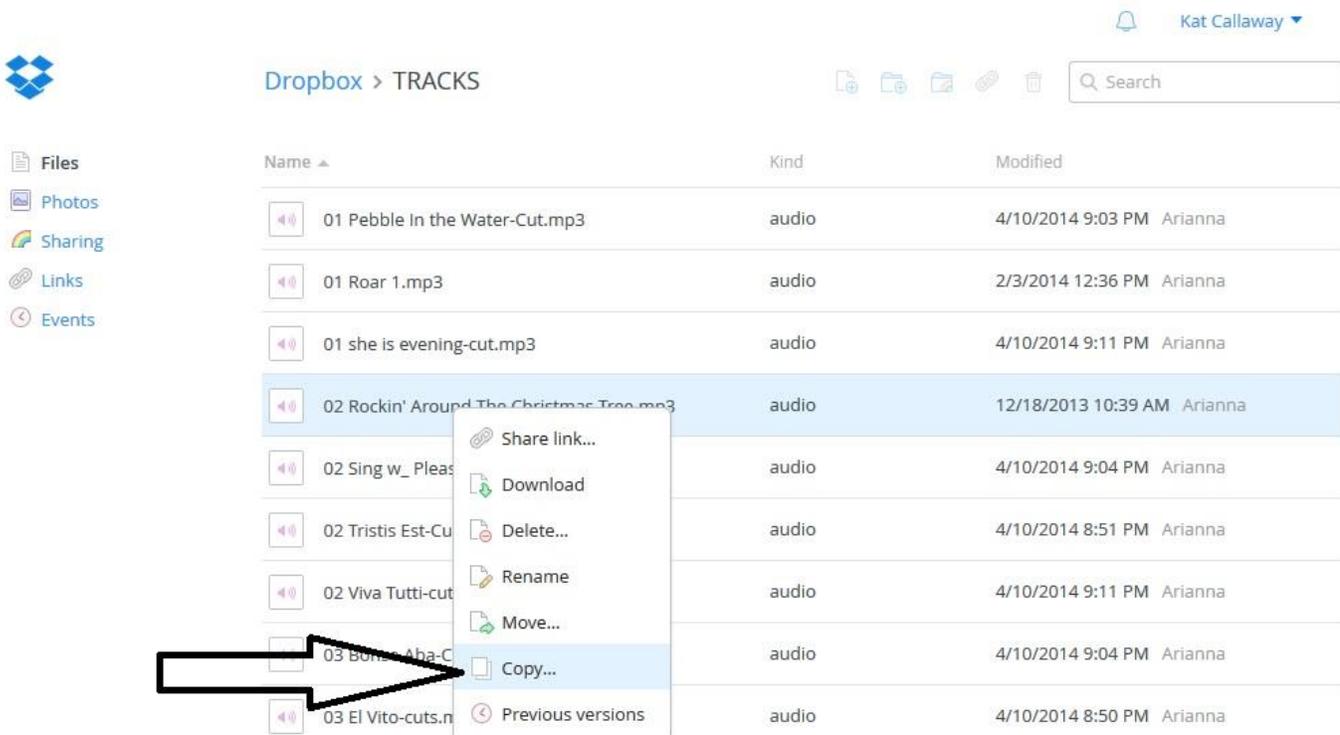


DO NOT remove any files from Dropbox by dragging them out of the folder and onto your desktop!! Doing this will remove the file from the shared folder and no one will have access to it. Use the following steps to prevent this from happening:

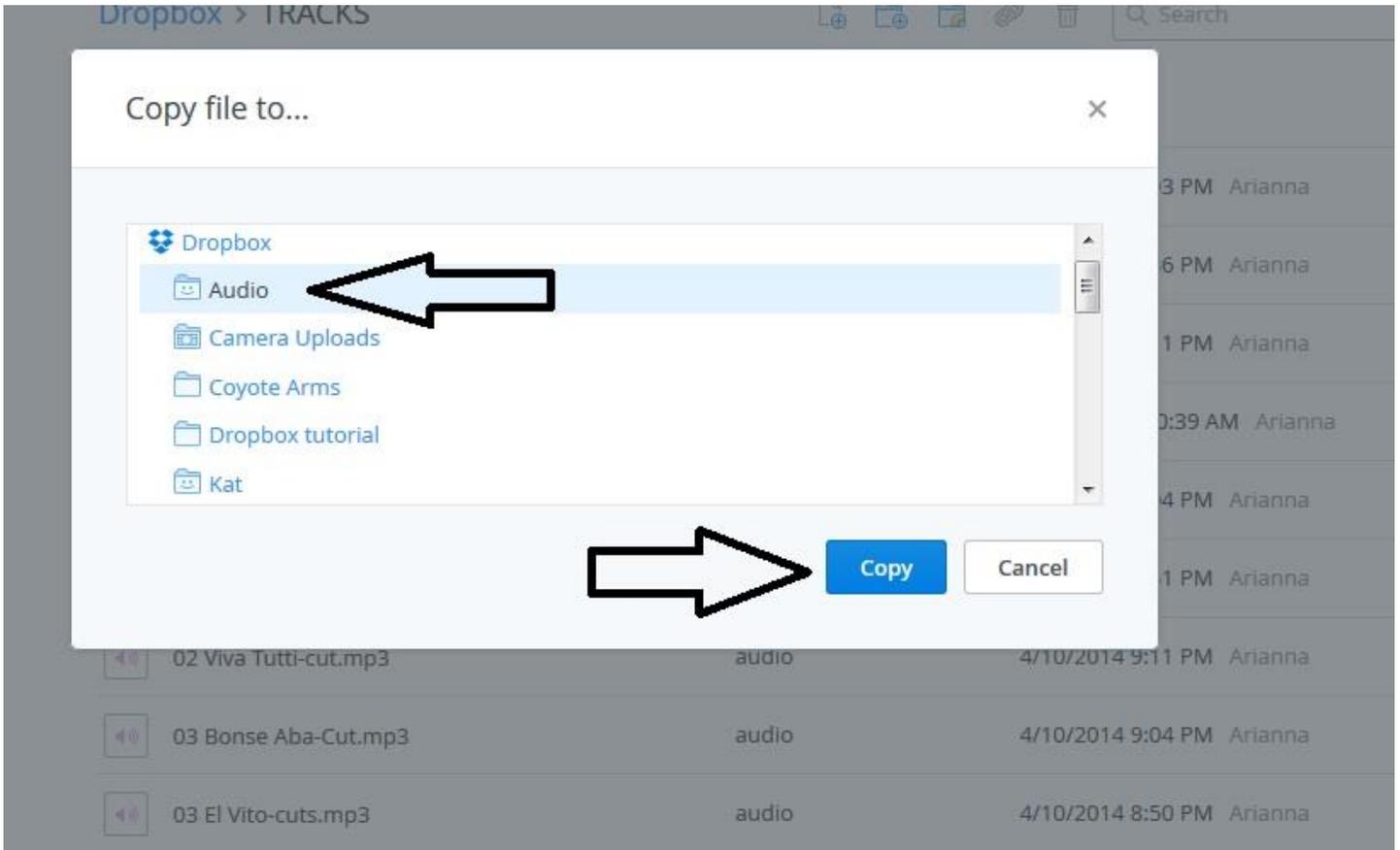
1. Go to your ***online*** Dropbox account
2. Access the “REGION 15 FILES” shared folder:



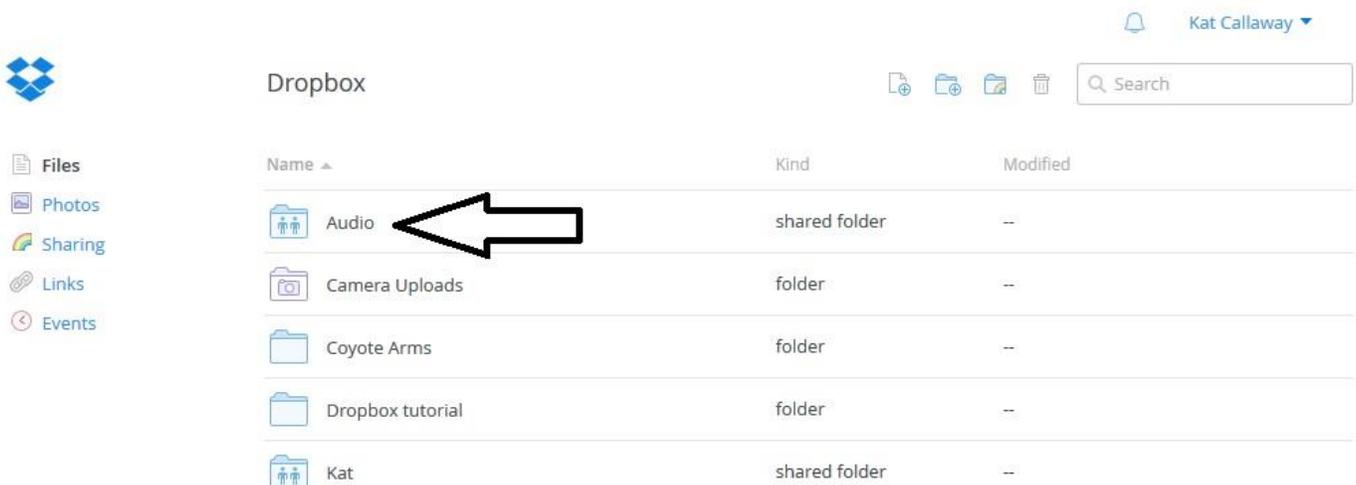
3. Audio files I have added to the shared folder will appear (in our case, the files will be the district treble files). Right-click on the audio file you want - in this case I have chosen “Rockin’ Around the Christmas Tree” - and select “Copy” (these are examples Arianna and I used as a test last year but you get the picture):



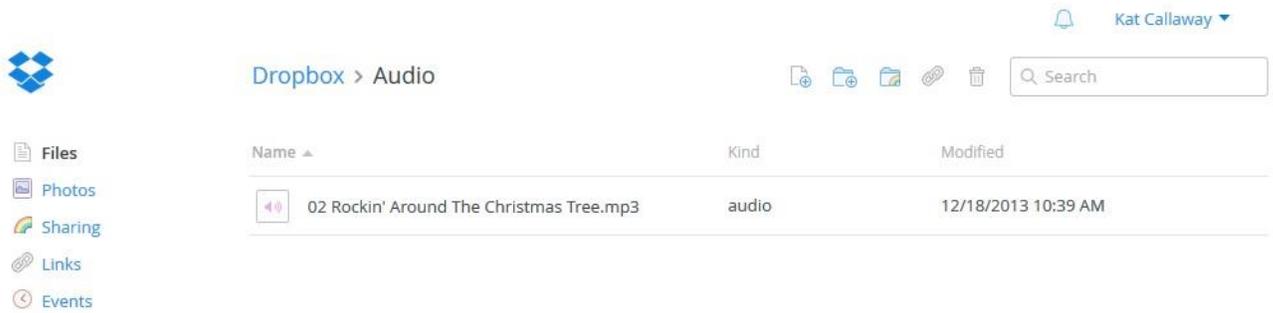
4. The “Copy file to” screen will appear. Here I have selected “Audio” as the folder in which I want the audio file to go, but you can create your own file with its own name. Once you have selected the file where you want the audio tracks to go, click “Copy”.



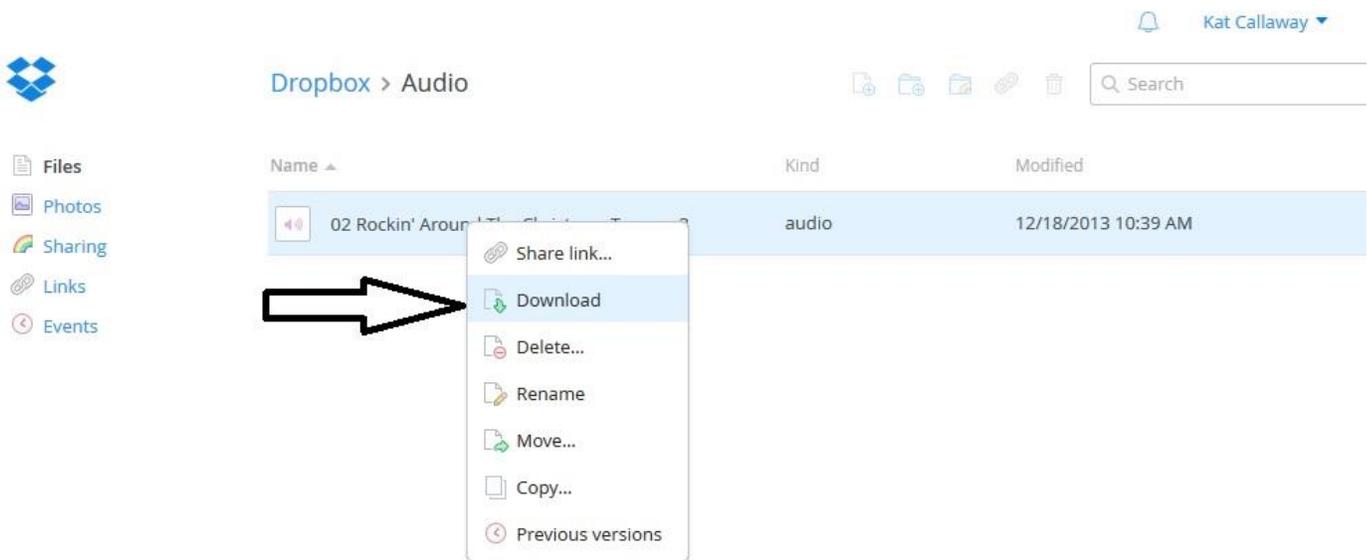
5. After you click “Copy”, go to the folder where you sent the audio file:



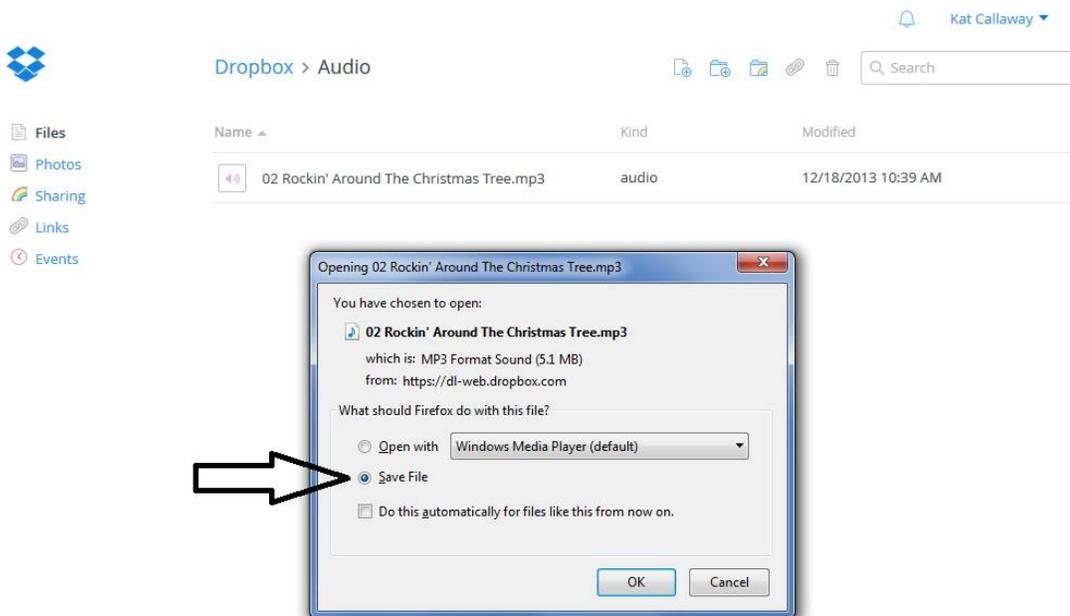
6. When you open your folder, the audio track(s) will be there:



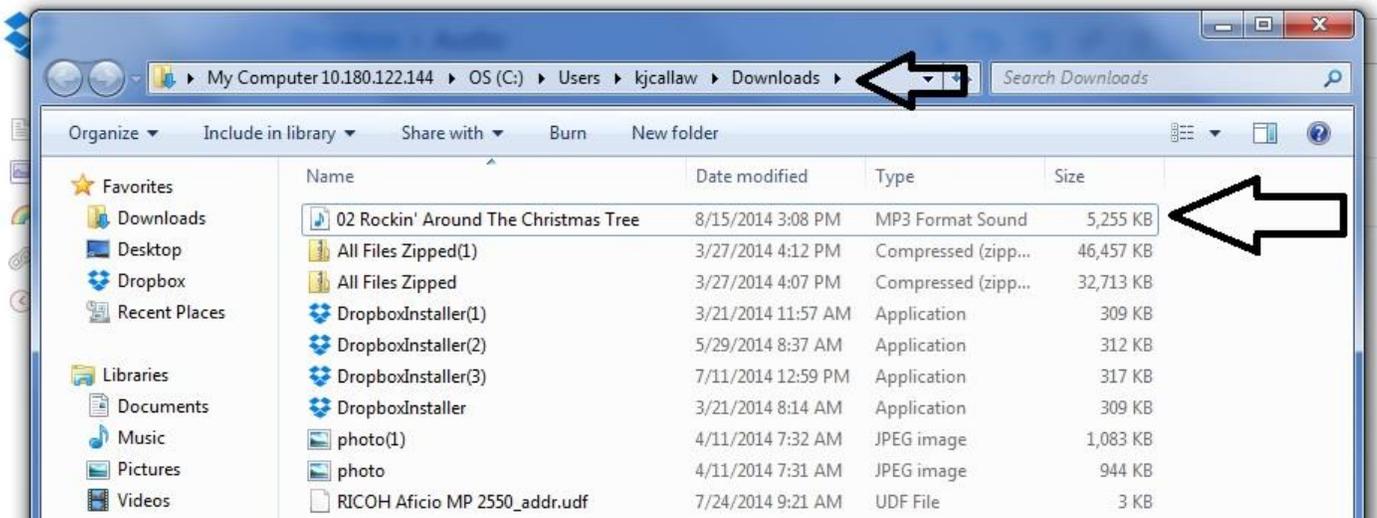
7. From here, you will need to download the file(s) onto your desktop. Click “Download”:



8. Select “Save File”:



9. Once you click “Save File”, the file will go wherever you have selected downloaded files to go. For example, my computer is set up to send downloaded files to my “Downloads” folder:



Yours may be different. Regardless, once you have saved the file you can do whatever you want with it in order to make practice CDs for your students.

This looks like a lot of steps, but it will get easier the more you do it. This seems to be the best (and cheapest) way to get audio files to everyone who needs them rather than spending hours trying to send mp3 files. This is only an experiment! Please try it, and if it doesn't work out as we planned we'll try something else.

REMEMBER....

Do **NOT** drag and drop the files from the shared folder onto your desktop, because that will **REMOVE** the file and no one will have access to it! Download **ONLY!!**