

# Tech Tuesday



# Dropbox



❑ Dropbox is a big name in cloud storage, having become one of the most frequently used file sharing platforms in the world. With improvements in the amount of actual storage space you can get at an affordable rate, it is now among the best services for facilitating long-term online storage/sharing. Dropbox Basic provides 2GB of storage space free of charge. Dropbox Pro, which is the first tier of service above Dropbox Basic, provides 1000GB of online space.

❑ The browser-based dashboard is intuitive and easy to use, especially if you're already familiar with the way Dropbox works. Your data are instantly available across all of your synced devices, including smartphones and tablets. Changes to your data made from one device are immediately synced with all other devices.

❑ Deleting a file from your Dropbox account leaves you with a grace period of 30 days to recover it before it is gone for good. You can also pull up past versions of documents, but this is also limited to the last 30 days of changes.

❑ The mobile app is available on Android, iOS, Windows Phone, Blackberry and Kindle Fire devices. Sharing is fully enabled across all platforms, and the app makes it a simple task to allow others access to your cloud-stored files. There is a Desktop app for the PC, Mac and Linux.



## Choose your plan

For individuals

For teams

### Dropbox Basic



Free

- 2 GB of space
- Safe, reliable backup
- Access from anywhere
- Simple file sharing
- 30 day file recovery

### Dropbox Pro



\$9.99 / month

**Dropbox Basic plus:**

- 1 TB (1,000 GB) of space
- Read-only shared folders
- Remote wipe
- Password protected shared links

### Dropbox for Business



\$15 / user / month

**Dropbox Pro plus:**

- As much space as your team needs
- Powerful admin controls
- Unlimited file recovery
- Priority customer support



The Dropbox “Basic” version is a great way to become familiar with the fundamentals of using the service...not to mention, it’s free. Today, we’ll work with Dropbox...

- ☐ From the Windows 10 environment using a laptop computer
- ☐ From mobile devices, both Apple and Android, and
- ☐ From a web browser.

We’ll also...

- ☐ Work with files and folders
- ☐ Learn what “syncing” is all about
- ☐ Recover deleted files
- ☐ Restore a previous version of a file
- ☐ Link to a Dropbox file
- ☐ Link to a Dropbox folder and its contents and
- ☐ Share a Dropbox folder and its contents.

Before we start getting down in the weeds, let’s look at a few static shots of Dropbox from 4 different operating environments: web browser, Windows PC, Apple iPad, and Android Tablet...we’ll see some of these in action later.





Log in

or [create an account](#)

Email

Password

☒ Remember me

Log in

[Forgot your password?](#)





## Dropbox

[Upgrade account](#) **Bennett Adlaf**

- Files**
- [Photos](#)
- [Sharing](#)
- [Links](#)
- [Events](#)
- [Get Started](#) 2

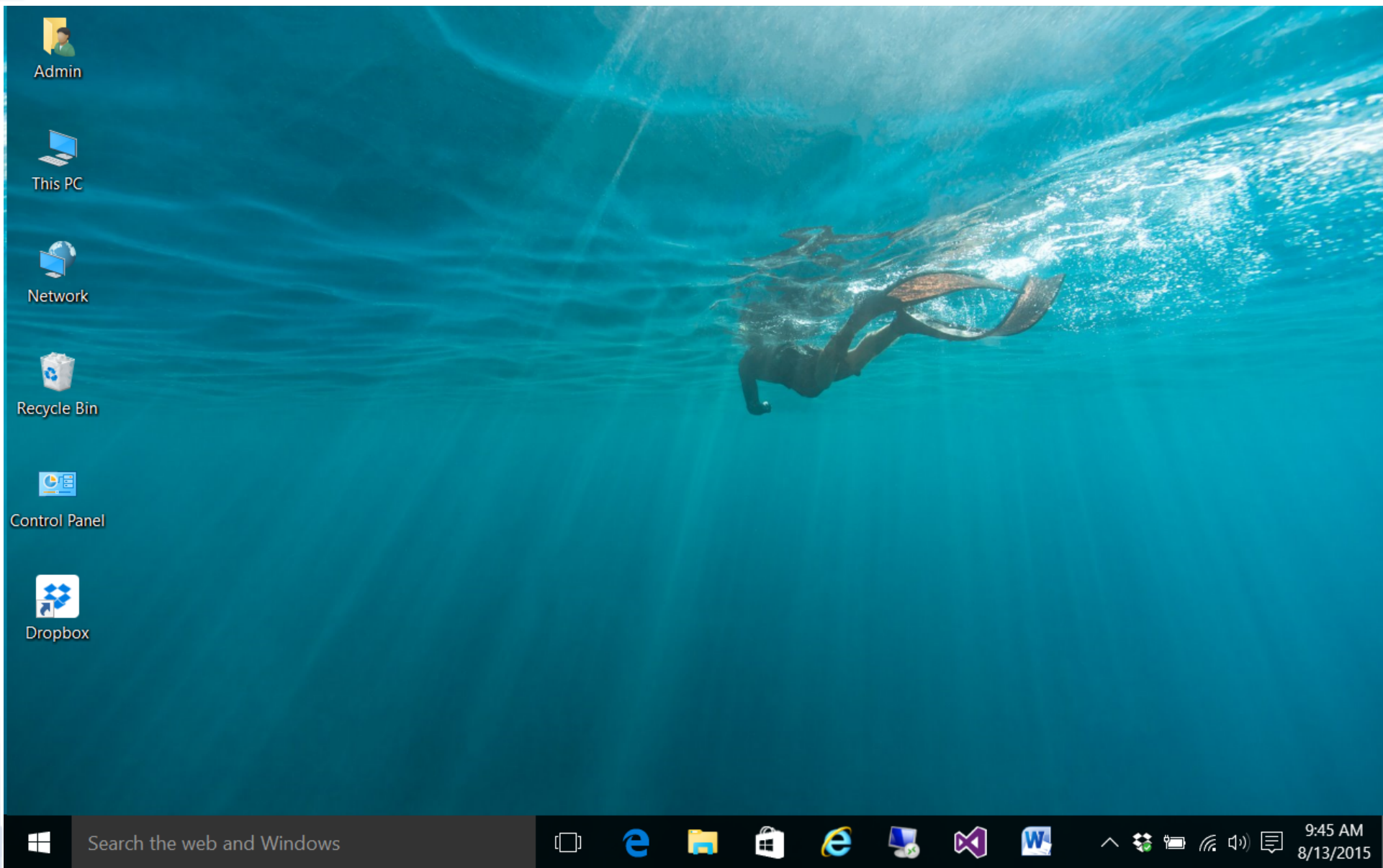
Name ▲	Kind	Modified
Get Started with Dropbox.pdf	document	5/12/2015 11:00 AM

### Also from Dropbox

- [Carousel](#)
- [Mailbox](#)

[Help](#) [Privacy](#) ...





File Explorer window showing the contents of the Dropbox folder. The address bar indicates the path: C:\Users\benad\Dropbox. The ribbon includes tabs for File, Home, Share, View, and Manage. The ribbon contains various icons for file operations such as Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, New item, Easy access, Properties, Open, Edit, History, Select mode, and Select.

The left sidebar shows the navigation pane with the following items:

- Quick access
  - Desktop
  - Documents
  - Downloads
  - Dropbox (selected)
  - Pictures
  - Screenshots
  - My Docs
  - Documents
- OneDrive
- This PC
- Network
- Homegroup

The main pane displays a table of files:

Name	Date	Type	Size	Tags
Get Started with Dropbox	5/12/2015 11:00 AM	PDF File	891 KB	

1 item

The taskbar at the bottom shows the Start button, the search bar (Ask me anything), and several application icons. The system tray on the right shows the date and time: 4:11 PM, 5/14/2015.







Files



Get Started with Dropbox.pdf

891 KB, modified 2 days, 1 hour ago



Recents



Files



Photos



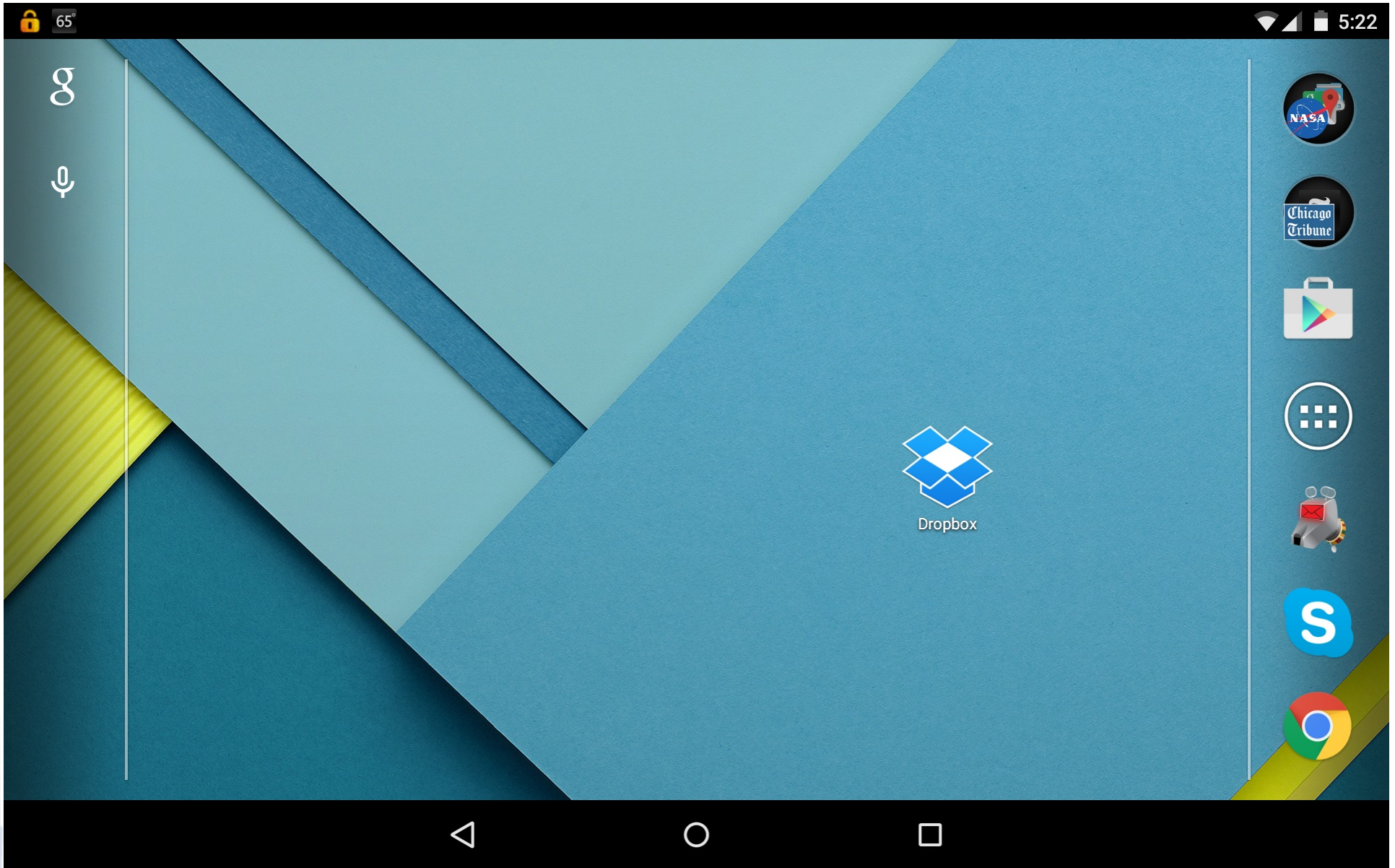
Favorites



Settings







Dropbox



Get Started with Dropbox.pdf

890.9 KB, modified 2 days ago



OK, let's take a look at the real thing.....



To get started using Dropbox, go to [www.dropbox.com](http://www.dropbox.com) from your PC, Mac or Linux computer and start a Basic account...you will need a valid email address to which you have access. Then, download the desktop app for your particular operating system and start using the service.

To use Dropbox from a tablet or phone, go to the Apple App Store, Google Play or the Windows Store and install the applicable Dropbox app, start a Basic account and begin using the service.

