

How to use Dropbox

Firstly what is Dropbox and why BCC use it.

- Dropbox is an online facility that permits the sharing of files, which in our case mainly means images.
- It is used by the Photoshoot Group to share news about forthcoming events and where members put their images from photoshoots for group members to see and comment on.
- It is used by the Practical Group to share news about forthcoming events and as a means of submitting images for the next group meeting.

How do you get access to Dropbox?

- You ask the relevant group leader to 'invite' you.
- The group leader will go online and permit you access to the relevant group (he will have needed your email first):
 - You will then receive an email 'inviting' you to join. which will have text similar to the following:
 - Hi there,
Fred Bloggs (fblogs@hotmail.com) invited you to edit the folder "**BCC Photoshoot Group**" on Dropbox.
 - If you don't already have a Dropbox account then you can then click the link to download the Dropbox application to your device and accept the invitation. As part of this process you will be required to create a password - don't forget it.
 - If you already have a Dropbox account then you just click the link to accept invitation and go the relevant shared folder..
- You can always create your own Dropbox account for data storage without the group leaders by going to https://www.dropbox.com/en_GB/ and clicking on the 'sign up for free' box.
- In the settings area of your account, you have the option of having it load up at power on or only loading upon demand. As a personal recommendation I recommend you only open the application when you want to use it or see what is going on.
- Dropbox will then create directories/folder on your machine that are duplicates of what is in the online Dropbox group folders. These are synchronised every time you access the Dropbox application.

How to access your Dropbox folders:

- You open Dropbox by clicking on the symbol/icon which can be found on your desktop, on your task tray or in the programmes list. Depending upon your settings/PC/MAC you may need to re-enter your password.



- When starting up, the application synchronises any changes that either you have made to your 'local' folders or that others have made to the folders on line. You can see this happening when you see this blue 'circular' symbol, which will be replaced by this green

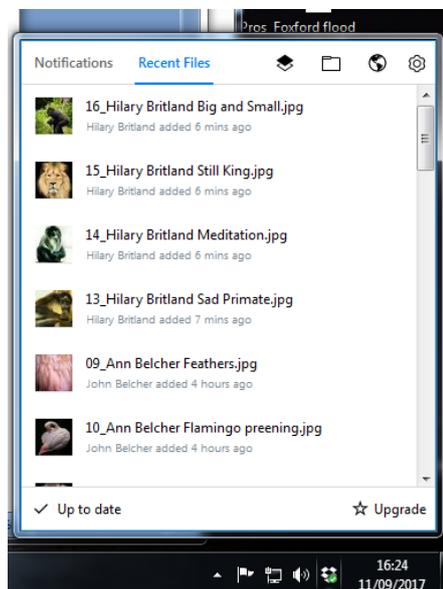


'ticked' symbol.

- You can then look at the folders either via the 'local' route at

C:\Users\yourname\Dropbox

or by using the mouse 'right button' clicking on the green ticked symbol which will bring up a box similar to this:-



and then using the mouse 'left button' clicking on folders symbol found at the top of the box you can open your Dropbox folders.



- You can then drag and drop, or copy and paste your files (typically your JPEG files that were generated in Photoshop or Lightroom) from the folder that your application puts them in, into the relevant Dropbox folder.