

PWG Training Presentation



Dropbox

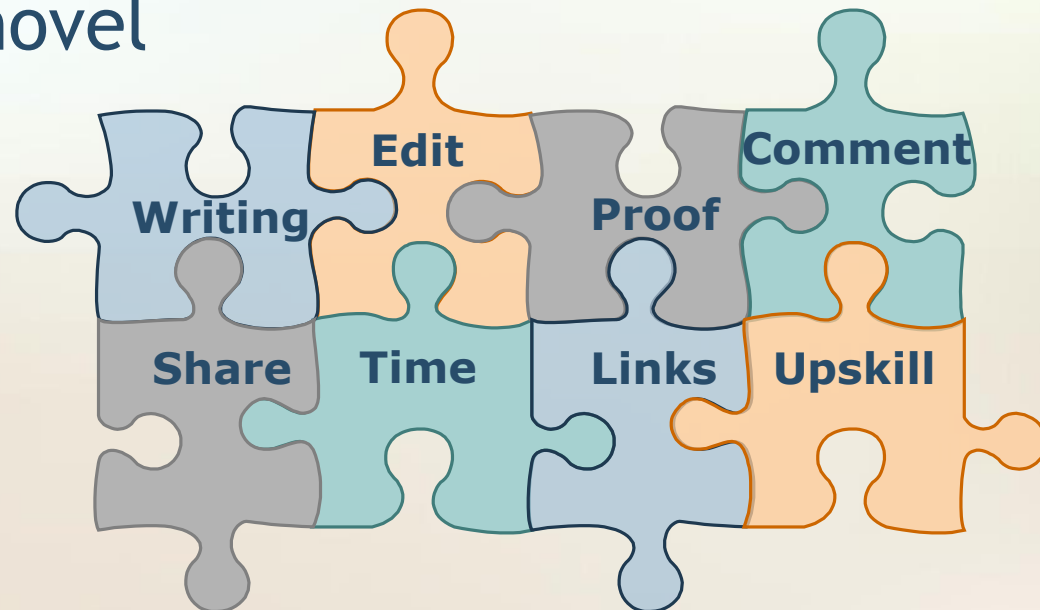


Introduction

- What is Dropbox?
- How to install Dropbox
- How to upload a file
- How to share a file
- How to send a link to an individual member
- How to make comment in a document

Overview

- Collaboration is key
- Working together, fitting all the pieces to create the novel





What is Dropbox?

- A place to store all your things in one safe place
- A website and an app for your computer, phone or tablet
- Can store your stuff on all your devices, so you can access your files wherever you go
- Send files to anyone even if they don't have a Dropbox account
- Easy way for many people to work on files together and at the same time



How to install

- <https://www.dropbox.com/install>
- Follow the prompts
- You can install on all your devices:
android, iphone, tablet, Mac, PC
- Dropbox will sync **all** your files across
all your devices, automatically



How to upload a file

There are 3 methods depending on which version you have installed:

1. On the Dropbox desktop app, [add files by dragging-and-dropping.](#)
2. On a phone or tablet, open the Dropbox app and click the **+** icon to upload files.
3. On dropbox.com, add files with the **Upload** button.



How to upload a file

- Sign in to www.dropbox.com
- Click the upload button at the top right of the window (see image 1)
- Choose the file you'd like to add (Image 2)
- Select the folder you want to add the file to (Image 3) and click 'open'.



How to upload a file

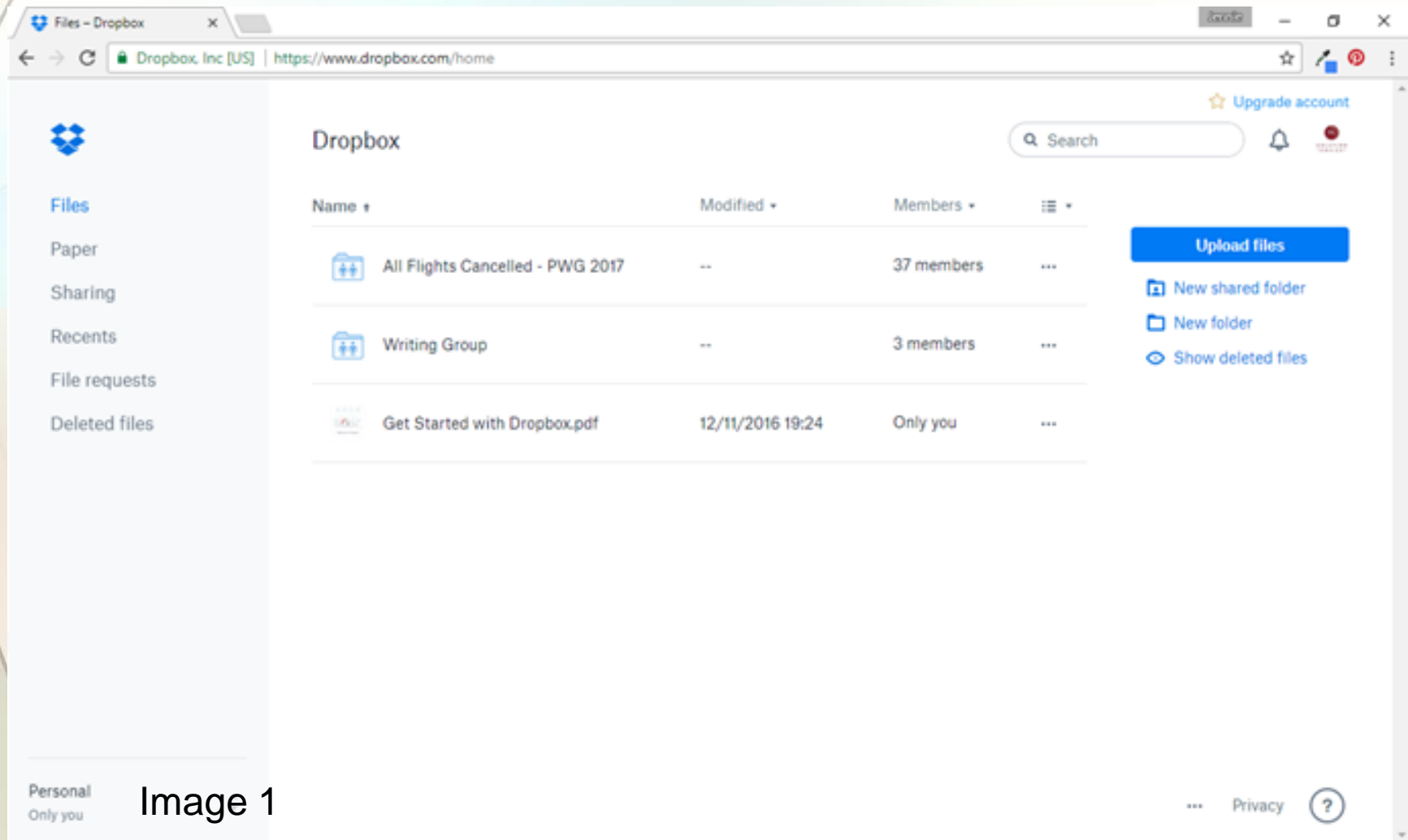


Image 1

How to upload a file

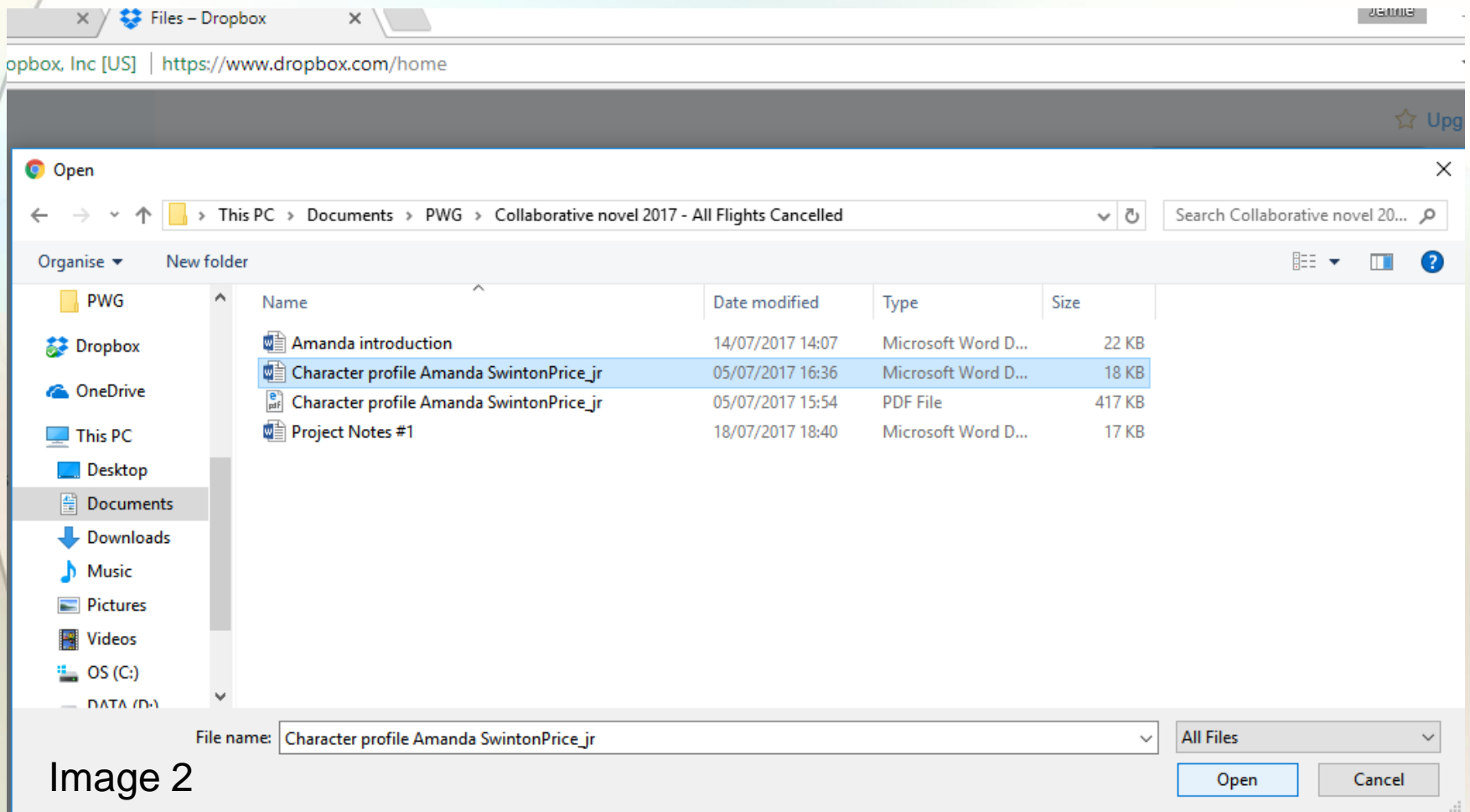


Image 2



How to upload a file

The screenshot shows a web browser window with the Dropbox interface. The address bar shows the URL: <https://www.dropbox.com/home/All%20Flights%20Cancelled%20-%20PWG%202017>. The left sidebar shows the navigation menu with options: Files, Paper, Sharing, Recents, File requests, and Deleted files. The main content area shows the folder 'Dropbox > All Flights Cancelled - P...G 2017'. A table lists the contents of the folder:

Name ↑	Modified ↓	Members ↓	⋮ ↓
Character Profiles	--	37 members	...
Introductions of Characters	--	37 members	...
Scenario for novel	--	37 members	...

On the right side of the folder view, there is a 'Share folder' button and a list of members: CS, JR, AM, and 33. Below the members list, there are links for 'Upload files', 'New folder', and 'Show deleted files'. At the bottom left, the 'Personal' and 'Only you' settings are visible. At the bottom right, there is a 'Privacy' link and a help icon.

There are currently 3 folders to upload a file into:

1. Character Profiles
2. Introductions of Characters
3. Scenario for novel

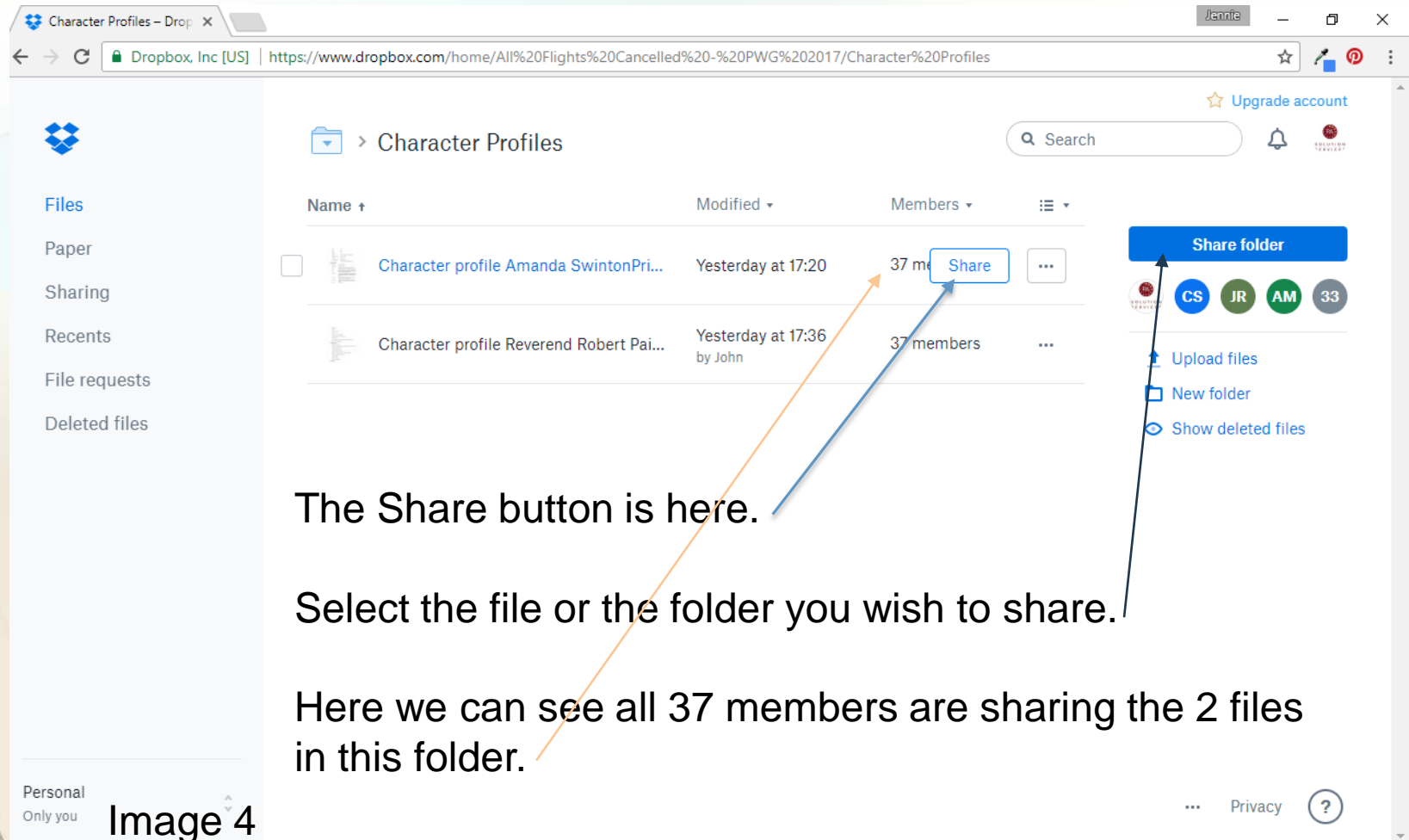
Image 3



How to share a file

- Go to the file you want to share
- Click on the share button (Image 4)
- Begin to type in the name of the person and Dropbox will find the email if they have an account. If not, type the email in.
- Click 'share'

How to share a file



Character Profiles

Name	Modified	Members	
<input type="checkbox"/> Character profile Amanda SwintonPri...	Yesterday at 17:20	37 members	Share
<input type="checkbox"/> Character profile Reverend Robert Pai...	Yesterday at 17:36 by John	37 members	...

Share folder

Upload files

New folder

Show deleted files

Personal Only you

Image 4

Privacy

The Share button is here.

Select the file or the folder you wish to share.

Here we can see all 37 members are sharing the 2 files in this folder.



How to send a link

- Very similar to sharing a file but it is to an individual
- Once you click on “Share”, there will be a pop-up window, that will ask you whether you’d like to share the folder or a link
- There, you can “Create a link” and copy-paste it anywhere, so that you grant other users access to your files (Image 5)

How to send a link

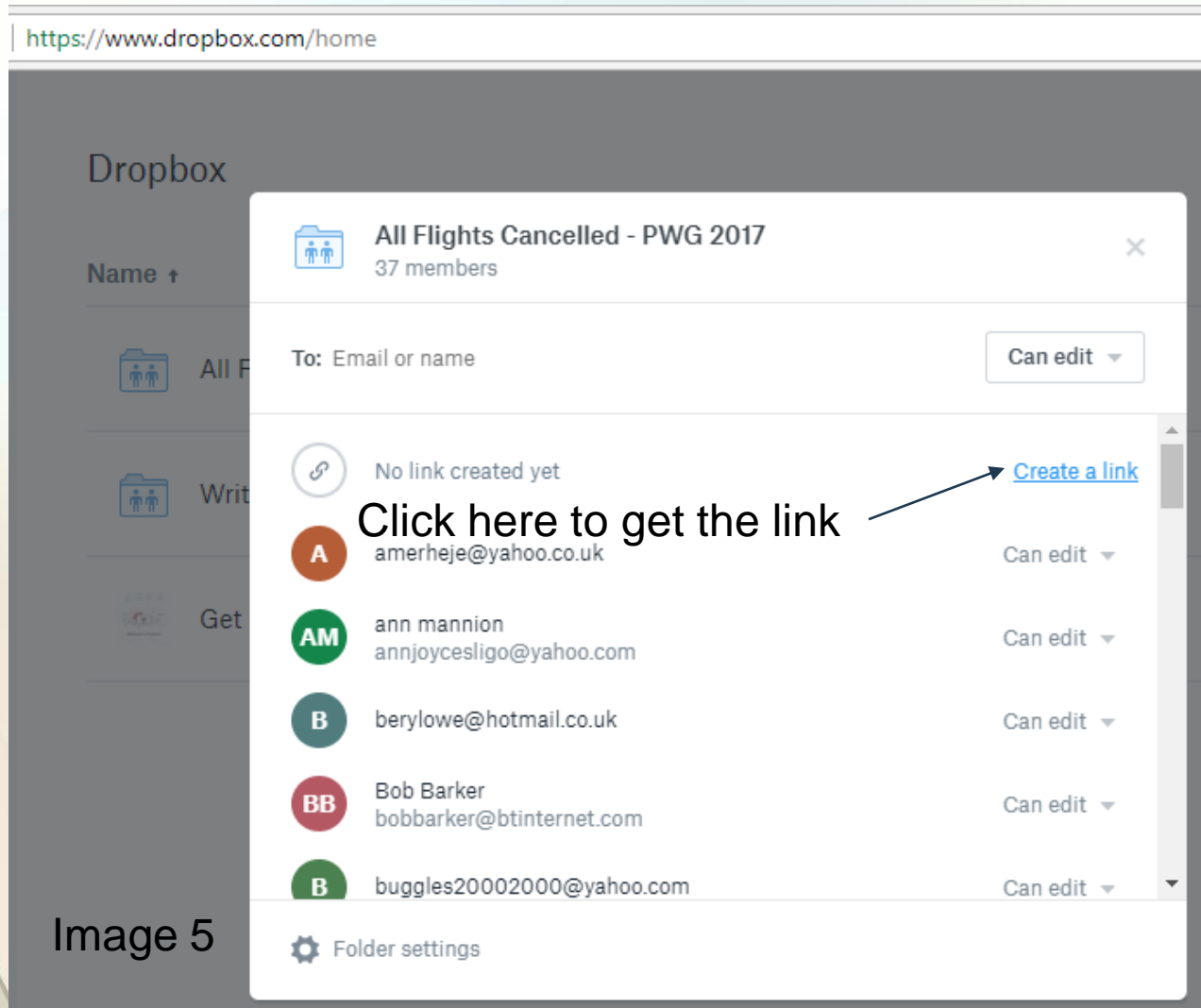


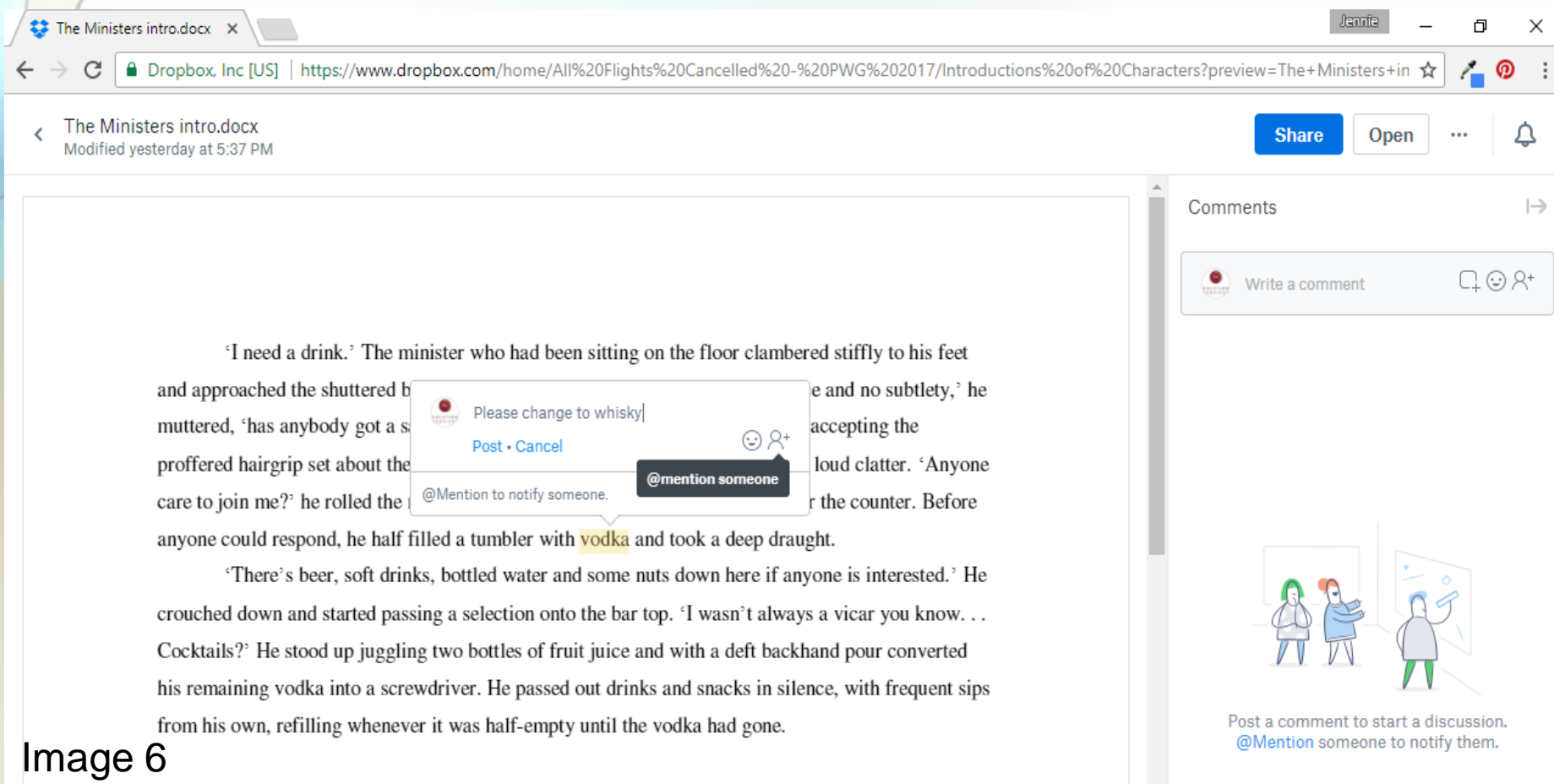
Image 5



How to make a comment

- Go to the line/word in the document you want to make a comment on and highlight it
- A bubble will appear, click on it to write your comment in.
- Then select the icon of the person with the + symbol, on the right, to type in an email
- Click on the email you want, click 'Post'
- Your comment will be sent by email to that person immediately for their response. (Image 6)

How to make a comment



The Ministers intro.docx
Modified yesterday at 5:37 PM

Share Open ...

Comments

Write a comment

@Mention to notify someone.

@mention someone

Post • Cancel

Please change to whisky|

‘I need a drink.’ The minister who had been sitting on the floor clambered stiffly to his feet and approached the shuttered bar. ‘Has anybody got a screwdriver?’ he asked, and no subtlety,’ he muttered, ‘has anybody got a screwdriver?’ he proffered hairgrip set about the bar. ‘Has anybody got a screwdriver?’ he care to join me?’ he rolled the screwdriver. Before anyone could respond, he half filled a tumbler with vodka and took a deep draught.

‘There’s beer, soft drinks, bottled water and some nuts down here if anyone is interested.’ He crouched down and started passing a selection onto the bar top. ‘I wasn’t always a vicar you know. . . Cocktails?’ He stood up juggling two bottles of fruit juice and with a deft backhand pour converted his remaining vodka into a screwdriver. He passed out drinks and snacks in silence, with frequent sips from his own, refilling whenever it was half-empty until the vodka had gone.

Post a comment to start a discussion.
@Mention someone to notify them.

Image 6



Congratulations!

Now you can:

- install Dropbox
- upload a file
- share a file
- send a link
- make a comment



More Information

- Other training sessions with links:

How to upload and share a file video -

<https://www.youtube.com/watch?v=f27A-RT6lEg&t=18s>

Dropbox help guide - <https://www.dropbox.com/help>

A basic instruction manual - http://tic-recherche.crifpe.ca/docs/guides/en/Dropbox_guide.pdf

For general help:

www.google.com



Questions:

Notes: