

# Dropbox Basics

## Terms to Know:

These are some terms that will be frequently used in our discussion of Dropbox.

**Cloud/cloud storage:** Files stored in a remote online location that can be accessed from any computer that is connected to the Internet

**Local files:** The copies of documents that are stored on your computer or a removable storage device like a flash drive.

A good way to understand the difference is to think of local files as the equivalent of paper files stored in a file cabinet in your office. Cloud files would be copies of those paper files stored in a locker across town.

**Folder:** What files are stored in in Dropbox. Just like the paper equivalent.

**Shared folders:** Folders that can be used simultaneously by multiple users. Files put into those folders are copied onto the computers of the individuals using the folder.

**Drive:** A storage location on your computers. Drives are designated with letters of the alphabet. (The drive that Windows is installed on is almost always called the C drive, for example.)

## How Dropbox Works:

Each hi-rise has a Dropbox account set up. The username is \_\_\_\_\_  
“[hirisetreasurer@stphapresidentscouncil.org](mailto:hirisetreasurer@stphapresidentscouncil.org)”. This means that the username for Seal would be [sealtreasurer@stphapresidentscouncil.org](mailto:sealtreasurer@stphapresidentscouncil.org). The password for the accounts is **Council115**,

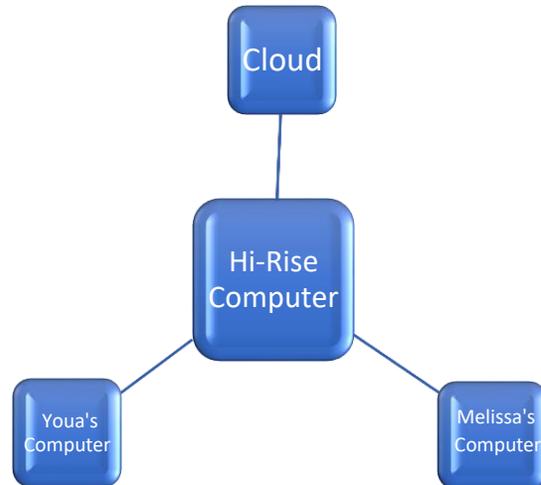
Right now Dropbox should be installed on one computer at each hi-rise. This is the office computer in most cases. When the program was installed it created a folder on that computer for all files stored in the hi-rise Dropbox account. You can find it in the file explorer menu as “Dropbox”. There is also usually an icon on the lower right of the taskbar near the clock. Double clicking on the Dropbox folder will open it. You can then see the folders that are inside. There should be a folder with your hi-rise name there.

Double click on this folder to open it. Inside are folders for each month.

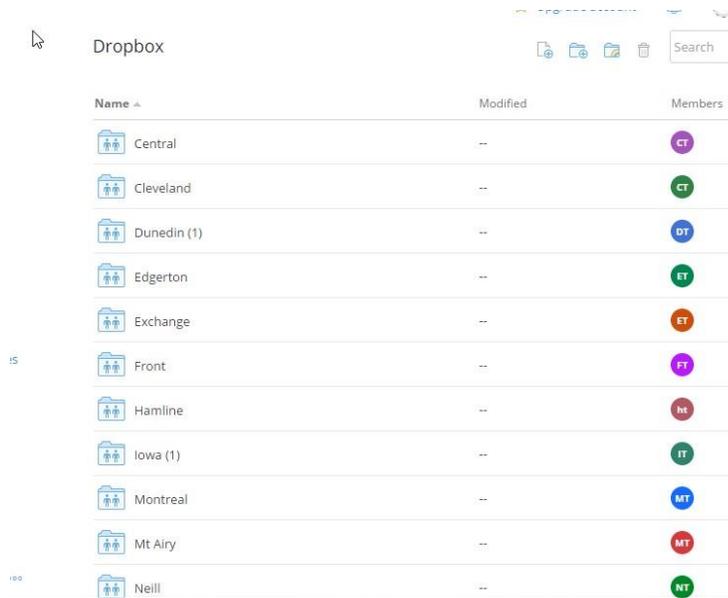
When you save a file in the Dropbox folder (or move it there.) it will be uploaded to your storage space on Dropbox’s servers. There is now a copy of that file in the “Cloud”

If the folder you put a file in is shared, a copy of that file will be downloaded to the corresponding folder on the computer of anyone the folder is shared with. The folders in our Dropbox accounts are only shared with Youa downtown (And Melissa, the Treasurer.) This makes it

easy for her to get all our monthly paperwork and saves her having to open multiple emails and move all those files manually to her computer. The chart below illustrated the relationship discussed above and shows where a file saved to the Dropbox folder on a hi-rise computer is also sent and saved.



Here is what the Dropbox folder looks like on Youa's computer. As you can see, there is a folder for each hi-rise.



The documents in a hi-rise's folder are the same as the documents in that folder on their computer. I will illustrate that here with Seal's.

Dropbox > Seal > January > 2017

2 members

Name	Modified	Member
bank january 1702202017.pdf	2/20/2017 5:10 PM	Melissa 2
Jan 17 Bal sht by class.pdf	2/22/2017 4:00 PM	Melissa 2
Jan 17 Cust summary Report.pdf	2/22/2017 4:04 PM	Melissa 2
Jan 17 Deposit detail.pdf	2/22/2017 4:01 PM	Melissa 2
Jan 17 P & L by class.pdf	2/22/2017 3:59 PM	Melissa 2
Jan 17 Recon Detail.pdf	2/22/2017 3:58 PM	Melissa 2
Jan 17 Recon Summary.pdf	2/22/2017 3:58 PM	Melissa 2
Jan 17 Voids-deleted detail.pdf	2/22/2017 4:03 PM	Melissa 2
Min Seal Jan 2017.pdf	1/18/2017 3:19 PM	2

Here is the January folder as it appears

on Youa's computer.

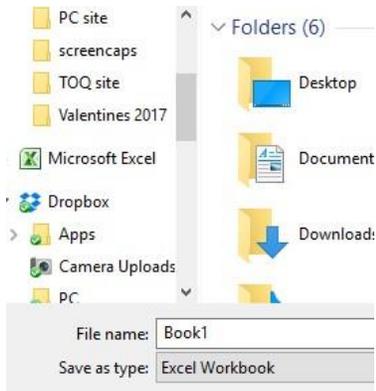
Name	Date modified	Type	Size
bank january 1702202017	2/20/2017 5:10 PM	PDF File	1,892 KB
Jan 17 Bal sht by class	2/22/2017 4:00 PM	PDF File	35 KB
Jan 17 Cust summary Report	2/22/2017 4:04 PM	PDF File	32 KB
Jan 17 Deposit detail	2/22/2017 4:01 PM	PDF File	38 KB
Jan 17 P & L by class	2/22/2017 3:59 PM	PDF File	34 KB
Jan 17 Recon Detail	2/22/2017 3:58 PM	PDF File	47 KB
Jan 17 Recon Summary	2/22/2017 3:58 PM	PDF File	30 KB
Jan 17 Voids-deleted detail	2/22/2017 4:03 PM	PDF File	40 KB
Min Seal Jan 2017	1/18/2017 3:19 PM	PDF File	874 KB

Here it is on the Seal computer. If you compare the pictures you can see that the files are the same in both places. The files are also the same in the folder in the cloud.

Files saved to Dropbox will not be deleted if the software is uninstalled from the computer. They will still be available in the cloud and the Dropbox folder should still be on the computer. (This will not be the case if the computer was wiped and the OS and all programs reinstalled.)

Deleting a folder in the Dropbox folder **will** delete the contents from the computer and the cloud.

You can save a file to the Dropbox folder in the same way you would save it to the computer's documents folder or to a flash drive. When the save dialog box opens you just look for the Dropbox listing in the menu at the left side.



Click on it. Double click on the hi-rise folder to open it.  Find the folder for the

month you need.  Double click on that folder to open it.

Click the save button and the file will automatically be saved in that folder you chose.

You can also upload files using the Dropbox website.

Go to [www.dropbox.com](http://www.dropbox.com)

Log into your hi-rise's account.

Sign in [or create an account](#)

 Sign in with Google

or

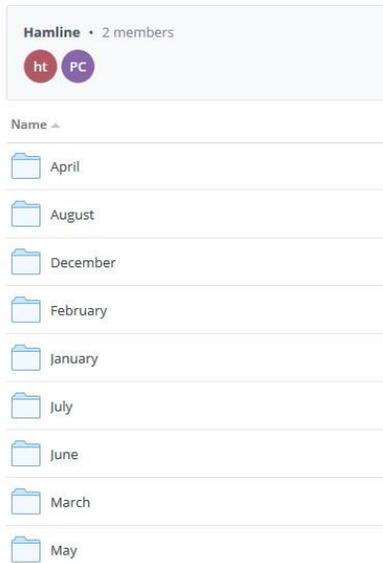
Remember me

[Forgot your password?](#)

Click on your hi-rise folder



Find the month you want in the list.



Double click it.



Click on the first folder icon.

A box will open and prompt you to choose the files you want to upload.

Use the dropdown menu to choose the files you want. The files will be uploaded to Dropbox.

They will also appear in the corresponding folder on Youa's computer. (If the hi-rise has Dropbox installed and you are using the website to upload from somewhere else or some other reason, the files will also appear in the folder on that computer.)