

Dropbox and You

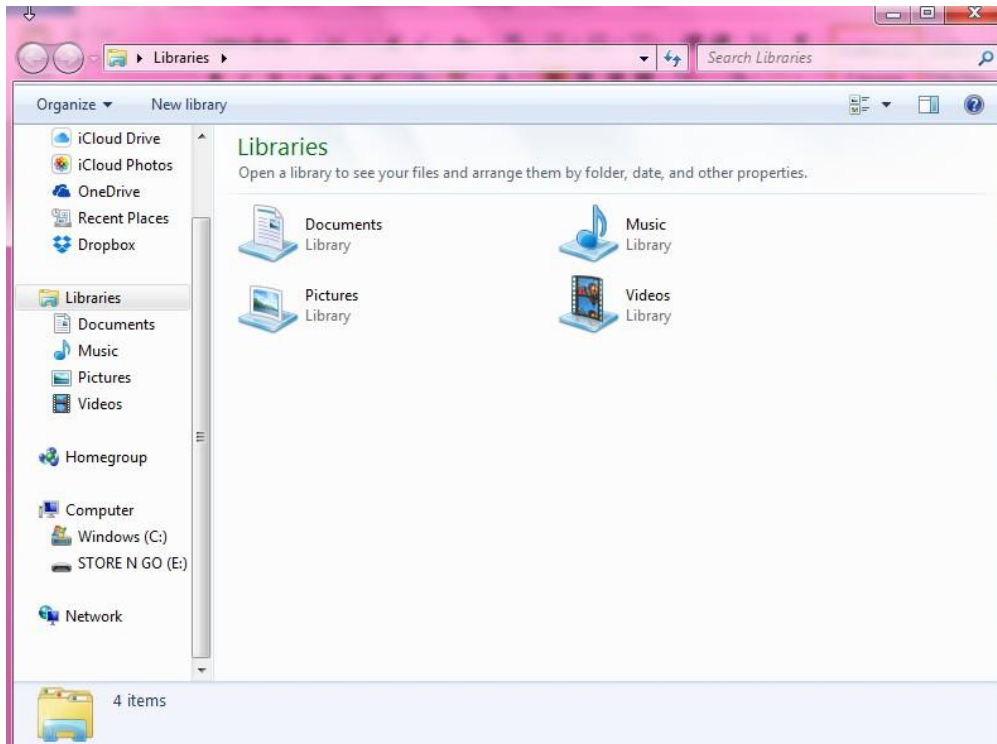
This tutorial will show you how to install and use Dropbox.

First, put in your new flash drive and click on the taskbar icon that looks like a grouping of

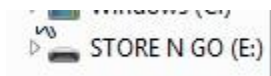
yellow folders.



This will open the “My Computer” screen.



Look at the sidebar and find your drive.



Double click on it to open the drive's contents listing.

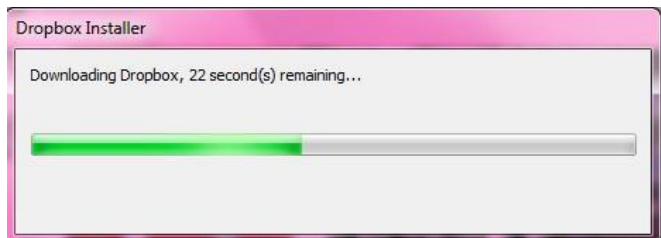


You should see these two folders listed. Double click on the Dropbox one.

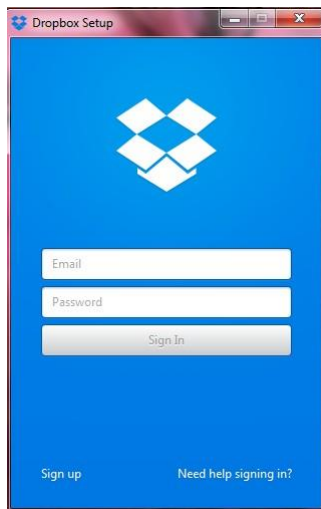


Double click on the Dropbox installer.

The installation should then start.

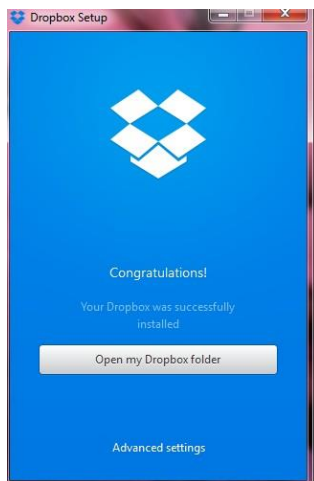


It will take a few minutes to download the files and install the software. You will then need to sign in to your Dropbox account.

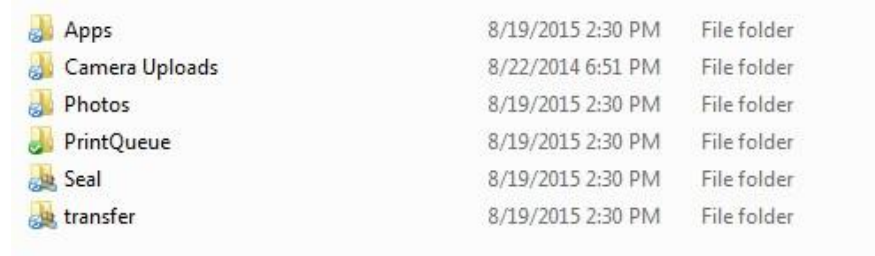


Your account is your hi-rise name @sealhirise.com. The password is council15.

Once you are signed in you will see this screen.

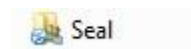


Click on the bottom button to open your Dropbox folder.

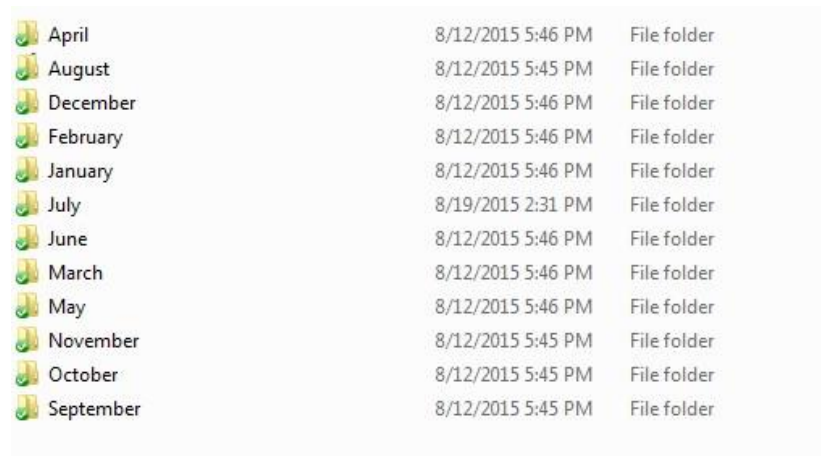


You should see a list of folders like this.

You will mainly be using the folder with your hi-rise name.



Double click on this folder to open it.



Your hi-rise folder has a folder for each month inside of it. You will save your monthly paperwork and meeting minutes in the folder for that month. (This will make things easier for Ruby and save her the work of organizing the documents you send. They will be organized automatically when you do it this way.)

How to upload to Dropbox

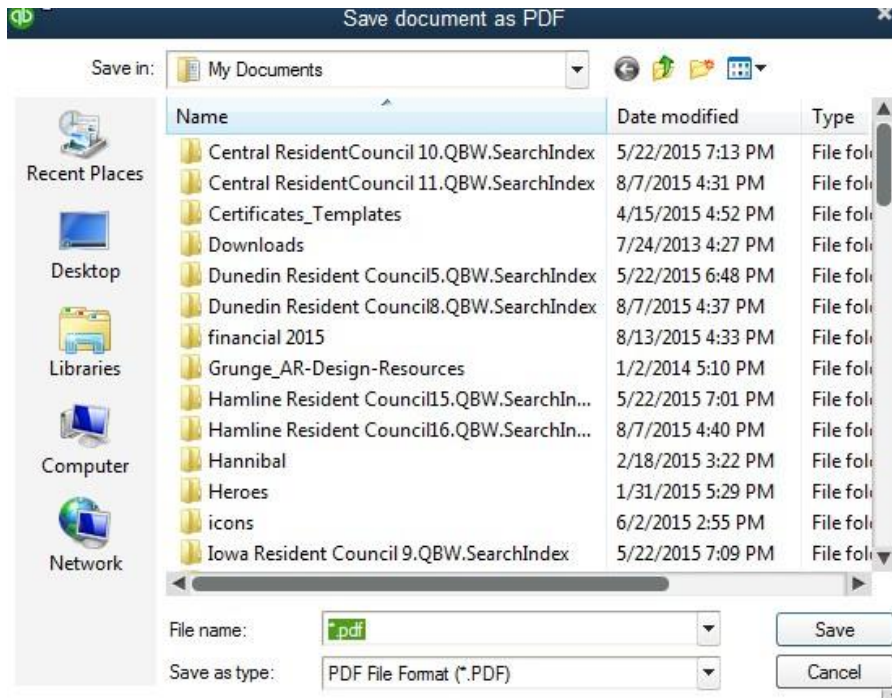
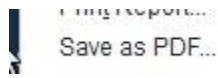
While you have reports open to print in Quickbooks you can save them as PDFs and save them in your Dropbox folder.

With a report open, look at the top bar in the Quickbooks window. Click on the "File" link.

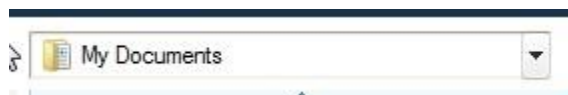


A dropdown menu will open.

Choose "Save as PDF".



Look at the dropdown menu at the top.



Click on the "Libraries" link and find your Dropbox folder. Double click on your hi-rise folder. When that opens double click on the folder for the month it is.



Type in a name for the file and click "Save." This will save the file to Dropbox. It will now be uploaded to Dropbox's cloud servers and synced to Ruby's computer downtown. Save all your monthly documents this way. You also should save scanned bank statements directly to Dropbox. Minutes are saved this way as well.