

# How to Install and Use Dropbox

1. Go to [www.dropbox.com](http://www.dropbox.com) and create an account.
2. Go back to the main webpage and Sign in
3. Go to the upper right area and click on the FOLDER ICON WITH THE + symbol to add a folder and name it
4. Go to the PAPER ICON to add a document, then click on Select document and browse your computer, select the document and  
OK. Repeat these steps to add more documents on the same folder. You can also select several documents to add them together. While the documents are being uploaded, you can not add more documents. You have to wait but you can use other web pages while you wait. It may take several minutes.
5. Once you have some documents. Click on the folder (or document) that you want to share and do right click and then select SHARE LINK. You can also open the document to make sure that it is the right one or the last version and then click on SHARE.
6. Import email addresses or type them and SEND. The other person or people will receive an email, they will open it and they can download the document, so they have them on their Dropbox forever.
7. Right click on top of the folder or document to rename, delete or move. You can also just drag documents to move them but you need to do the right click to move one document inside a folder.
8. In order to share your work with your instructor, share your folder or document with right click.

## In your IPAD App:

1. You can go to the Dropbox webpage and once it is opened click on the ARROW IN THE BOX, then click on Add to Home Screen. That way you will have this webpage ready to use at any time.
2. You can use the Dropbox APP by going to the App Store and on Search Type Dropbox, then click on Free and then on Install App and Open.
3. To create a folder click on the blue upper area on ... and then on Create Folder.
4. Name the folder
5. You can not upload documents, just pictures from the camera is you are in the App. To upload pictures, click on the ... and then + Upload.
6. If you click the start you will be able to read a document when you are offline.
7. You can email any document with the ARROW in the box and then click on Email.
8. You can open the document in another App by clicking on the upside down arrow.