



## GUIDE FOR BEGINNERS

*English*

Stella Eliadou (Drosia K.A Primary School)

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**COORDINATOR OF THE PROJECT:** Josep Antoni Blasco Fernández ([jblasco@xtec.cat](mailto:jblasco@xtec.cat))

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- **COORDINATING INSTITUTION: INSTITUT DE PALAMÓS** (Catalonia, Spain)  
<http://inspalamos.cat/>  
Coordinators: Joaquim Martínez Rodríguez, Magda Soler Pedrós & Josep Ciberta i Tirado

#### PARTNERS:

- **CENTRO DE FORMAÇÃO DE ASSOCIAÇÃO DE ESCOLAS CENTRO-OESTE** (Caldas da Rainha, Portugal) <http://www.cfaecentro-oeste.pt/>  
Coordinators: Nicolau Joao Gonçalves Borges & Carla de Jesus
- **DIMOTIKO SCHOLEIO DROSIA K.A'** (Larnaca, Cyprus)  
<http://dim-drosia-ka-lar.schools.ac.cy/>  
Coordinator: Stella Eliadou
- **COLEGIUL NATIONAL 'B.P. HASDEU'** (Buzau, Romania)  
<http://bphasdev.ro/>  
Coordinator: Viorica Raicu
- **PAGKYPRIO LYKEIO LARNACA** (Larnaca, Cyprus)  
<http://lyk-pagkyprio-lar.schools.ac.cy/>  
Coordinators: Filitsa Filipou Masonou & Konstantia Mala
- **ISTITUTO TECNICO INDUSTRIALE STATALE 'GALILEO GALILEI'** (Livorno, Italy)  
<http://www.galileilivorno.gov.it/>  
Coordinators: Federico Agen & Maddalena Degan

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## 1. What is DROPBOX

Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. Any file you save to your Dropbox will also automatically save to all your computers, phones, and even the Dropbox website. This means that you can start working on your computer at school or the office, and finish on your home computer. Never email yourself a file again!

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## 2. The DROPBOX folder

After you install Dropbox on your computer, a Dropbox folder is created. If you're reading this guide, then that means you had no problems finding your Dropbox folder :). This folder is just like any other folder on your computer, but with a twist. Any file you save to your Dropbox folder is also saved to all your other computers, phones, and the Dropbox website.

On top of your Dropbox is a green icon that lets you know how your Dropbox is doing:



**Green circle and check:** All the files in your Dropbox are up to date.



**Blue circle and arrows:** Files in your Dropbox are currently being updated.

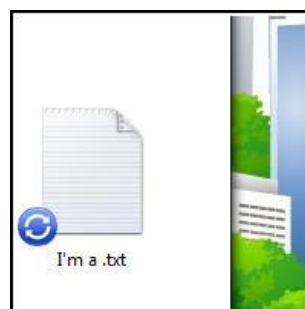
## 2.1. Adding files your Dropbox

**Step 1** Drag and drop a file into your Dropbox folder.

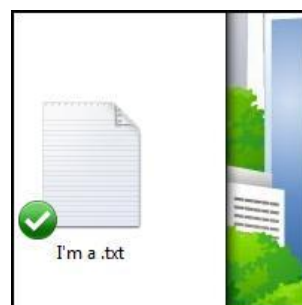


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**Step 2** The blue icon means your file's syncing with Dropbox.



That's it! The green icon means that your file has finished saving to your other computers and the Dropbox website. Now that your file's in Dropbox, any changes made to it will be automatically detected and updated to your other computers.



## 2.2. The Dropbox Right-click/Context Menu

When you Right-Click (Windows/Linux) or Control-Click (Mac) a file or folder in your Dropbox, you'll see a menu that lets you do a few neat things with Dropbox:

- **Share a Folder** Invite your friends, family and teammates to a folder in your Dropbox. It'll be as if you saved that folder straight to their computers.

- **View Previous Versions** View a record of changes made to a file. You can choose to go back to an earlier version of a file if you'd like.
- **Browse on Dropbox Website** View a file on the Dropbox website.
- **Get Link** Make a link to any file or folder in your Dropbox. You can then send this link to anyone you'd like to view the file — even if they don't have Dropbox!

### 2.3. The Dropbox Tray / Menu bar icon

The Dropbox tray or menu bar icon is located on the bottom (Windows) or top (Mac/Linux) of your screen, and lets you check the status and settings of your Dropbox. The same green, blue, and red icons that appear on the files and folders in your Dropbox also appear over this icon to let you know the status of your Dropbox.

Right-clicking this icon gives you a few options:

- Open your Dropbox folder, the Dropbox website, or the Dropbox help center.
- See which files were recently changed.
- View an estimate of how long it will take Dropbox to finish updating files.
- Change preferences for your connection, Dropbox folder location, and more.

## 2.4. What do I do now?

Try dragging some photos or docs into your Dropbox. Then visit the Dropbox website at <https://www.dropbox.com>. When you log in, your files will be waiting for you!

To learn more about Dropbox, take our tour at <http://www.dropbox.com/tour> or visit the help center at <http://www.dropbox.com/help>.

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## 3. Frequently asked questions

### 3.1. How much does Dropbox cost?

Dropbox is free! If you run out of space, visit <https://www.dropbox.com/plans> to view our available subscriptions.

### 3.2. How much space does my Dropbox have?

Free accounts come with 2GB of space (deleted files and revisions won't count against your limit). You can always check your usage by visiting your account settings page at <https://www.dropbox.com/account>.

### 3.3. How long until my files are fully synced?

Dropbox will download as fast or as slow as your network allows, and will try its best to not hog your connection. If you'd like to limit your upload or download rates, you can change them in Dropbox's preferences. For step by step instructions, visit the help article at <https://www.dropbox.com/help/26>.

### 3.4. Dropbox is fast! How could it have possibly synced all of my files in that time?

Dropbox will look to see if it already has the file you're trying to upload. If it senses that it already has the file, it won't bother to upload it again. If the file has been changed recently, it will only upload/download the changes rather than the whole thing.

### 3.5. How secure is Dropbox?

Dropbox takes the security of your files and of our software very seriously. Dropbox uses Secure Socket Layer (SSL) and AES-256 encryption. AES-256 is the same encryption standard used by banks to secure customer data.

### 3.6. Can I access Dropbox on my mobile device?

The Dropbox App is available for iPhone, iPad, Android, and Blackberry. To install Dropbox on your mobile device, visit <http://www.dropbox.com/mobile>. You can also get to your Dropbox at any time by visiting <http://www.dropbox.com> from your phone.

## 4. Educational applications of DROPBOX

In the classroom, Dropbox can be used in a variety of ways. Some ideas include the following:

- Students can begin an assignment in class, save it in Dropbox, and complete the assignment at home. Therefore, there is a continuation between class work and homework. It also assures that no more homework is "lost"!
- Students can start a project in class and upload it to Dropbox. The project/assignment can be worked on while the students are in class, at home or even at the cafeteria. Changes can be viewed and modified at real time by anyone who participates in the project. Team work is established and changes are not lost!



- Teachers can save their grade book securely to Dropbox. Access to it can be possible from anywhere - even from a smart phone provided that it is synced with the teacher's account.
- Dropbox is free. It gives you 2 GB of free storage to sync, store and share your favorite files. It is a big storage amount if the files stored are text based. If you need more storage space for photos etc, Dropbox can provide bigger storage by paying account.
- With Dropbox you can forget about emailing yourself or your students files, saving material in CDs/DVDs, or trying to find which of your flash drives is available because all you need to do with Dropbox is save your file. It will then be backed up and synced to all the devices you have a Dropbox folder on. If you have a class account, your documents can also be viewed by your students which save time and effort.
- Teachers and students can interact simultaneously as suggestions by the teachers about assignments and corrections by the students can be done in real time. That ensures direct communication and efficiency.



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Taken from the Dropbox website: [www.dropbox.com](http://www.dropbox.com)