Setting Up Dropbox

This document provides guidance in two sections as follows:

- Setting up Dropbox – for anyone who does not have Dropbox installed
- Using Dropbox for TDCC Competitions – for those who have Dropbox installed

Setting up Dropbox

Introduction

Dropbox provides a method by which files on your PC or Mac disk are replicated in the cloud, and if you desire it, can be shared with anyone you wish.

Anyone can install Dropbox and set up a free account to get 2 Gbytes of storage. Only a small part of this space will be required for you to enter TDCC Competitions, you can use the remainder of the space as you wish.

You can also install Dropbox on your mobile phone and/or tablet so as to be able to access your images from there, as well as upload images from your device so you can access them on your PC/Mac, and/or enter them into club competitions.

Installation

To start installing Dropbox on your machine, go to http://www.dropbox.com and click on “Sign Up”. You will be presented with a screen to enter your name, your email address, and the password you wish to use. You will need to agree to their terms.

In the next screen, you will be offered a choice of Dropbox Plus or Dropbox Business. DO NOT choose either of these, they are a paid service. Scroll down and click on "Or continue with 2 GB Dropbox Basic Plan"

In the next screen, click "Download Dropbox". Run the downloaded program - Dropboxinstaller.exe - and allow it to install.

When the Dropbox installation program says "Well Done! Dropbox Installed" click Next. You can ignore the next screen that appears and close the browser window

Now, wait a few seconds for Dropbox application to run. The application shows a "Choose how to sync your files" window. IMPORTANT - click on "Make Files Local" and then when it appears, then click on the "Continue with Basic" button. (Dropbox keep trying to get you to choose alternative routes and so end up with a paid service).

In the next screen where you see "Want to keep your PC backed up" **click "Not now"**. It will ask if you are sure, so click on "Continue to Dropbox".

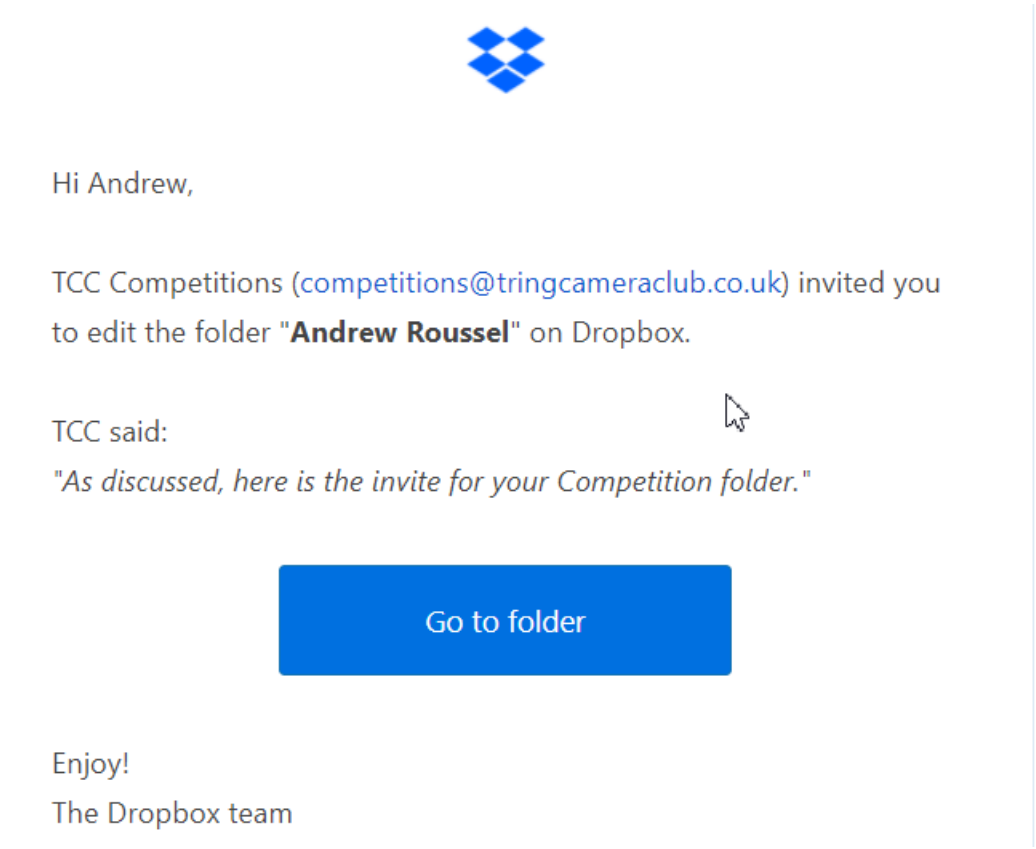
The Dropbox application appears to close, but it will now always run in the background.

File Explorer (PC) or Finder (Mac) will now open and show you the contents of your Dropbox folder - it will have two files in it "Get Started with Dropbox" and "Get Started with Dropbox Paper". You can read these if you wish, and/or delete them.

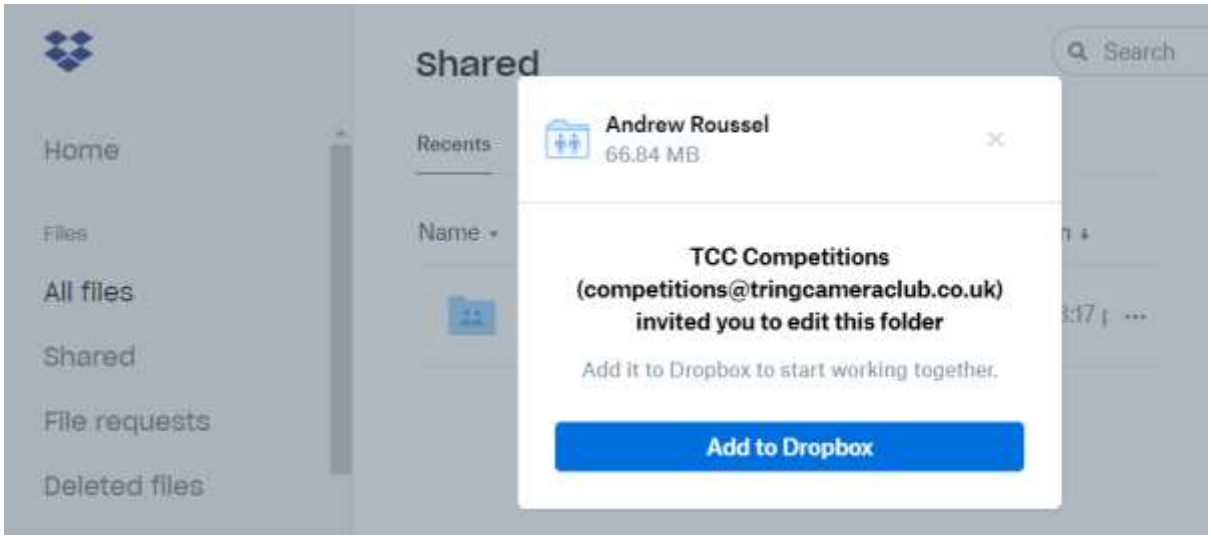
When you have successfully completed this section, please email the IT Manager (currently the Chair, Alvin Roussel, so please use chair.chair.tdcc@gmail.com). They will then arrange for you to have access to a personal folder for entering TDCC Competitions. There is nothing more you need to do until your receive the email described in the next section, then you can continue with the setup.

Using Dropbox for TDCC Competitions, Challenges or other things

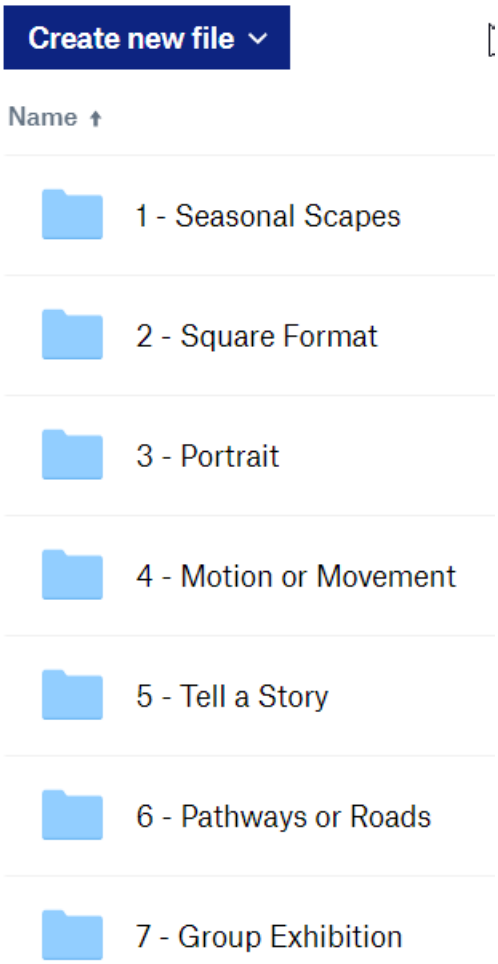
A folder is created in each member's Dropbox account, and a sub-folder for each Competition, Challenge, Meetup or other Project within it. The Dropbox folder is then shared with each member. This results in an email being sent to the member that looks like this:



Click on the "Go to Folder" button and you will be taken to a web page in your account, and you will see this:

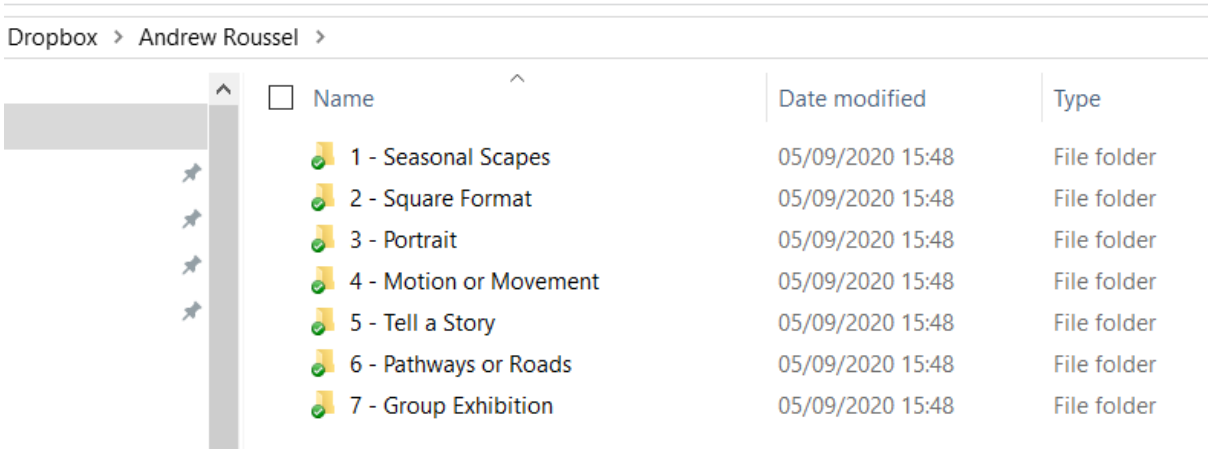


Click on the “Add to Dropbox” button. After a little while, the web page will show something this:



These are the sub-folders for competitions, and the example above is for the 2019/2020 competitions – **you will see something different**. This means you are now set up.

Find your Dropbox folder on your PC or Mac, and look for a folder with your name. The example below is for a PC. Again, remember the sub-folders shown below are just examples from 2019/2020:



Your competition sub-folders now exist on your hard drive. Any image files that you copy into these sub-folders will be automatically copied to the cloud an available to the Competitions Team. Only they can see your images – not any other members.

Using Dropbox on your Mobile Device

If requested, the Chair will provide you with a link to a video that shows you how to set up Dropbox on your mobile device.