

<b>Software:</b>	Dropbox	<b>Objectives:</b>	1. Log in to Dropbox 2. Access files 3. Mark files as favourites
<b>Title:</b>	Accessing your Dropbox	<b>Pre-requisite Handout</b>	None

### Objective:

DropBox is a connectivity tool used to connect many different devices together to enable the same files to be accessed from any device that uses it.

DropBox can be installed on many different devices from iPhone, Android Phone, PCs or iPads. It is an online storage service that is free for up to 2GB of storage. Your devices use an application (DropBox) on each one that keeps your files synchronised between them as long as you have an internet connection. This means you do not need to carry disks, USB keys or other storage media around. It also means that files stored on your home PC can be accessed from any device that has a web browser and an internet connection through the DropBox website or through the device-specific app.

This handout will show you how to access your DropBox account on an iPad and mark your files as favourites.

### Setting up

#### Step 1.

On the main screen of the iPad you can see several different app icons. The DropBox app icon is clearly marked on the top row and looks like an open box. You may have to scroll left or right to find the page with it on. To access the app, simply tap the icon with your finger. Fig. (i)



Fig. (i) iPad home screen showing DropBox icon

## Step 2.

Tapping the icon will launch DropBox on the iPad and you will be presented with the login screen. Here you can log in with your existing account if you already have a DropBox account or you can create a new DropBox account.

For the purposes of this exercise, it is assumed you already have a DropBox account.

When you tap into either the email field or the password field with your finger, the virtual keyboard will appear and you can enter your details.

Use the keypad to type in your account details. Fig. (ii)



Fig. (ii) iPad home screen showing DropBox icon

If you are unable to log in to your Dropbox account, try the following:

- Check your iPad is connected to the Wifi network. You'll find the icon in the top left corner of the screen and it should look like this if it is connected and has a signal:
- Check that you have typed your username and password correctly.
- If neither of these steps resolve the issue, contact the IT Services helpdesk.



## Accessing your files

### Step 1

Once logged in you should be able to see a list of your folders in your DropBox on the left hand side of your iPad. If your iPad is in portrait mode your screen will look different compared to if your iPad is in landscape mode. In portrait mode the list of folders appears as a pop out menu when you touch the DropBox icon in the top left hand corner of the screen. Fig. (iii)



When you have your iPad in landscape mode, the list of available folders appears automatically down the left hand side of the screen. Folder names used in pictures are for illustration purposes only. Fig. (iv)

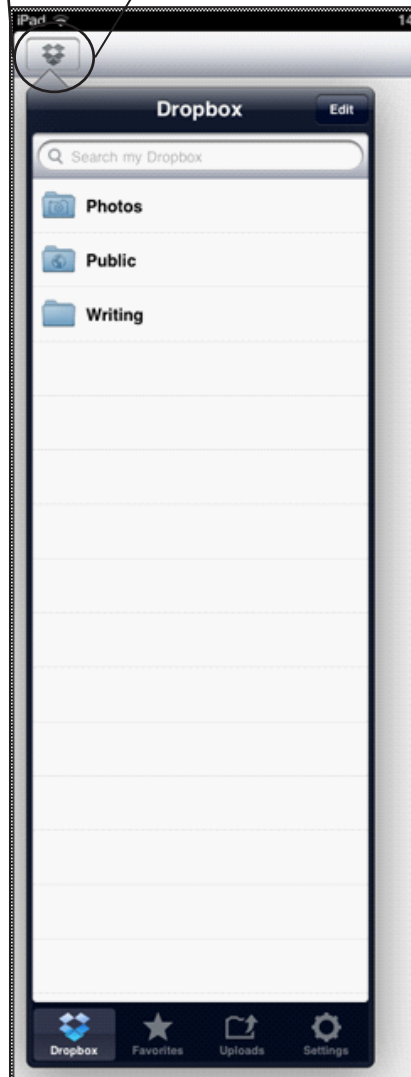


Fig. (iii) Folder menu in Portrait mode

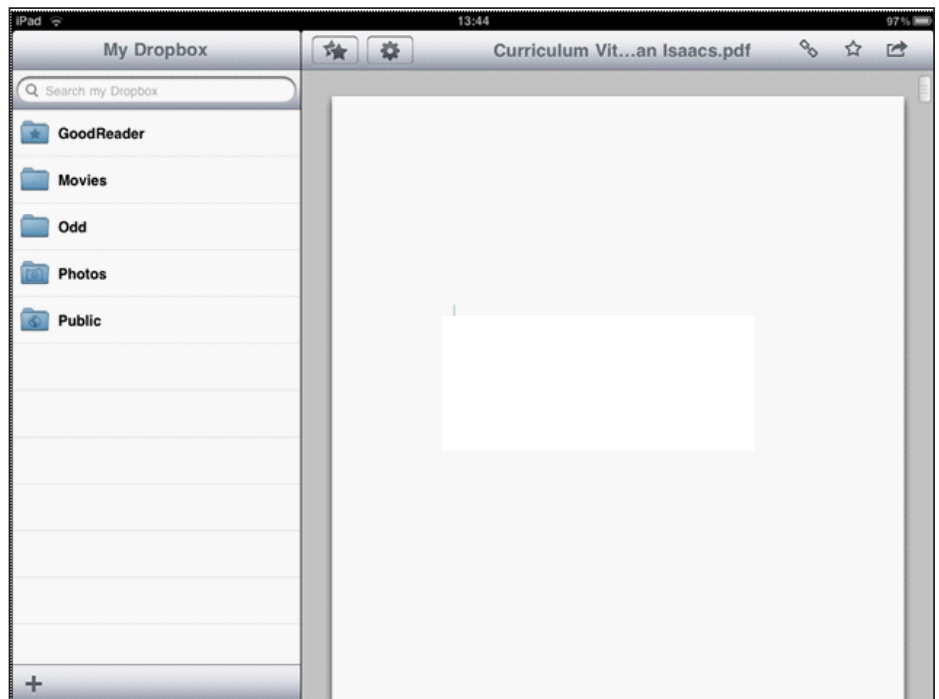


Fig. (iv) Folder menu in Landscape mode

## Step 2

To open one of your files, simply tap on the name of the file. Figs. (v) and (vi) show an open document in both portrait and landscape view.

To move within your document on an iPad you perform finger movements on the screen. To scroll up, down, left or right you swipe your finger in the appropriate direction on the screen. To zoom in or out you use two fingers and use a pinch motion on the screen.

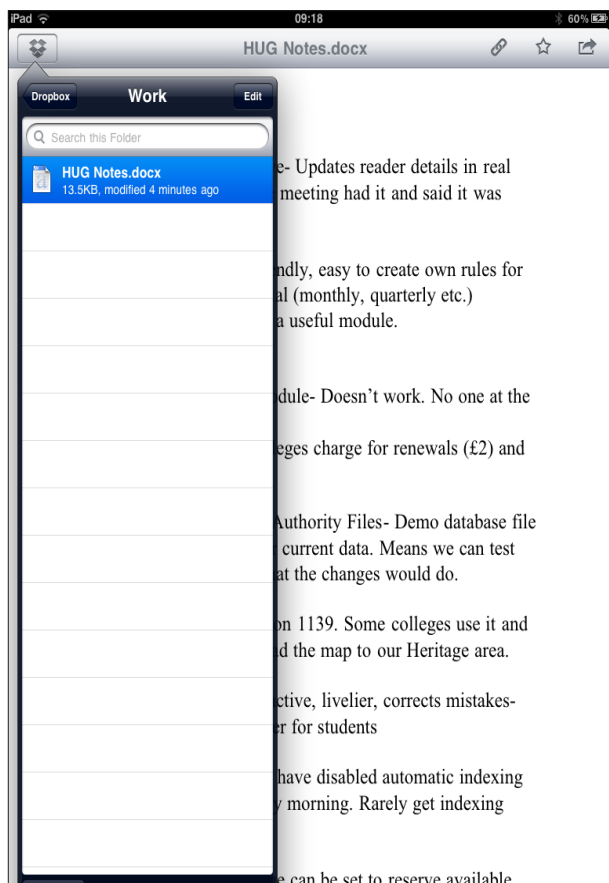


Fig. (v) An open document in Portrait mode

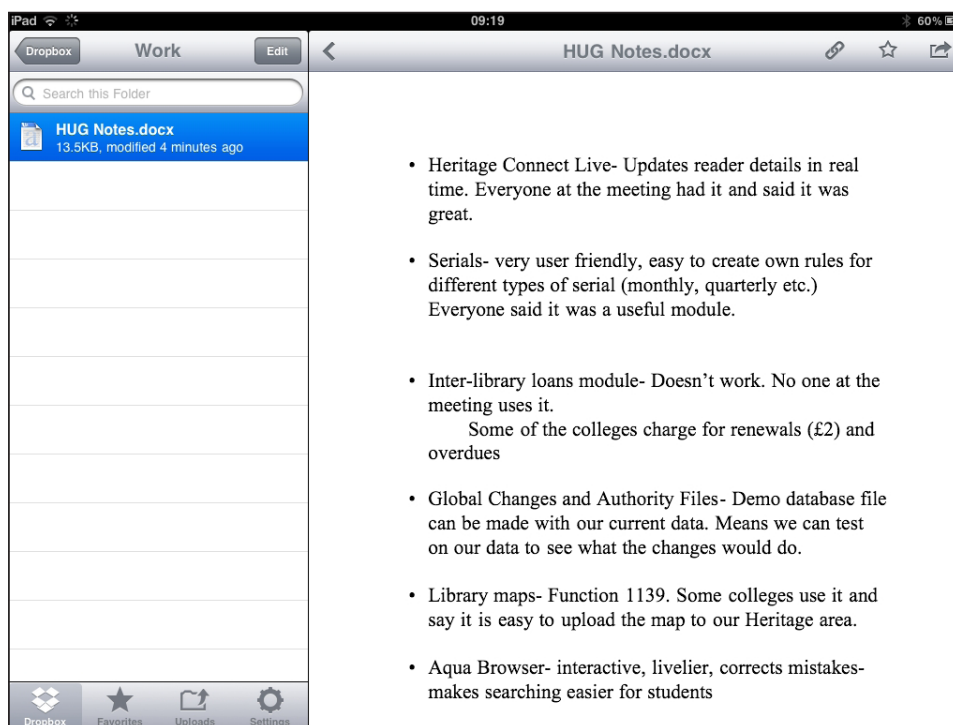
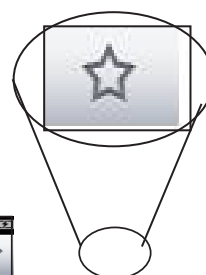


Fig. (vi) An open document in Landscape mode

### Making a document a 'favourite' document

You may wish to make one of your documents a 'favourite' document so that you can access it on Dropbox when you have no internet connection. To do this, tap on the star icon in the top right hand corner. To unmark a document as a favourite, tap the star again.



## Accessing a 'favourite' document

To access a document you have made a 'favourite' document, tap on the Favourites button at the bottom of the Dropbox menu. Figs. (vii) and (viii) show the button highlighted in both portrait and landscape mode.

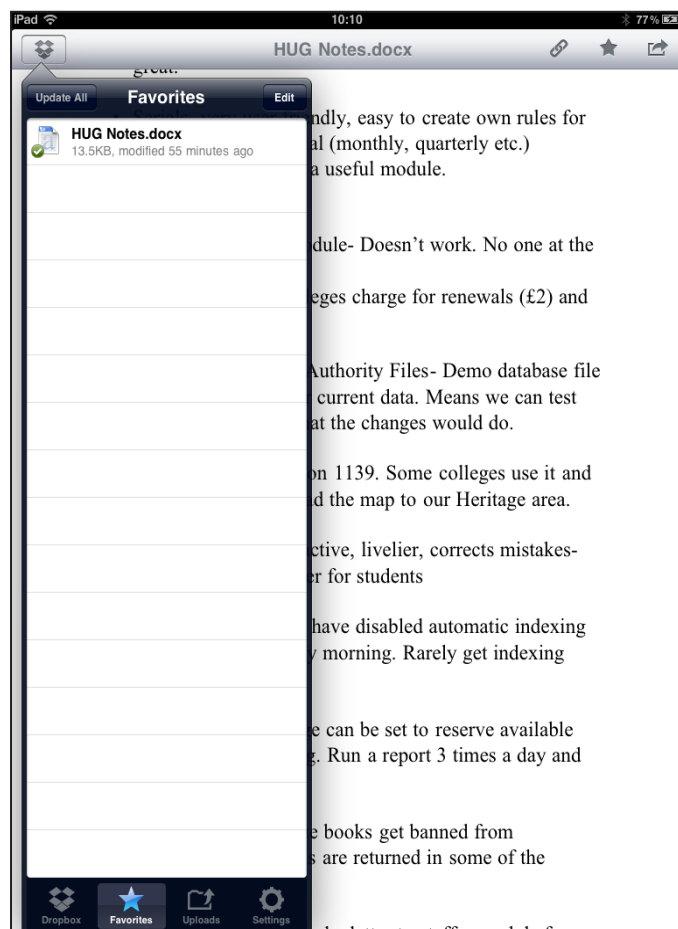


Fig. (vii) The Favourites menu in Portrait mode

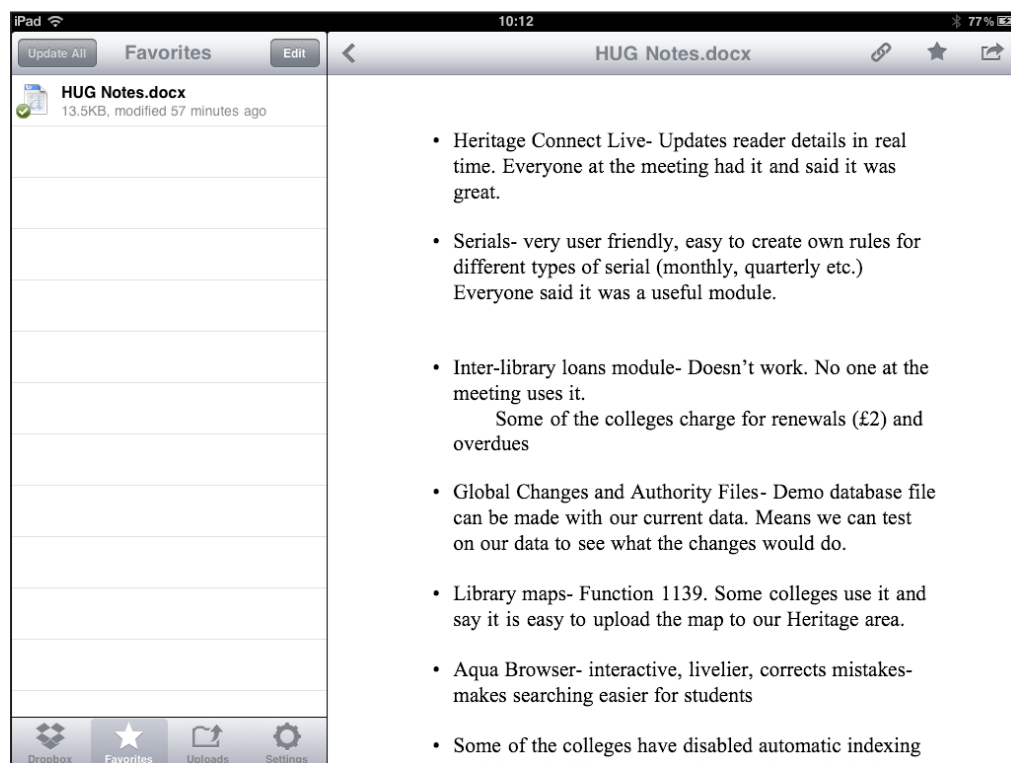


Fig. (viii) The Favourites menu in Landscape mode