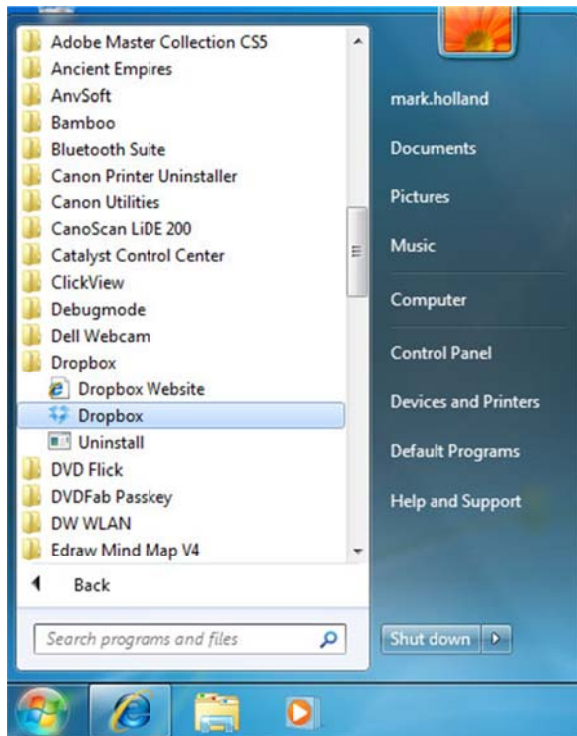


Using Dropbox to Backup Folders

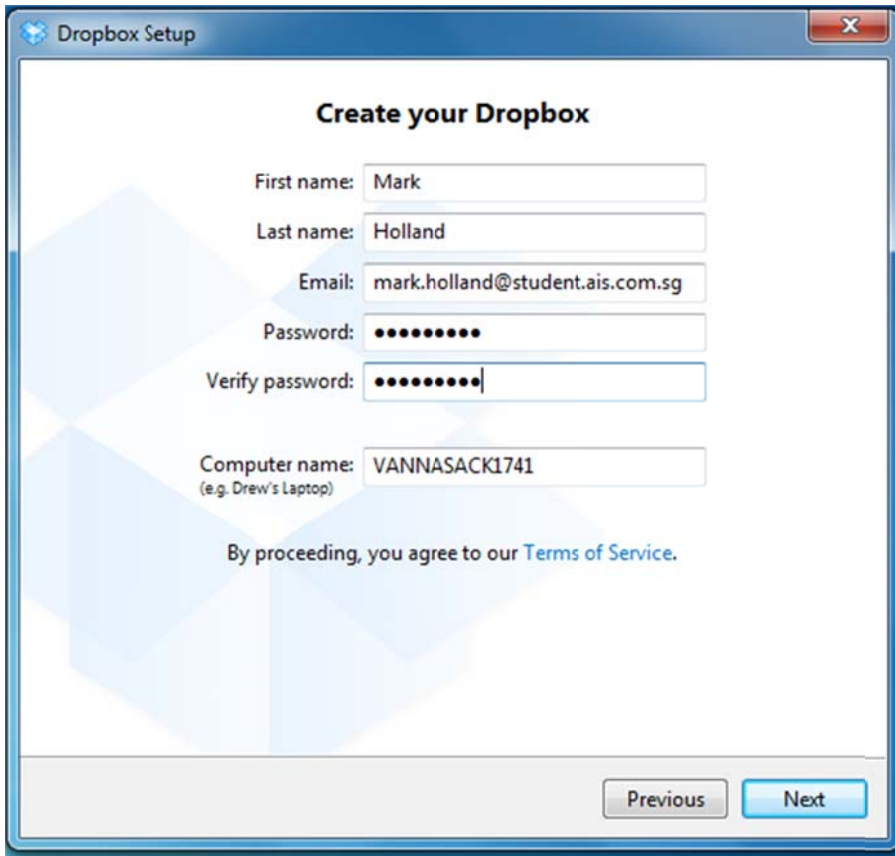
1. Open Dropbox from the *Program Files* menu.



2. To create your Dropbox account, select *I don't have a Dropbox account*

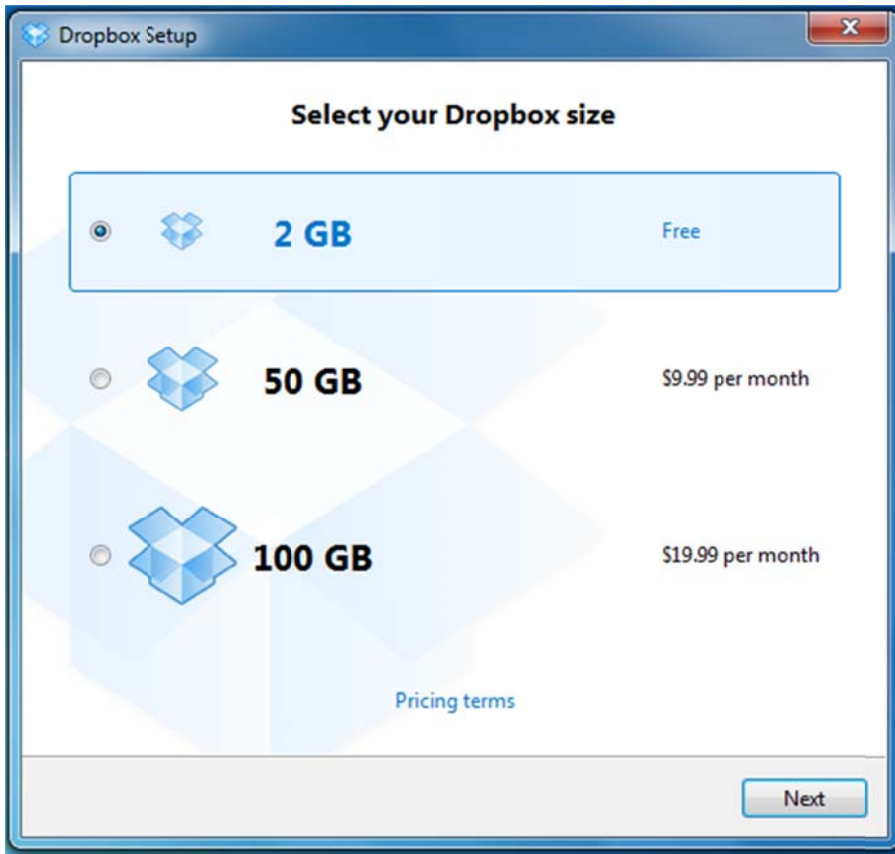


3. Enter your name, email address and password and select *Next*



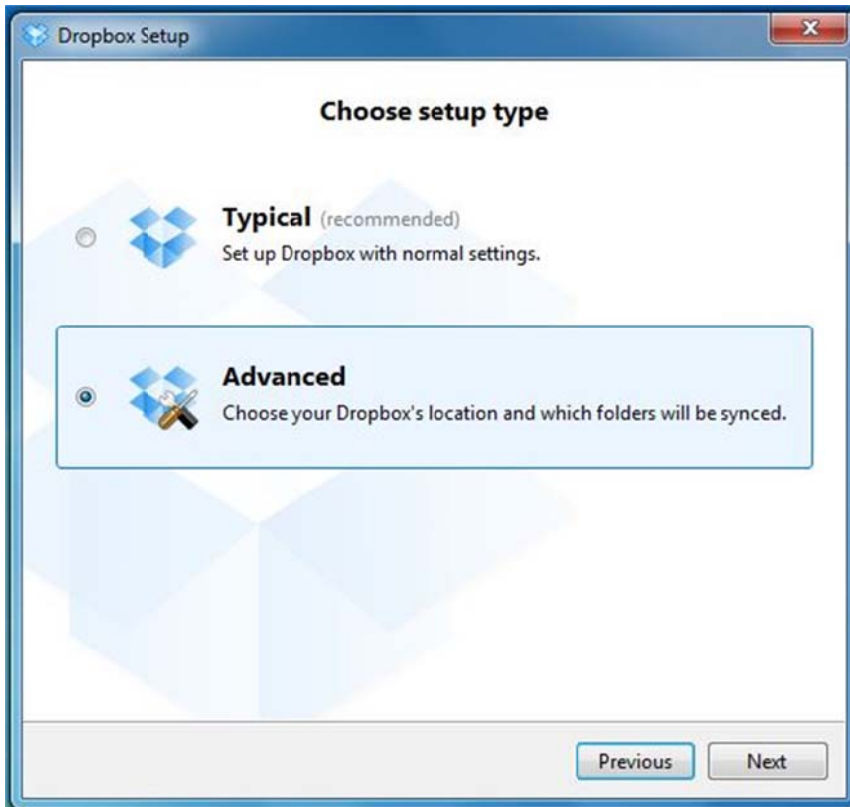
The screenshot shows the 'Dropbox Setup' window with the title 'Create your Dropbox'. It contains several input fields: 'First name' with 'Mark', 'Last name' with 'Holland', 'Email' with 'mark.holland@student.ais.com.sg', 'Password' and 'Verify password' both filled with ten dots, and 'Computer name' with 'VANNASACK1741'. Below the fields is a link for 'Terms of Service'. At the bottom right are 'Previous' and 'Next' buttons.

4. Select 2 GB

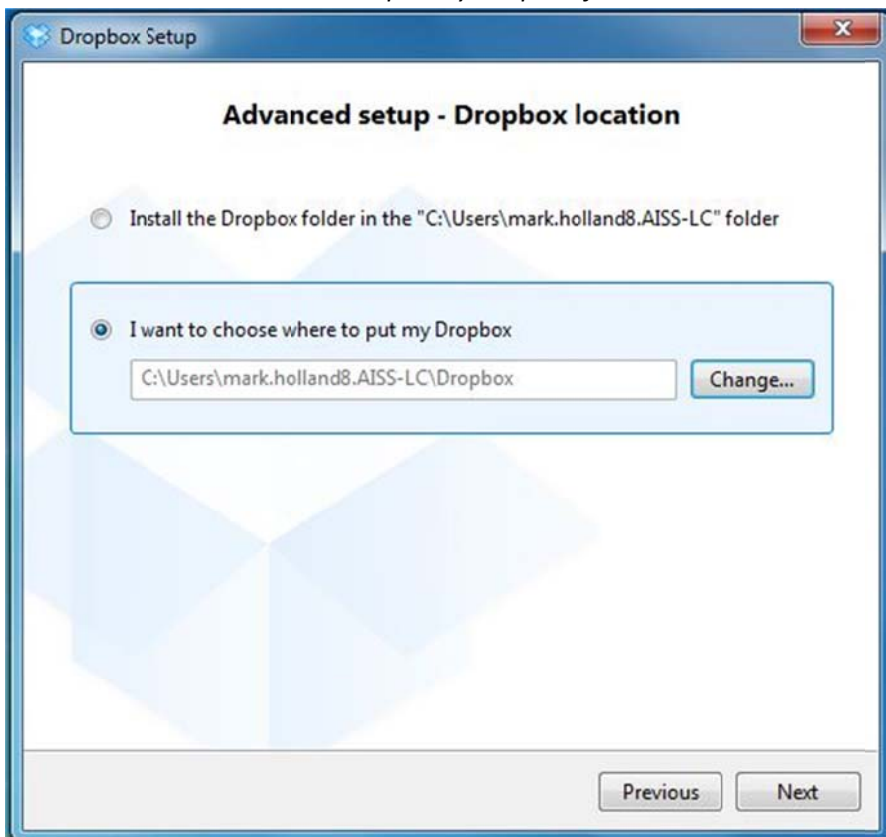


The screenshot shows the 'Dropbox Setup' window with the title 'Select your Dropbox size'. It lists three options: '2 GB' (Free), '50 GB' (\$9.99 per month), and '100 GB' (\$19.99 per month). Each option has a radio button next to it, and the '2 GB' option is selected. A 'Pricing terms' link is at the bottom. A 'Next' button is at the bottom right.

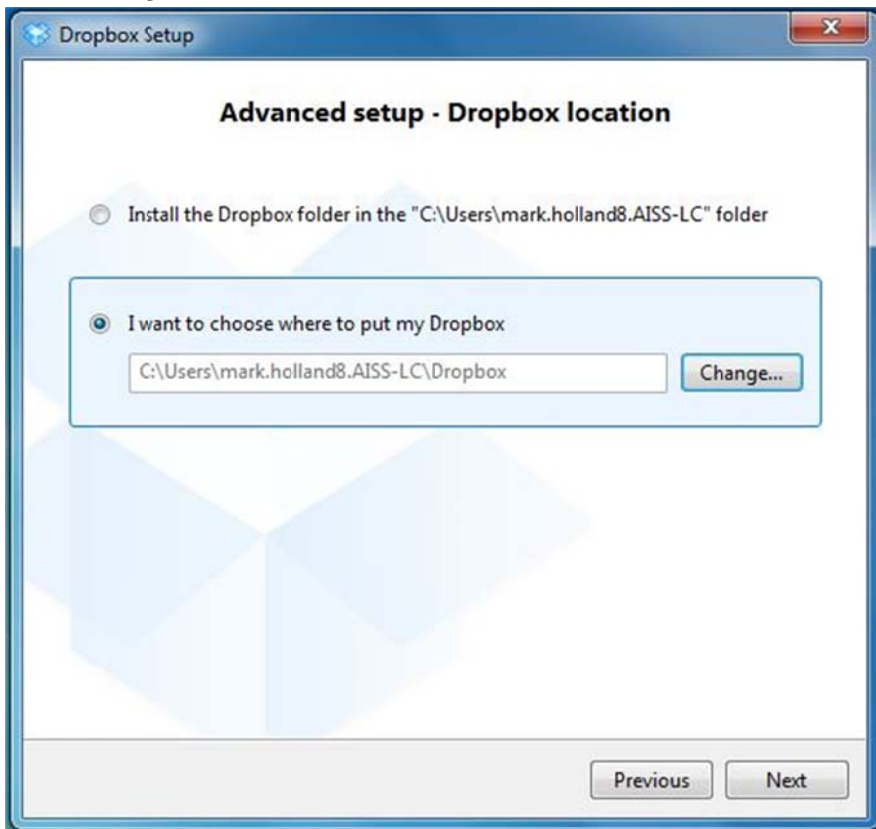
5. Select *Advanced*



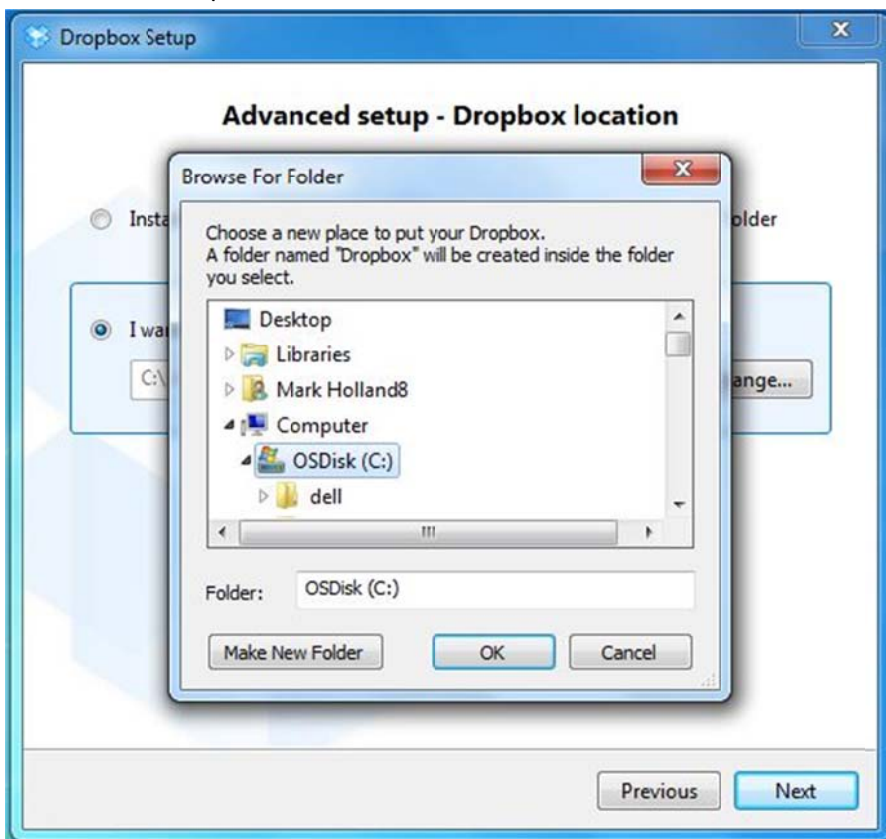
6. Select *I want to choose where I put my Dropbox folder*



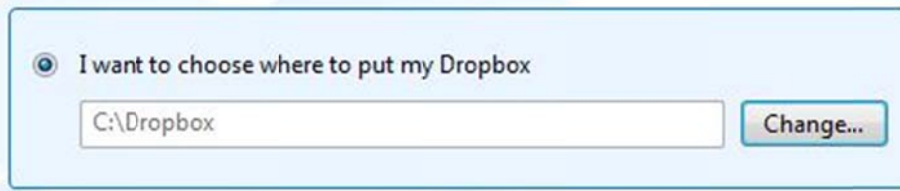
7. Select *Change*



8. Browse to the C:\

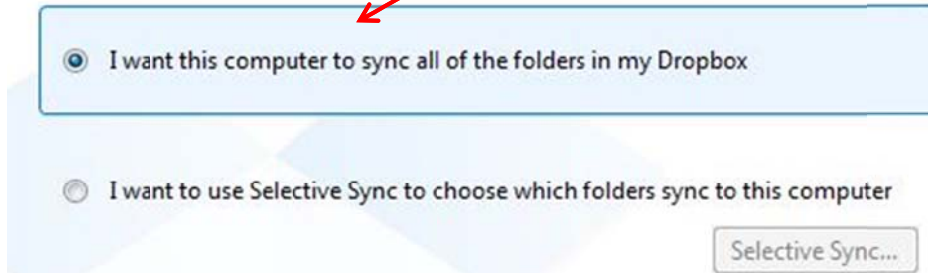


9. Browse to C:\

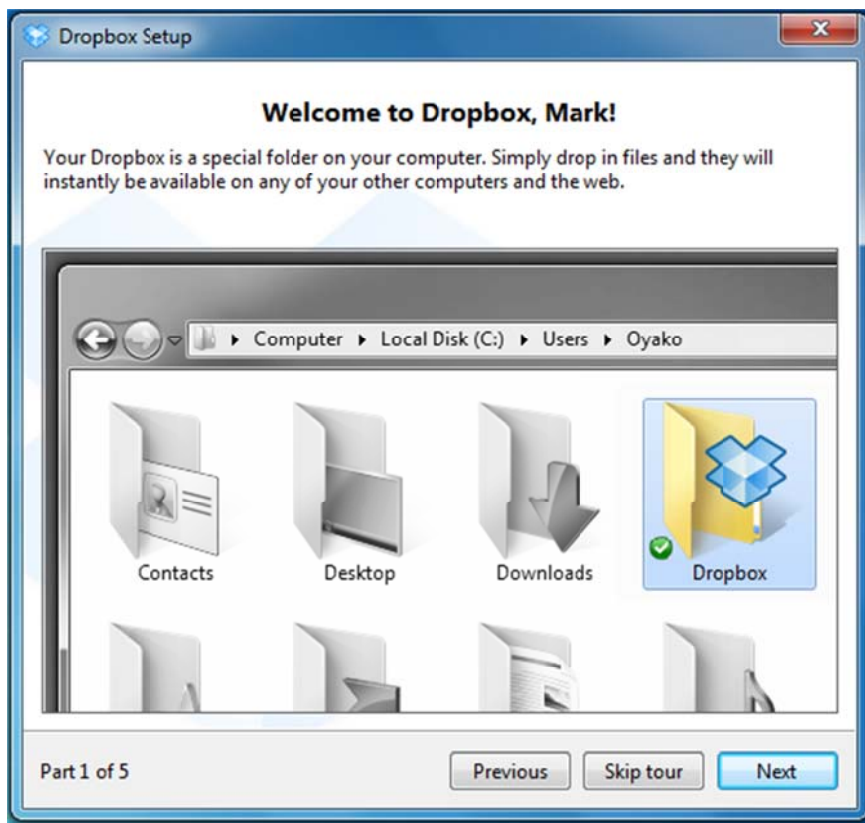


10. Select *I want this...*

Advanced setup - Selective Sync



11. You will now see the *Welcome* screen.

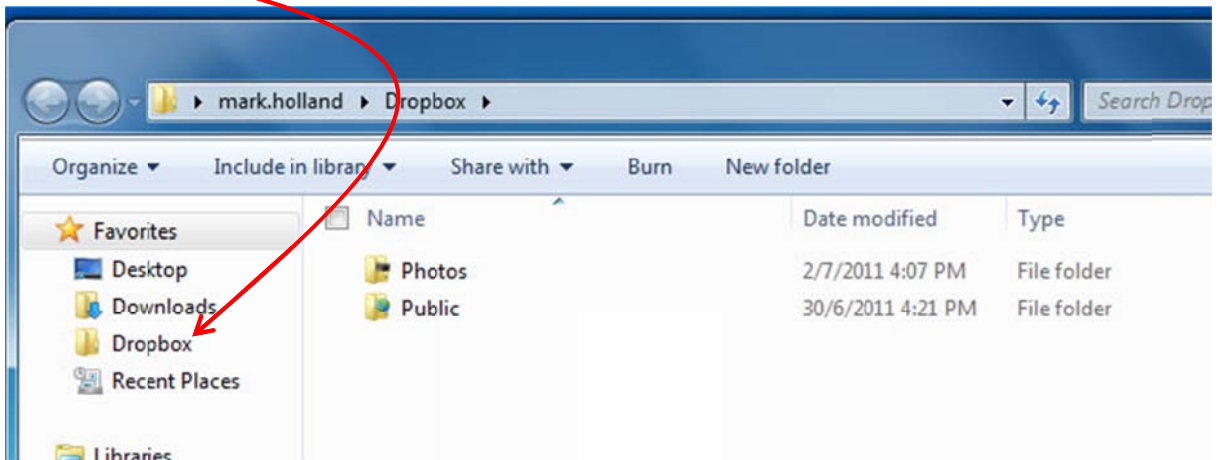


12. Click next and read the tour.

13. Click *Finish!*

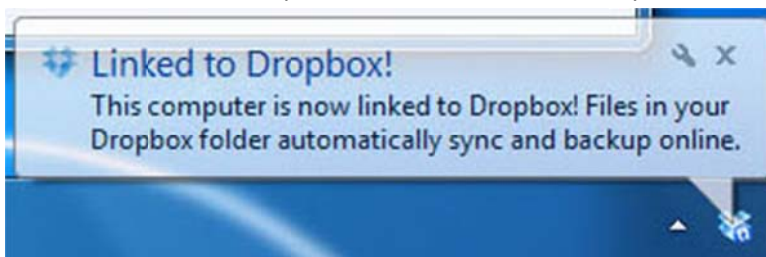


14. A *Dropbox* folder is created in your *Favourites* folder!

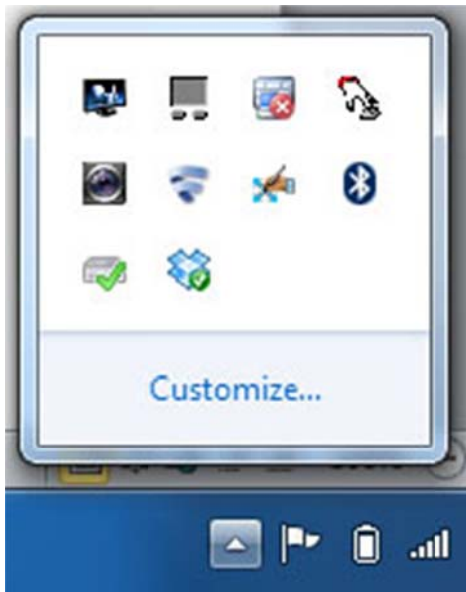


Any folder or file in the *Dropbox* file will be automatically synced with with your *Dropbox* account on the internet

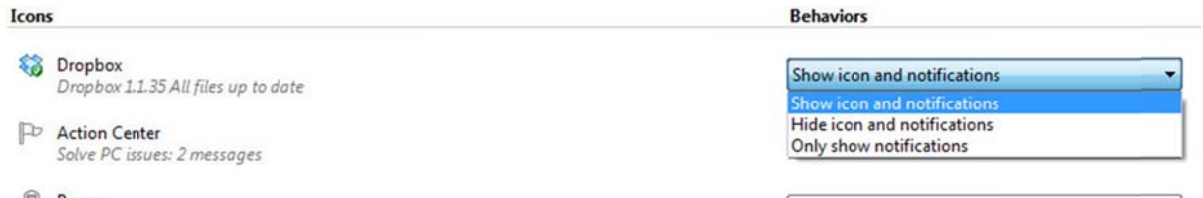
15. You will be notified *Dropbox* is now linked to the *Dropbox* website.



16. You can add the *Dropbox* icon to your task bar bu selecting *Customise*



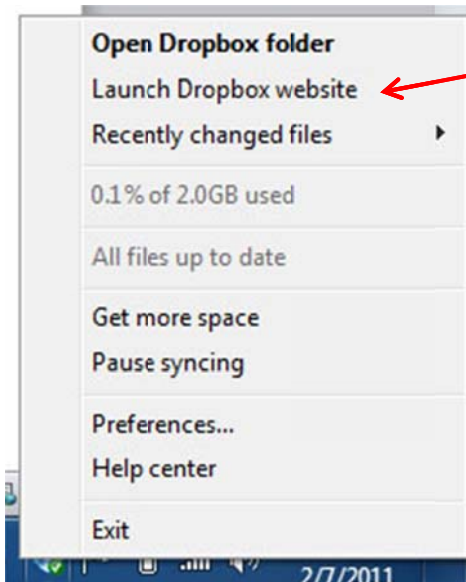
17. Select *Dropbox/Show icon and notification*



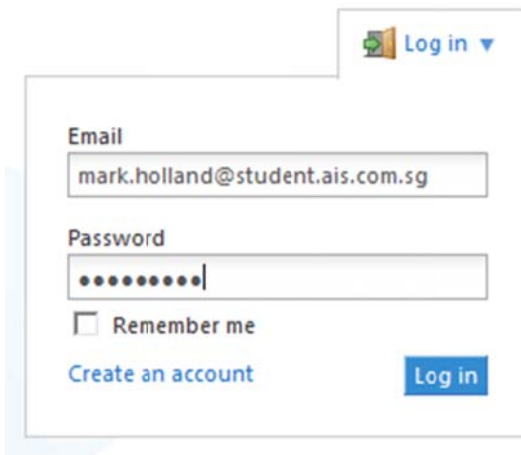
18. The *Dropbox* icon will now be a shortcut in your taskbar.



19. Click on the *Dropbox* icon to open your *Dropbox* account on the internet.

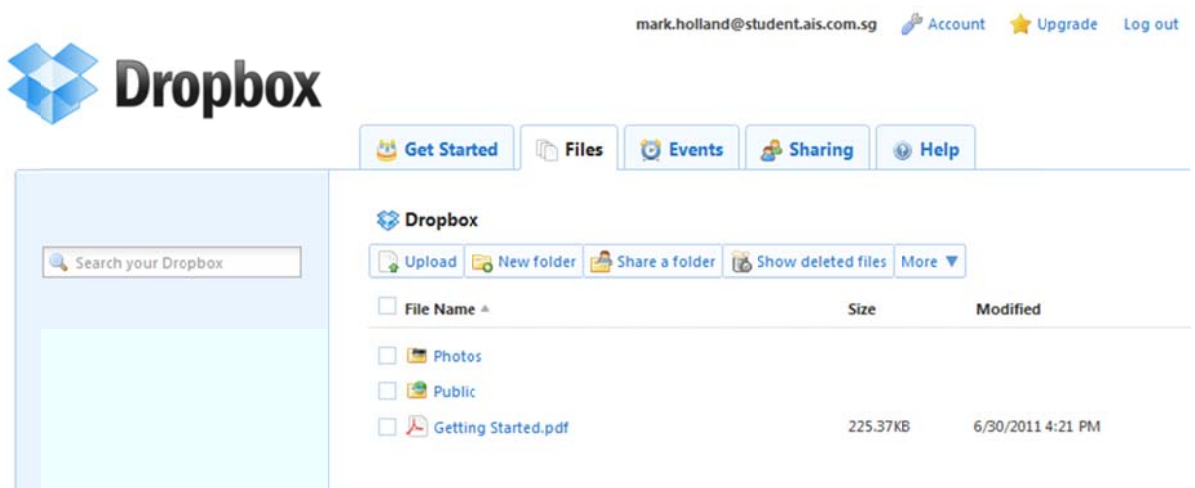


20. Enter your username and password.



A screenshot of the Dropbox login page. At the top right, there is a "Log in" button with a user icon. Below it, the "Email" field contains "mark.holland@student.ais.com.sg". The "Password" field is filled with ten dots. There is a "Remember me" checkbox which is unchecked. At the bottom left, there is a link "Create an account". At the bottom right, there is a blue "Log in" button.

21. Here you will find your synced *Dropbox* folders and files.



A screenshot of the Dropbox web interface. At the top right, the user's email "mark.holland@student.ais.com.sg" is displayed, along with links for "Account", "Upgrade", and "Log out". The main header features the Dropbox logo and the word "Dropbox". Below the header is a navigation bar with buttons for "Get Started", "Files", "Events", "Sharing", and "Help". The main content area shows a search bar on the left with the text "Search your Dropbox". On the right, there is a "Dropbox" section with a sub-header and a list of actions: "Upload", "New folder", "Share a folder", "Show deleted files", and "More". Below this is a table with columns for "File Name", "Size", and "Modified". The table contains three entries: "Photos", "Public", and "Getting Started.pdf".

File Name	Size	Modified
Photos		
Public		
Getting Started.pdf	225.37KB	6/30/2011 4:21 PM