How to use Dropbox

Using Dropbox

This tech note will discuss three techniques for using Dropbox. First we will discuss how to setup a folder to share with friends and family. Then we will discuss how to copy pictures from Picasa to your Dropbox folder. Finally, we will discuss how to view your pictures online from any Internet connected PC (MACs included).

Using Dropbox - Setup a folder to share

One way to use Dropbox is to setup a shared picture folder for friends and family, Once the shared folder is viewed by friends and family, sharing a photo only requires that you drag and drop a photo into **your** Dropbox folder. Friends and family will then be notified that the shared folder has new content.
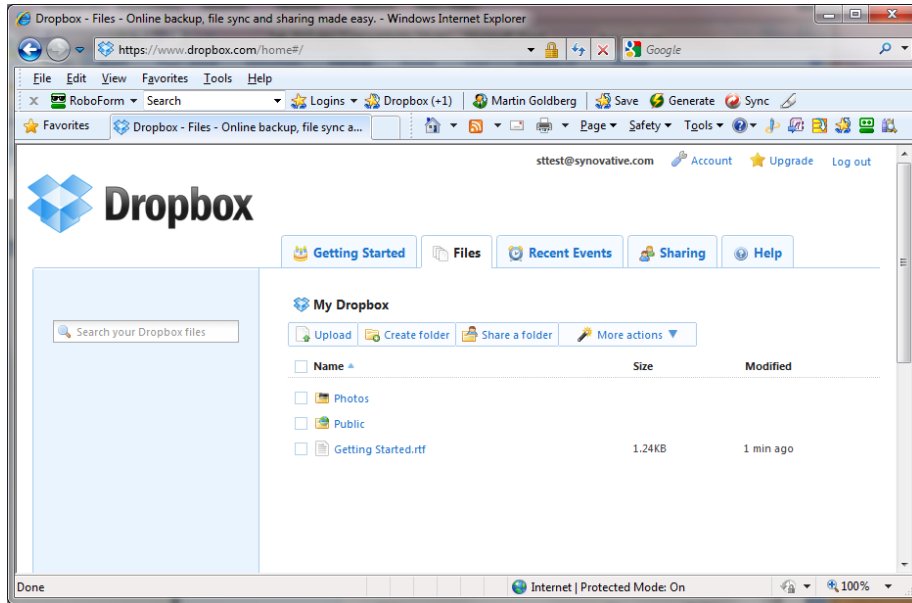
The first step is to create a shared folder and invite your contacts to view it. Go to the Windows start menu and select Dropbox and then Dropbox website. You should see:
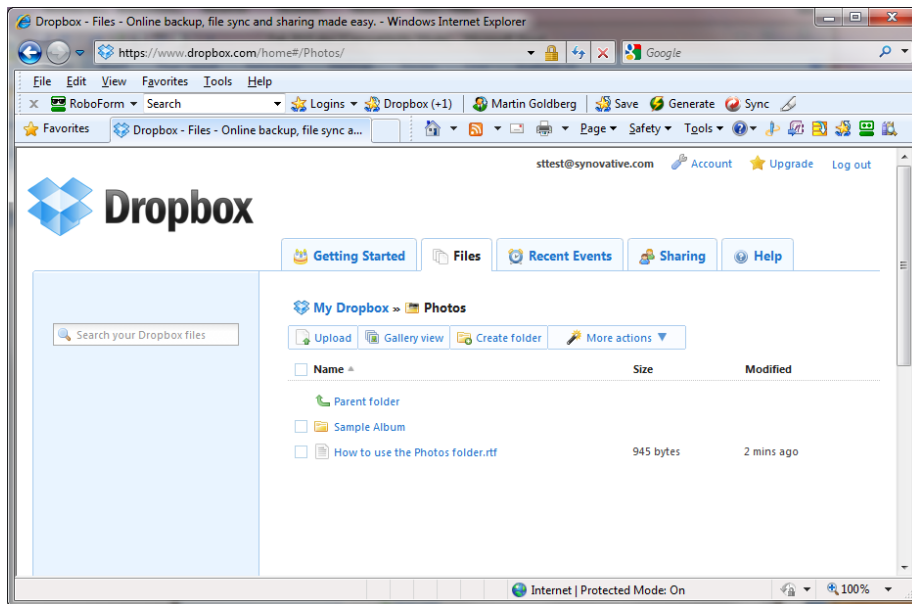
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Login using your email address and password. You should then see something similar to:
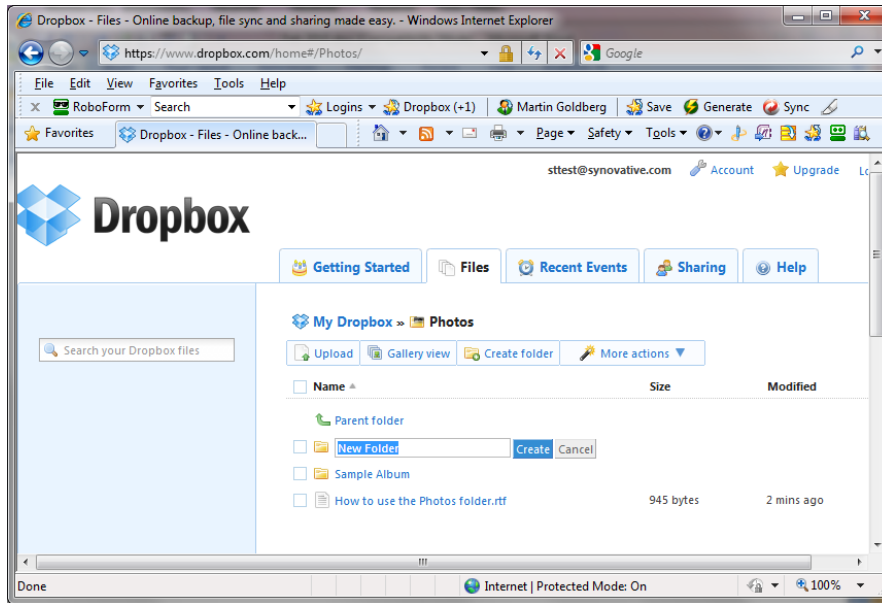
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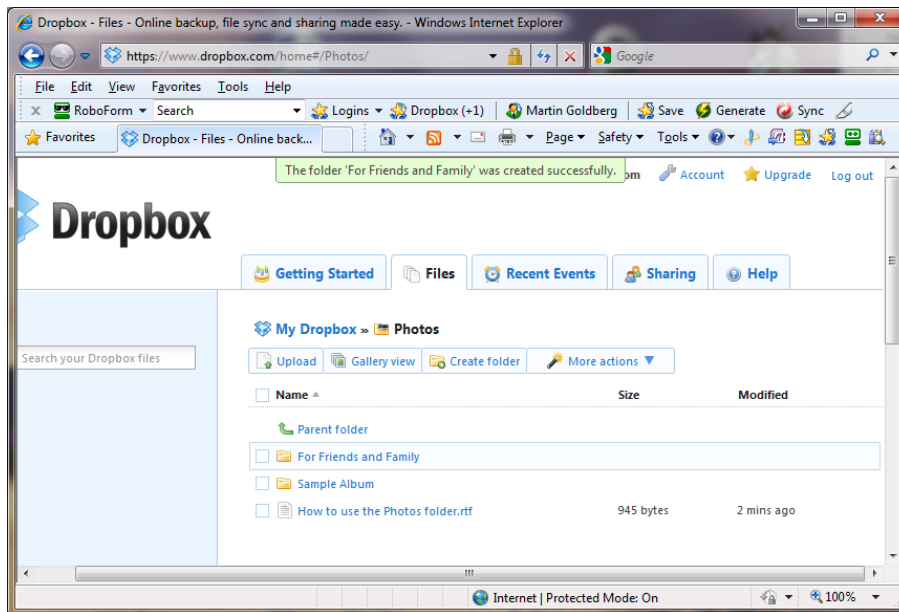Open the Photos folder and you should see something similar to:

Click on the "Create folder" tab above the listed folders. You should see a window similar to:
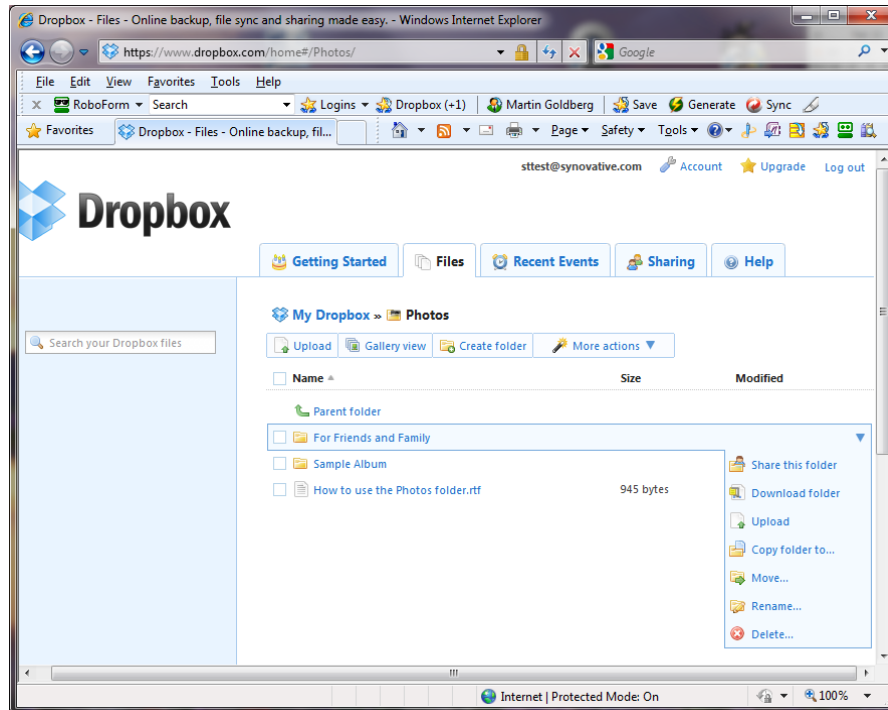
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Replace "New Folder" with "For Friends and Family". The click on Create. You should next see something similar to:
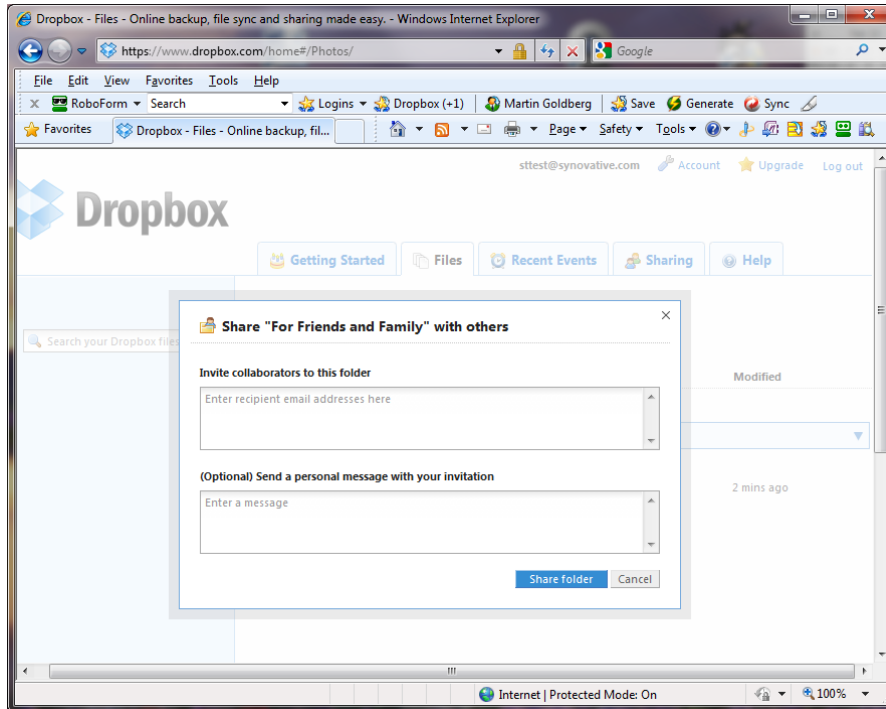
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Next Click on the white space to the right of the folder title and notice the down arrow at the far right. Click on the arrow. You should see something similar to:
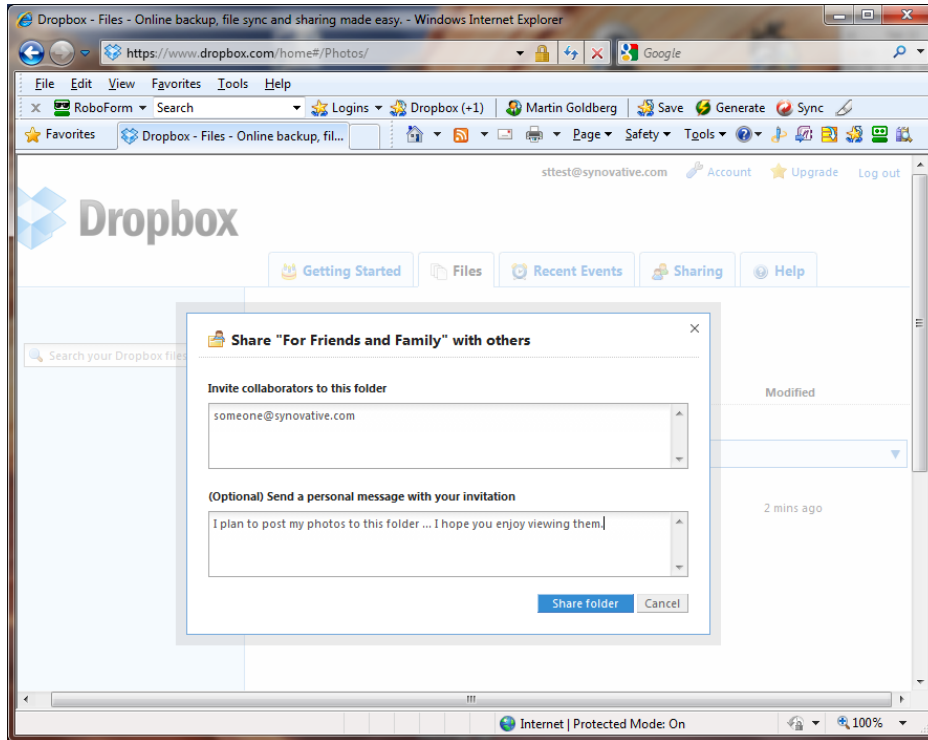

Click on Share this folder. You should next see:

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Enter the email addresses for your invitees in the top box. Add an invite message in the bottom box.
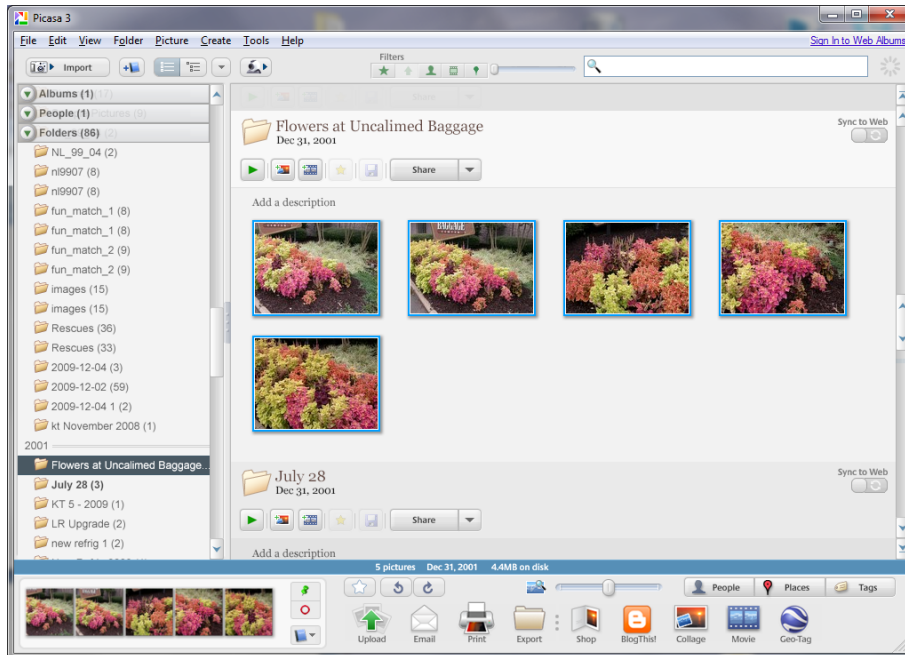
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Then Click on Share folder. You are done setting up the dropbox. Close your browser.

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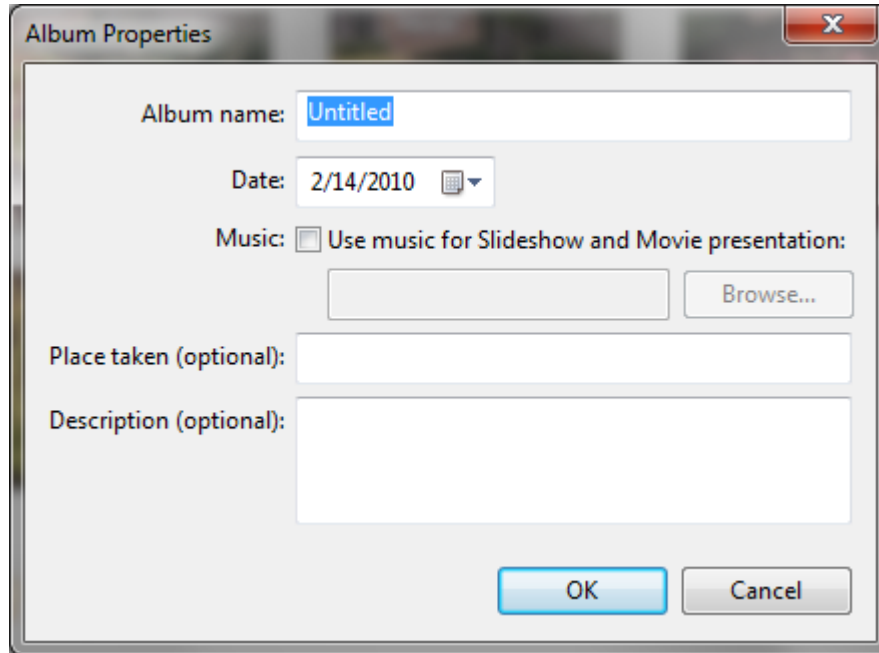## Using Dropbox – getting from Picasa to your Dropbox folder

Import your photos from your camera to Picasa. This process should create a new folder. An example might be:

These photo files are likely to be much larger than necessary for Internet viewing because the resolution of today's cameras can exceed the resolution of most PC screens. In this case the original photos were about 1mb in size. When posted with the process below the size was reduced to about 175Kb, a savings of about 80% in size without any loss of picture quality.
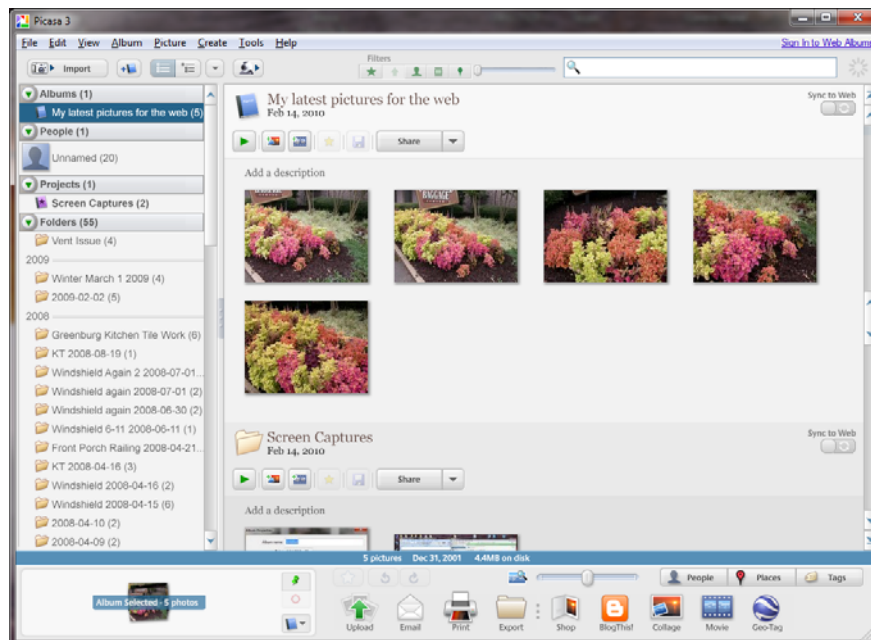
To post a version of these pictures in the proper resolution for the web we need to copy them to a new folder in Picasa. Let's call it "My latest pictures for the web".   To do this, locate, in the bottom pane, the stack of 3 icons to the right of the selected pictures. Click on the bottom one (that looks like a book) and select and click on New Album. you should see:

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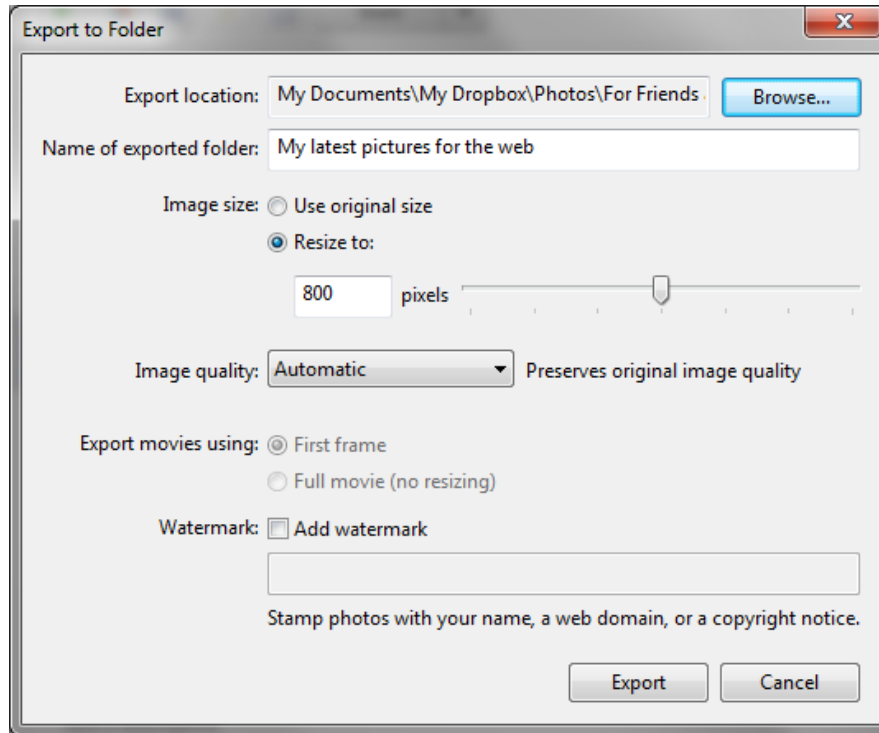Replace Untitled with "My latest pictures for the web".   Then click OK.

Scroll up the left pane to the top and open "Albums". Next open "My latest pictures of the web". The copy of your original photos should appear.
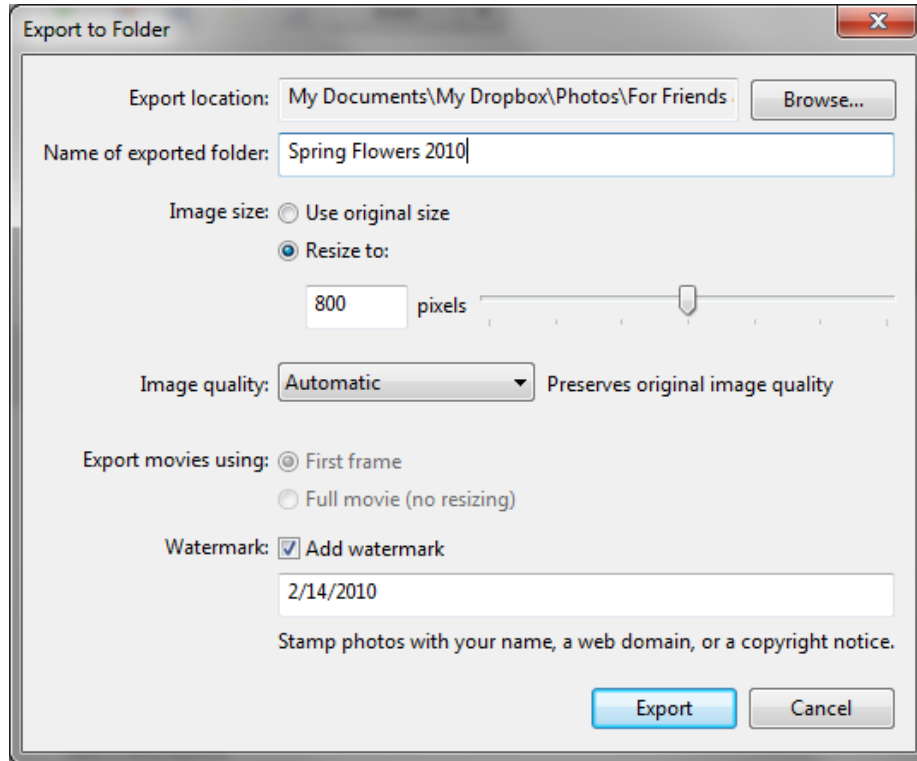
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Delete the photos you do not want to share.

Next go to the bottom pane and click on EXPORT. You should see a window similar to:

Set the top field to export into your dropbox photo folder called "For Friends and Family". Name your export folder for the pictures being added; perhaps "Spring Flowers 2010". The window will change to something like:

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Export to Folder   X

Export location:	My Documents\My Dropbox\Photos\For Friends [Browse...]
Name of exported folder:	Spring Flowers 2010

Image size: ○ Use original size
             ⦿ Resize to:

800   pixels

Image quality: Automatic ▼   Preserves original image quality

Export movies using: ⦿ First frame
                      ○ Full movie (no resizing)

Watermark: ☑ Add watermark

2/14/2010

Stamp photos with your name, a web domain, or a copyright notice.

[Export]   [Cancel]

Click Export. You are done.
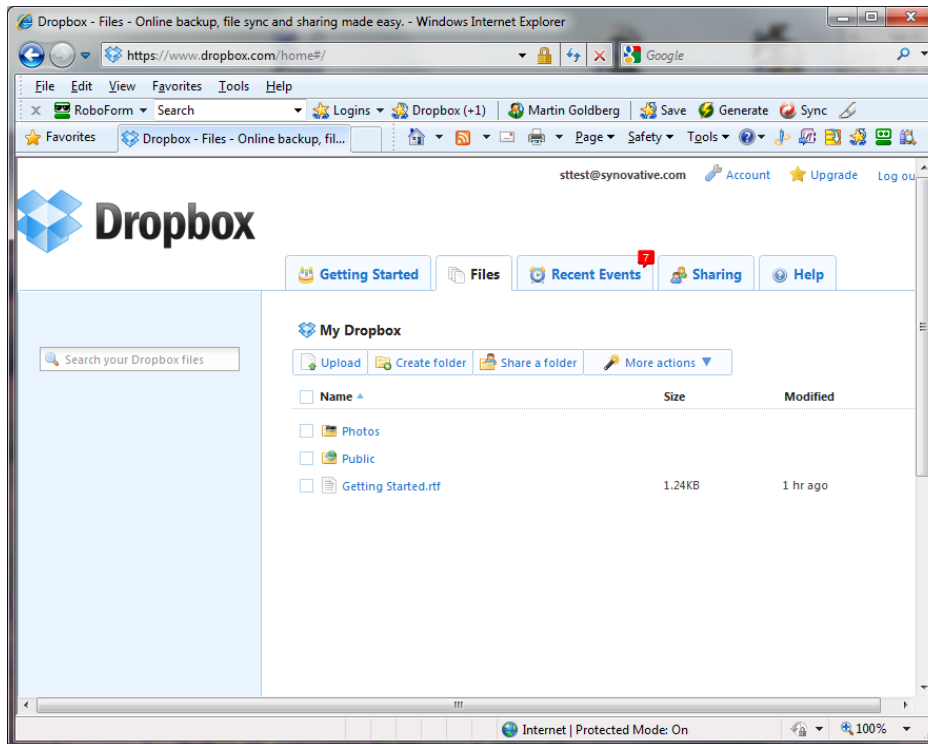
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Using Dropbox - Viewing your pictures anywhere

Want to show your pictures while visiting others? Then view them online at Dropbox with any browser. Simply logon at www.dropbox.com. You should see:
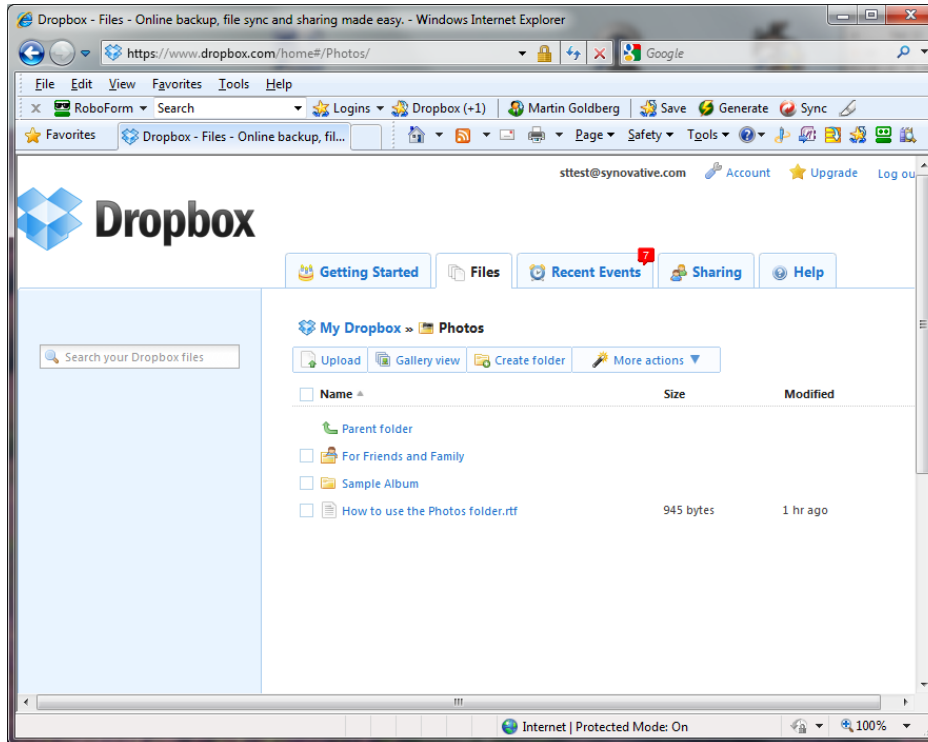

Login using your email address and password. You should then see something similar to:
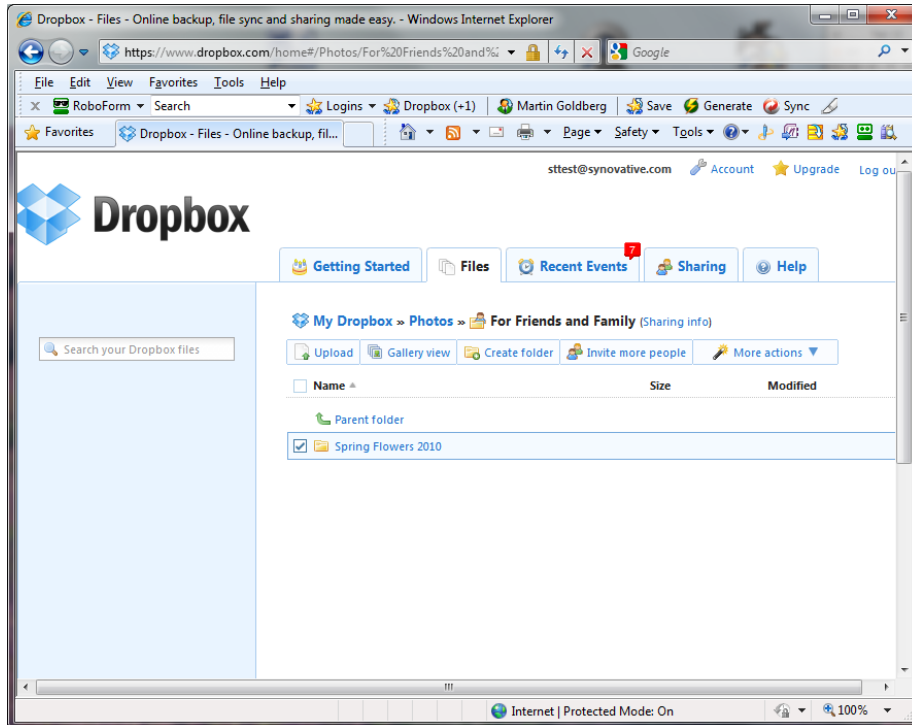
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click on the Photos folder and open it. You should then see something similar to:
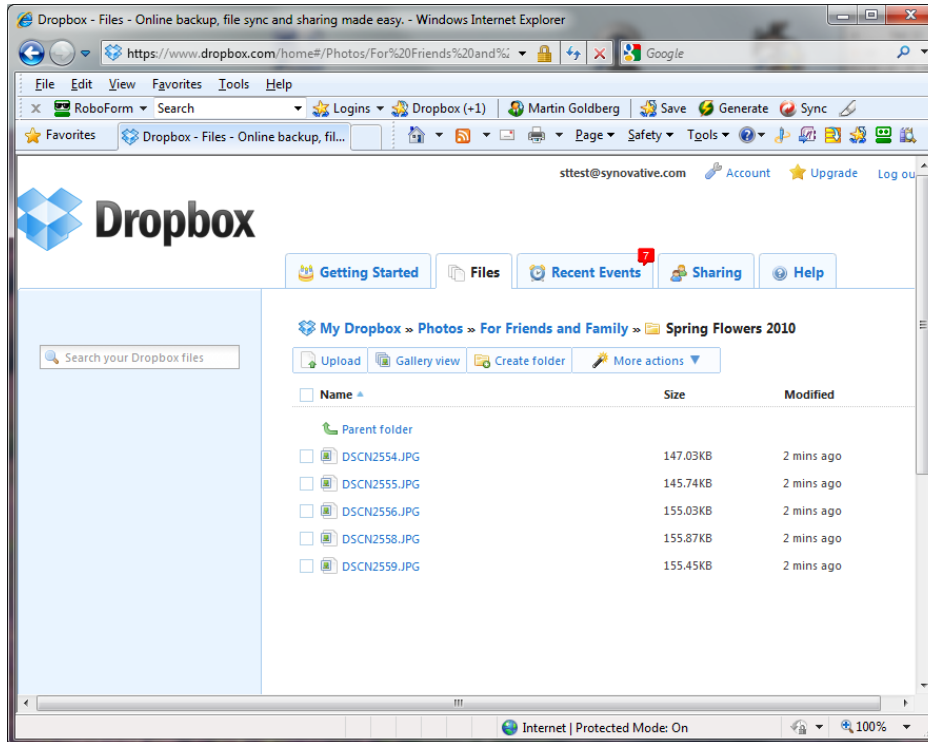
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Click and open the "For Friends and Family" folder. You should see something similar to:

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Click and open the "Spring Flowers 2010" folder. You should see a window similar to:

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Now click on the "Gallery view" button above the named files. You should see a window similar to the one below, displaying your pictures.

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