
How to Share files with Syscon using Dropbox

Dropbox is an easy way to share files using the Internet. Syscon utilizes Dropbox.com to share program files, dataset, and other information with our clients.

Download and Setup of the Dropbox software

There are two ways that you can begin the installation of the Dropbox software.

1. Option 1 – Use Dropbox.com
2. Option 2 – reply to a sharing invitation from a Syscon technician, programming assistant, or client coordinator.

Download through Dropbox.com

Go to www.dropbox.com, and then select *Download Dropbox*.

- a. You will see a window that says *Do you want to run or save this file?* Select *Run*.
- b. When asked *Do you want to run this Software?* Select *Run*.
- c. Next you will see a Dropbox Setup Window. Select *Install*.
- d. Follow the on-screen instructions to install the Dropbox software.
 - i. When prompted, enter your email address and select a password
 - ii. Be sure to select the free 2 gigabyte installation
 - iii. When asked to choose the setup type, select *Typical*
 - iv. The Dropbox Tour will provide basic information

Download through a Sharing Invitation

A Syscon technician, programming assistant, or client coordinator may send you a Dropbox Sharing invitation. Simply click on the link in the email and you will be directed to download the software and join the shared folder.

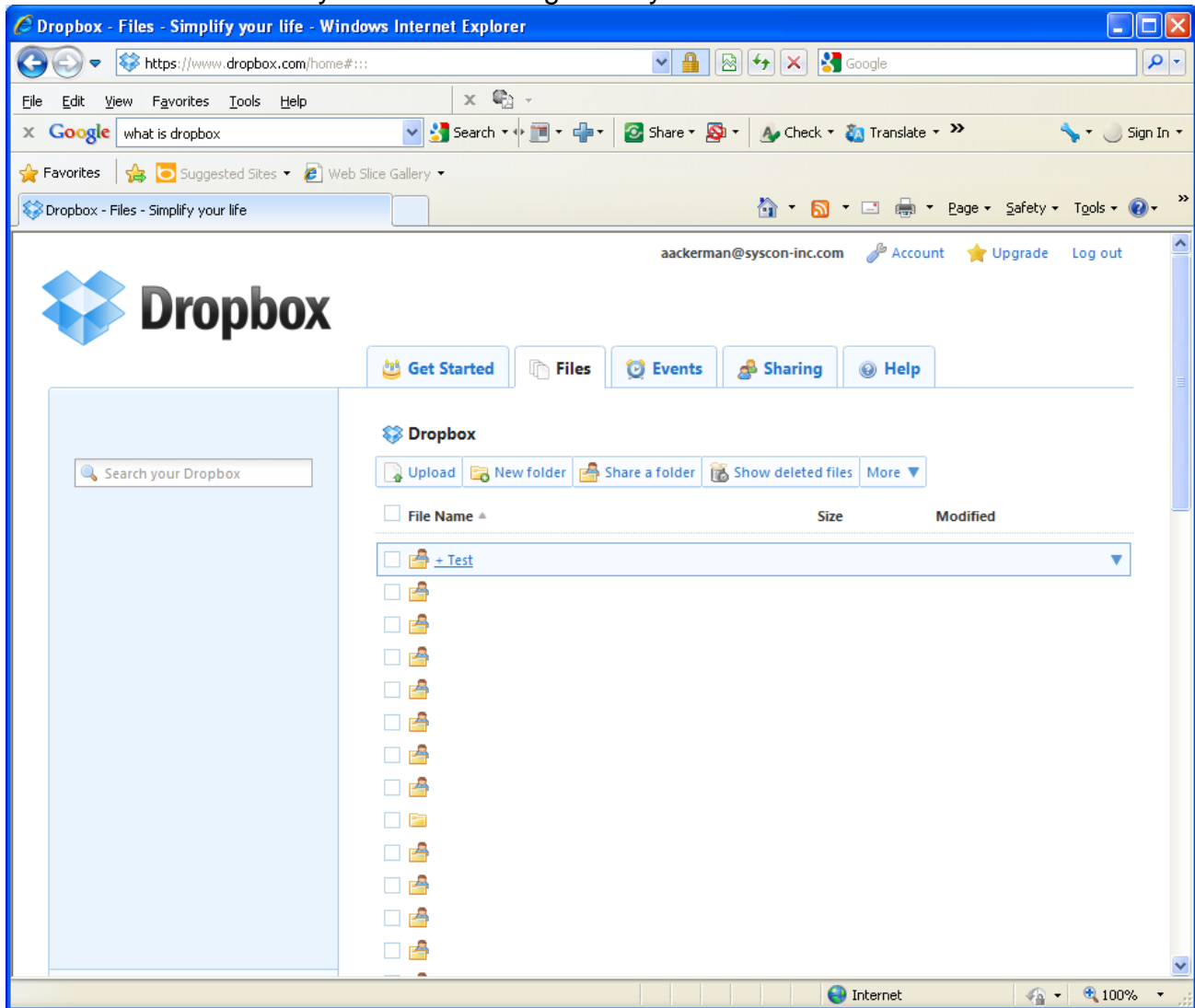
Accessing the Dropbox shared folder.

Your Dropbox folder can be found on-line by logging into Dropbox.com or from your desktop.

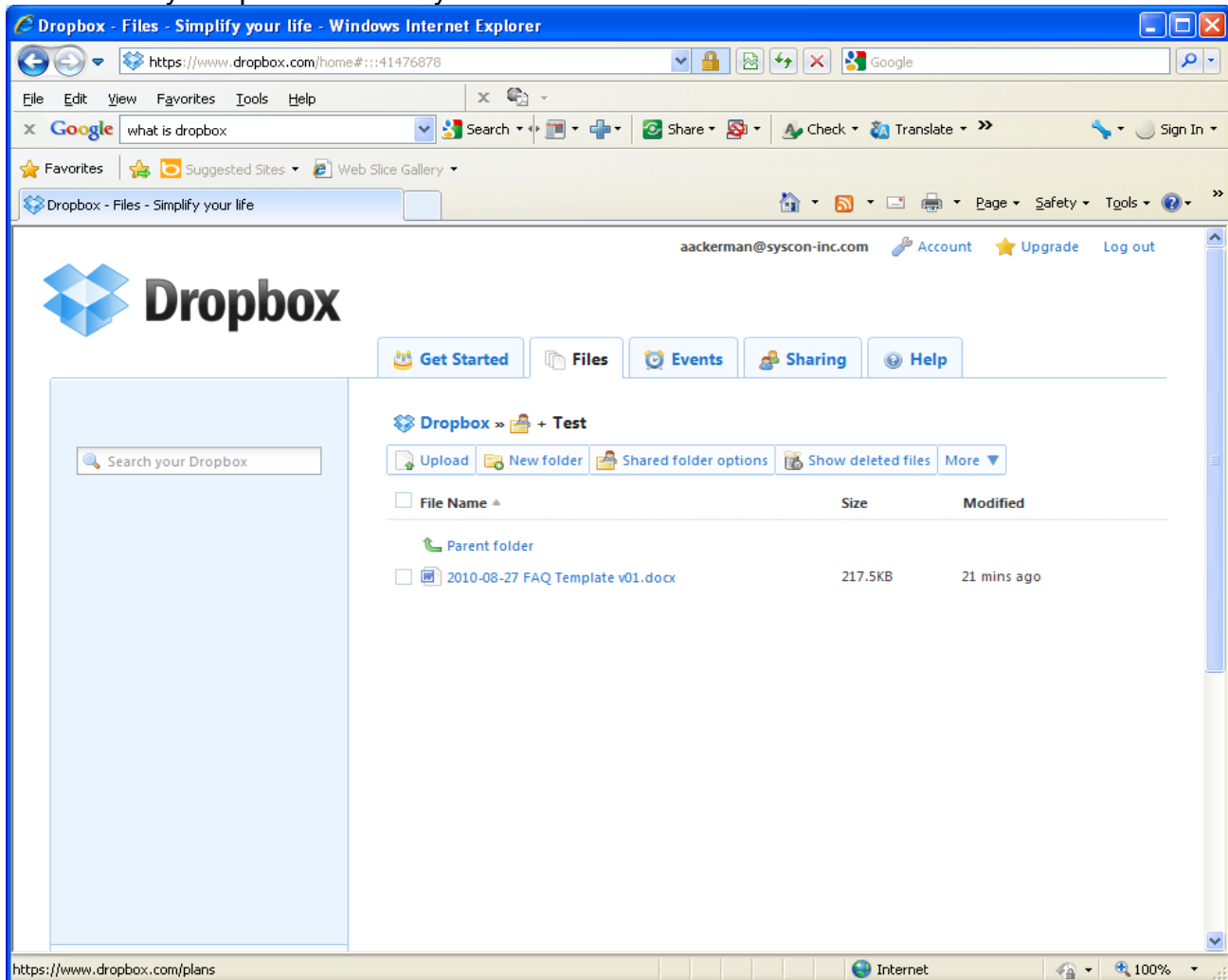
Using Dropbox.com

1. On Internet Explorer, go to www.dropbox.com
2. Enter your user name and password.

3. You will now see a list of folders.
4. If you are new to Dropbox, then you will only see one folder in the list. Select that folder. For example “+ Test” is the name of the folder that has been shared.
 - a. If you have used Dropbox in the past, please make sure you select the proper folder that you will be sharing with Syscon.



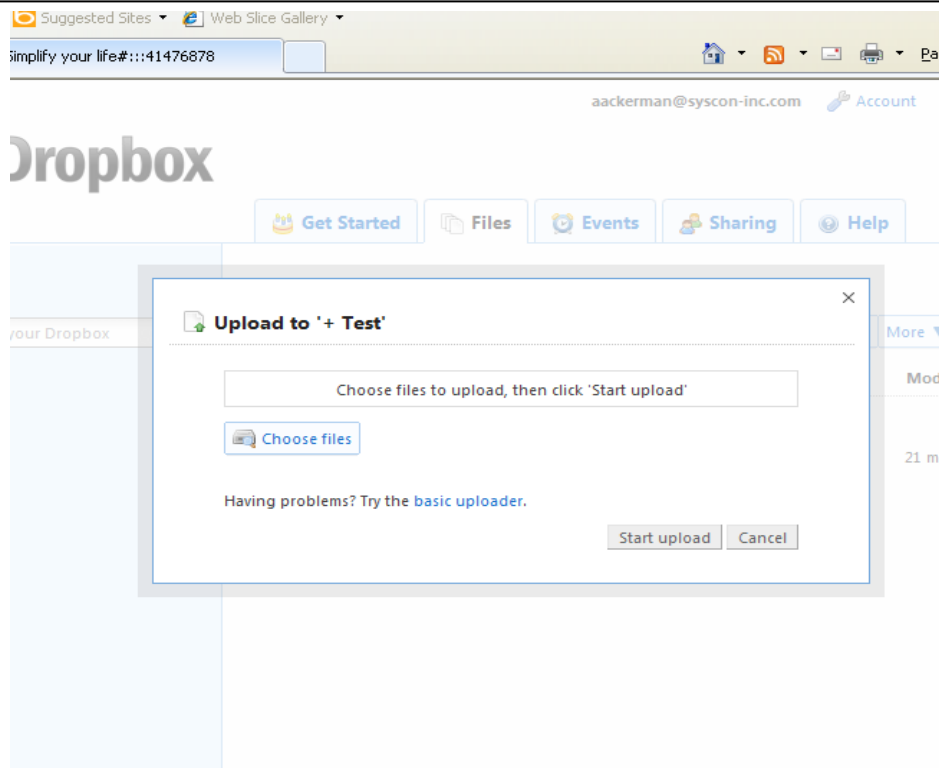
5. After you open the folder you will be able to see its contents.



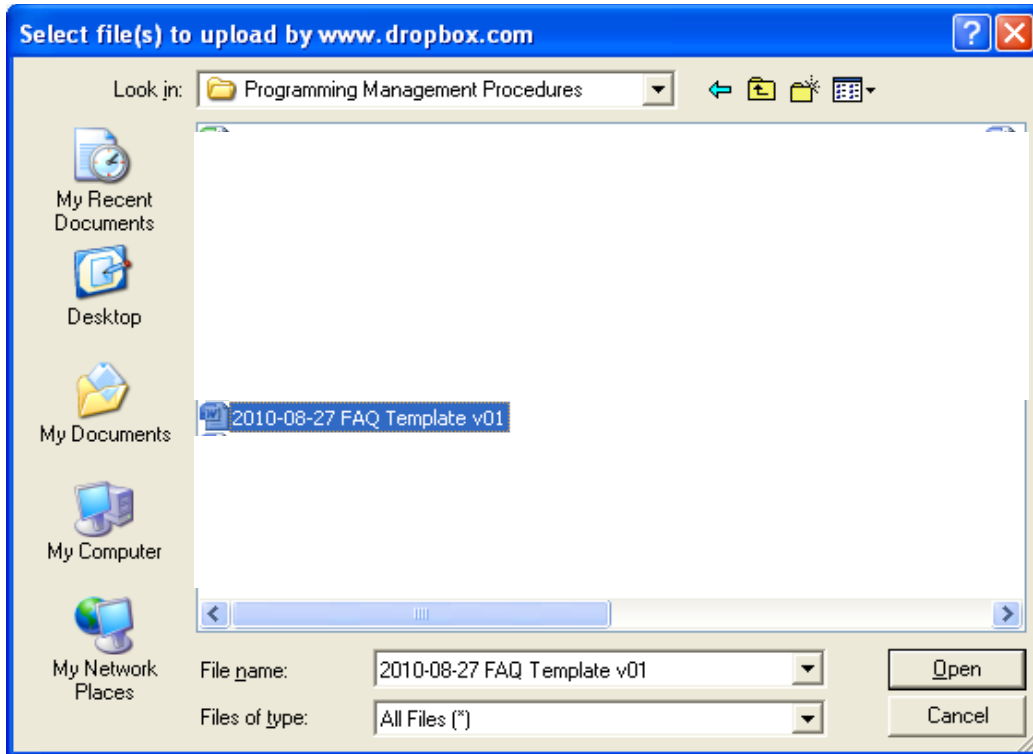
6. Click on this file to begin downloading.

If you would like to upload a file to be shared with Syscon, then continue with these instructions.

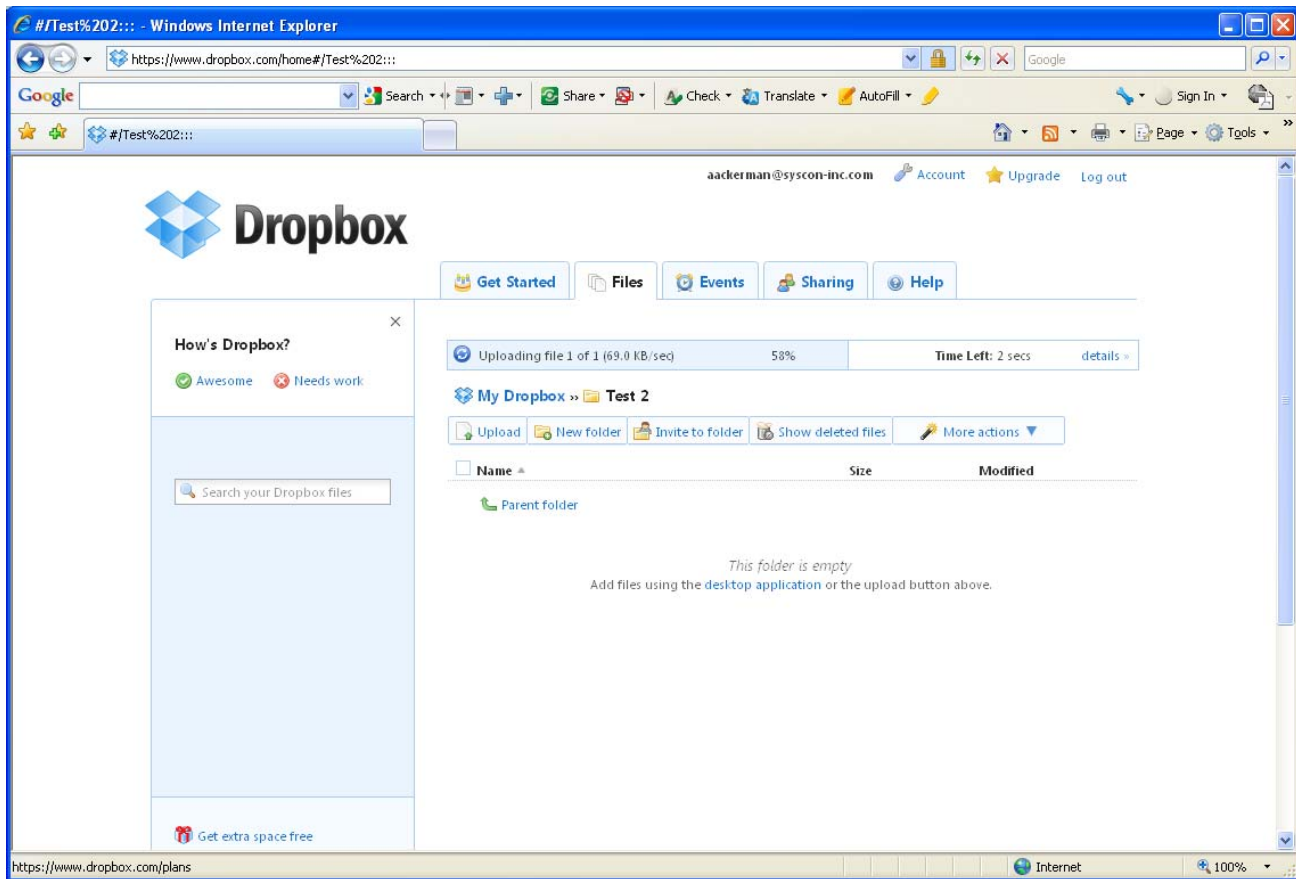
7. After you have opened the shared folder, select Upload.



8. Select Choose files, and then navigate to the location of the file that you would like to send to the folder shared with Syscon. After you have found the file, highlight the file, and then select Open.



9. Select *Start Upload*.



- a. The upload progress is shown on the screen.
- b. After the upload is complete, select *OK*.
- c. The file will now appear in the Dropbox folder online and in the Dropbox folder on your computer (after some time for syncing).

Using Dropbox on your Desktop

Opening the Dropbox Folder

Dropbox files are always located in: C:\Documents and Settings\user name\My Documents\My Dropbox\. After you have installed the Dropbox software, you will have three different ways to access the Dropbox folder.

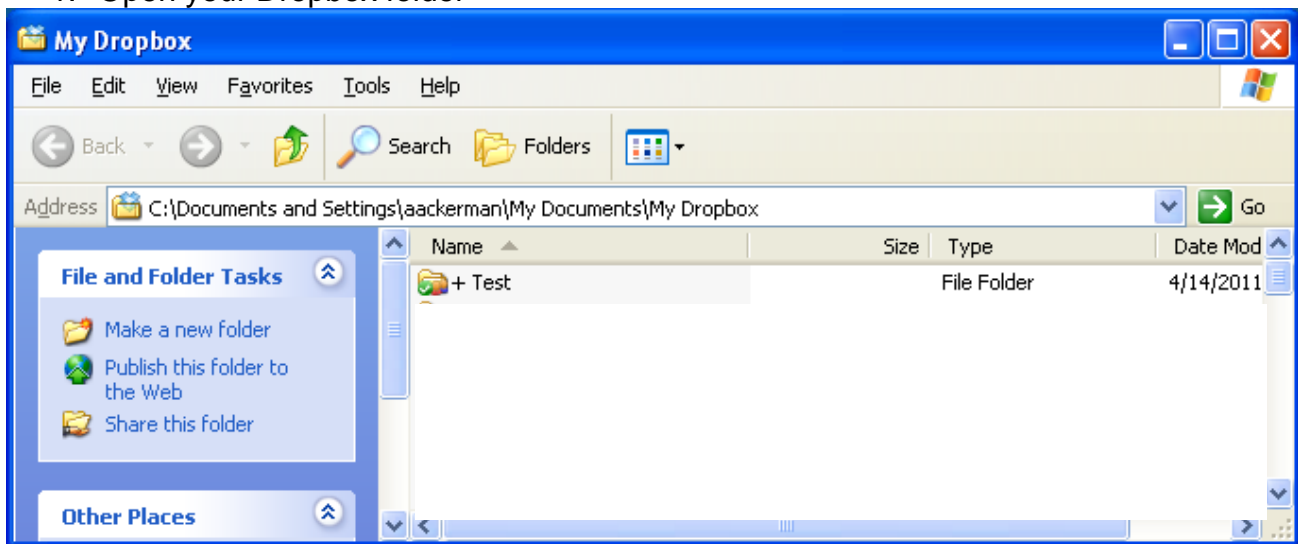
1. Dropbox Icon on Desktop – click on the icon to open the folder.
2. Dropbox Icon on Taskbar - Selecting the quick launch icon will offer seven options. The most important options are:
 - i. Open Dropbox folder.

- ii. Launch Dropbox website.
3. Dropbox files can also be accessed through Windows Explorer in: C:\Documents and Settings\user name\My Documents\My Dropbox\

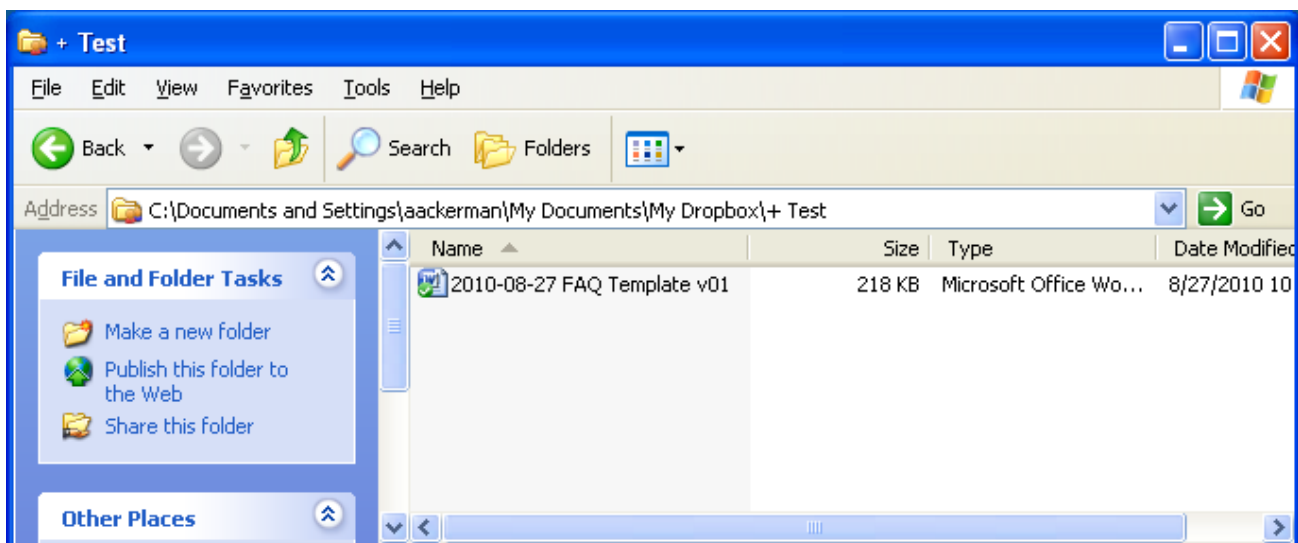
Sharing Files in Dropbox

To transfer a file from your Dropbox to your computer:

1. Open your Dropbox folder



4. Click on the “+Test” folder, or the folder that you are sharing with Syscon, to view the file that is available.



5. To move the file either:

- a. Click and drag it to another location on your computer
- b. Or, right click on the file and select *Copy*. Then navigate to the location where the file will be saved, right click and select *Save*.

To transfer a file from your computer to your Dropbox:

1. Navigate to the location of the file to be transferred.
 - a. Click and drag the file to your Dropbox folder.
 - b. Or, right click on the file and select *Copy*. Then navigate to the Dropbox folder, right click and select *Save*.