

# Using Dropbox on iPad and computer

## What is Dropbox?

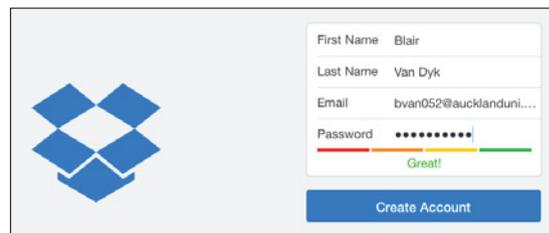
Dropbox is an iOS/Android/web application that is used to store and share content across multiple platforms. Files that are uploaded to a Dropbox account are stored online and can be accessed from any device logged into the associated account. Dropbox can be used for many functions such as a personal storage and file transfer device, or to share content to multiple students in a classroom.

## Creating an account/Signing in

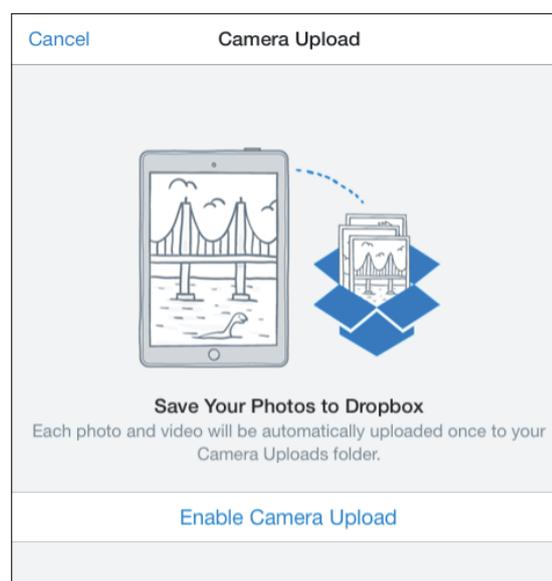
- 1 Open the Dropbox app on your iPad.



- 2 If you already have an account, tap *Sign in*. To create a new account, swipe across to the final tab and tap *Sign Up*. Enter your new account details and tap *Create Account*.

A screenshot of the Dropbox account creation screen. On the left is the Dropbox logo. On the right is a form with fields for First Name (Blair), Last Name (Van Dyk), Email (bvan052@aucklanduni...), and Password (represented by dots). Below the password field is a strength indicator with a green bar and the text 'Great!'. At the bottom right is a blue button labeled 'Create Account'.

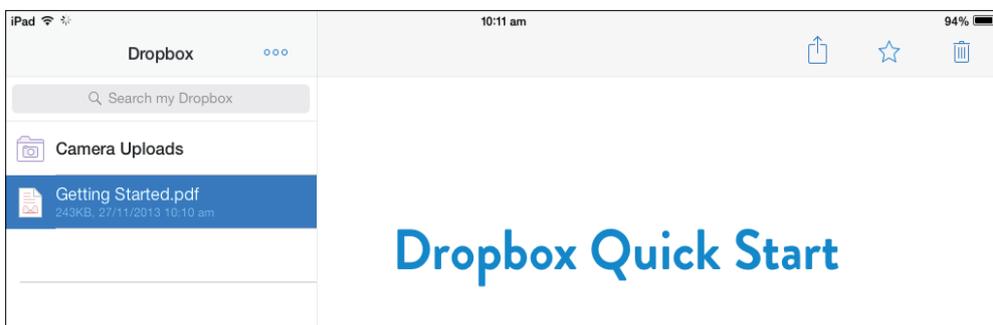
- 3 A prompt will appear asking if you would like to *Enable Camera Upload*. If you select this option, any images you capture will automatically be saved to your Dropbox account. If you *do not wish to auto upload*, select *Cancel* and you can upload any images you require manually.

A screenshot of the 'Camera Upload' prompt in the Dropbox app. At the top left is a 'Cancel' button. The title is 'Camera Upload'. Below the title is an illustration of an iPad showing a photo of a bridge, with a dashed arrow pointing to a Dropbox logo containing a photo of the same bridge. Below the illustration is the text 'Save Your Photos to Dropbox' and 'Each photo and video will be automatically uploaded once to your Camera Uploads folder.' At the bottom is a blue button labeled 'Enable Camera Upload'.

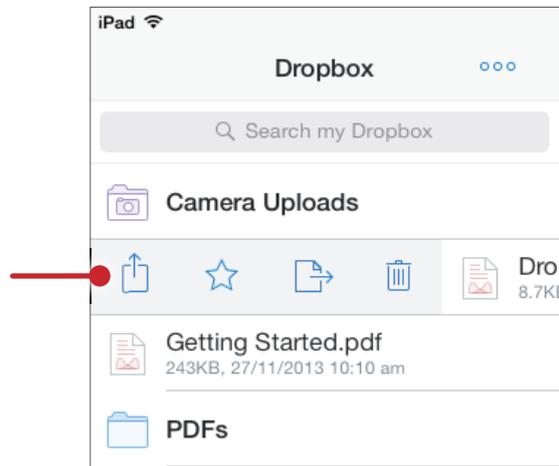
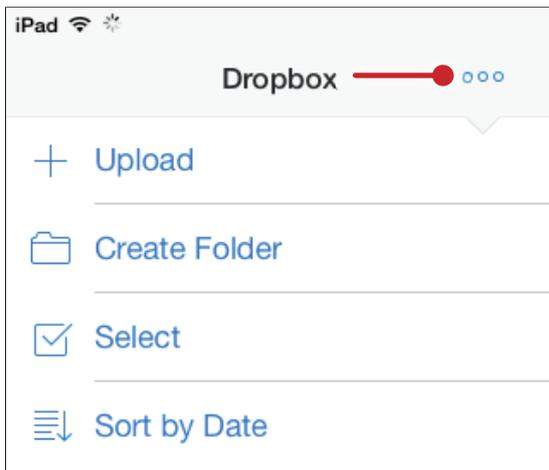
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## Using Dropbox on iPad

- 1 Dropbox will open to your home page. From here you can perform functions such as uploading, deleting and sharing your content. Have a quick read of the [Getting Started](#) PDF. The PDF provides details for using Dropbox on a computer, which we'll come back to later in this guide.



- 2 To manage and upload video/pictures from your device, tap the three dots at the top of the app. To manage content that is in your Dropbox file already, swipe right with your finger on the desired item. From this menu you can *share*, *favourite*, *move* or *delete*. Try it now on the Getting Started PDF.

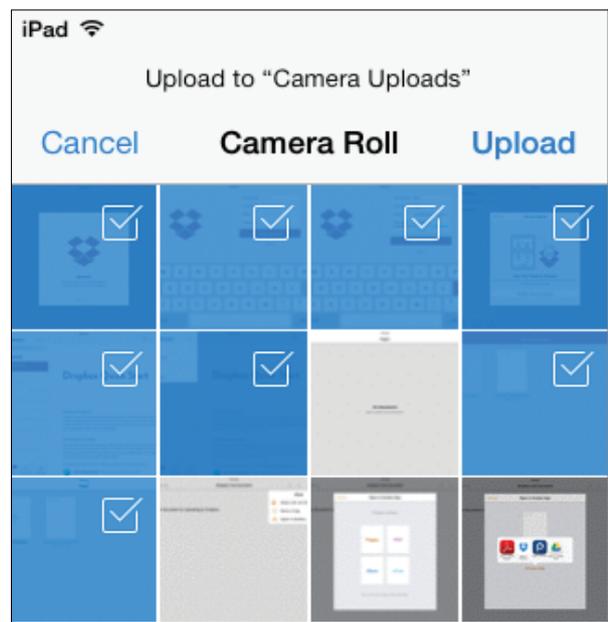


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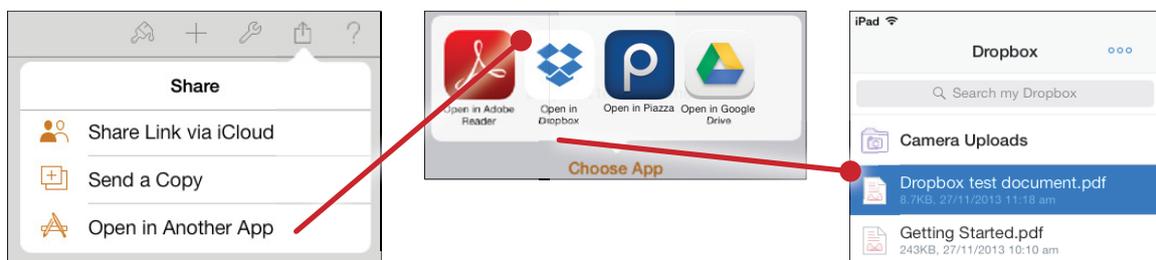
## Adding content from your iPad to Dropbox

Unfortunately, the iPad Dropbox app is only able to import video and pictures. However, you can use other apps to open files in Dropbox. Some other great apps that support opening to Dropbox are Pages, Numbers and Adobe Reader. Once a file has been opened to Dropbox, it can be saved there, viewed and shared to other devices.

- 1 To upload images and video, tap the three dots at the top of the app and select *Upload*. From here, select the images and video you want and tap *Upload*.



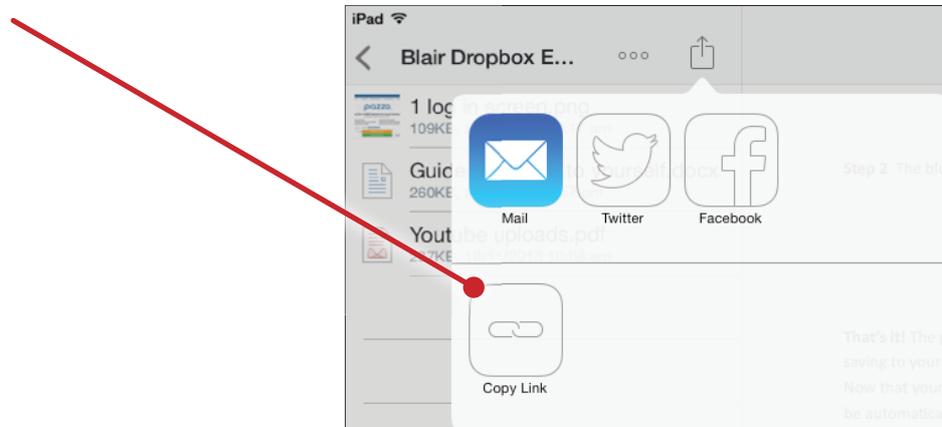
- 2 To open content from another app such as Pages, open the document in that app and use the share feature to select *Open in Another App*. Select Dropbox from the selection and save the document to the folder you want. Your file will be saved to your Dropbox folder and available anywhere else you have Dropbox installed.



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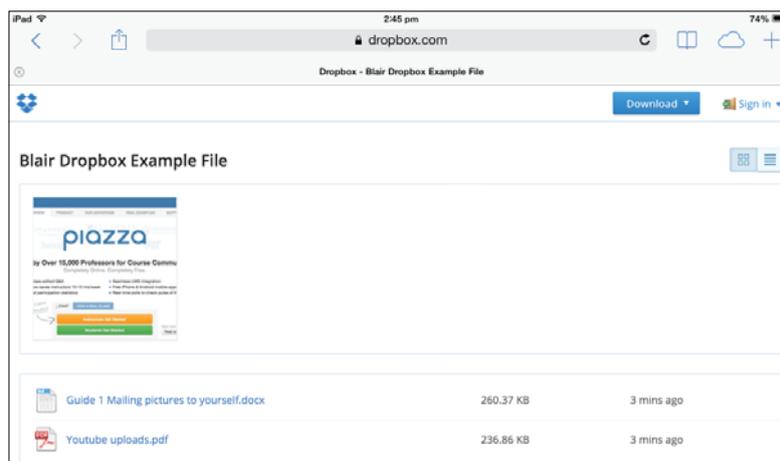
## Sharing content from your iPad

- 1 To share a document or folder from your iPad, select the appropriate item and click the *Share* icon. If you have set up an account, you can share using *email*, *Twitter* or *Facebook*. Otherwise, you can copy the link to your item and send it to the desired recipient.



In the example below, a Dropbox folder has been shared by opening the link in a web browser. The three documents contained within that folder are now available for download to the recipient.

- To share your Dropbox content with yourself, simply download Dropbox on your other device and sign in with your account. All of your content will be available to view, edit and share.

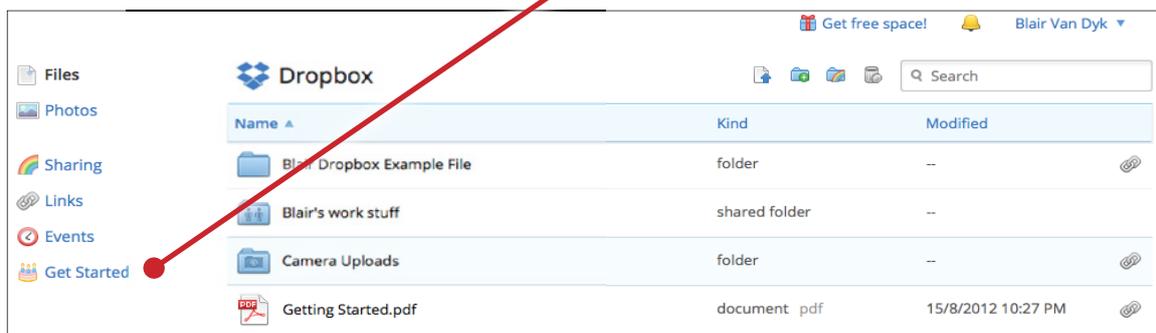


# Using Dropbox on iPad and computer

## Using Dropbox on a Computer

On a computer, Dropbox can be managed using a web browser or by downloading the Dropbox installer to create a Dropbox folder (similar to any other folder on your computer, except it will sync the content and store it all online to access from other devices!). Have another read of the [Getting Started](#) PDF to familiarize yourself with using Dropbox on a computer.

- 1 Go to the Dropbox website and [Sign In](#). From the main page you can view and download all your Dropbox files online. To download Dropbox and view some excellent guides on using Dropbox from a computer, click [Get Started](#) and follow each of the guides.



- 2 Once you have downloaded Dropbox to your computer, you can easily manage all of your documents by simply placing them in the Dropbox folder. The Dropbox folder is like any other regular folder on your computer, except that it is tied to your Dropbox account. This means that *any files you add from your computer or elsewhere to Dropbox will be synced with your account* and can be *accessed anywhere* simply by logging into Dropbox!

