Dropbox Instructions

[STEP 1] Sign Up for Free Web File Storage at Dropbox

You'll need Web space for storing your audio and slideshow files. WordPress.com allows us to upload images for free, but there is a fee to upload audio and video files.

To avoid paying WordPress.com, you will sign up for a free account at a file sharing service.

(Each one of your students can sign up for an individual Dropbox account.)

The service provider we will be using is **Dropbox**. Here's how to get started:

1. Go to http://www.dropbox.com/

2. Register for a new account.

3. Save your username and password in a safe place.

4. Download Dropbox to your computer.

5. Run the Dropbox installer to install the program on your computer.

6. If you need help, check here: https://www.dropbox.com/help

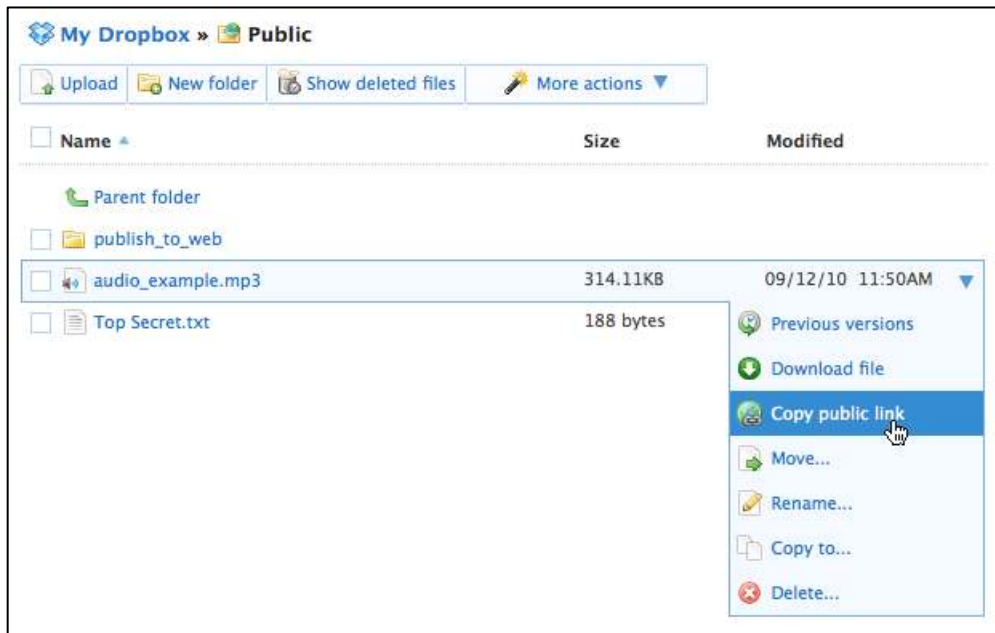## [STEP 2] How to Use the Public Folder at Dropbox

The Public folder at Dropbox is very unusual. It does not act like the other folders in your Dropbox, which allow a normal type of file sharing (simple uploads and downloads).

DO NOT delete or rename the Public folder at Dropbox!

You can get a **public link** for any file in your Dropbox's Public folder. Here's how:

1. On your computer, open the Dropbox folder. (You have already downloaded and installed Dropbox, in STEP 1, above.)

2. Open the folder in Dropbox named "Public."

3. Copy and paste your file into that Public folder.

4. Log on to Dropbox on the Web: http://www.dropbox.com/

5. Open your Public folder there. You should see your file in the folder.

6. Right-click (Windows) or Control-click (Mac) on the filename. This opens the Dropbox submenu.

7. On the submenu, click "Copy public link."

8. Click the button labeled "Copy to clipboard."

9. Now PASTE the link into a text editor (such as Microsoft Word) so that you do not lose it and can use it later. It will look similar to this:

   http://dl.dropbox.com/u/1255555/audio.mp3