USING DROPBOX TO ARCHIVE YOUR PROJECT DOCUMENTATION

2017

Dropbox is a storage and file-sharing service that allows you to store data on your computer and save an online backup.

WHAT IS THE PURPOSE ?

To store and archive your documents on the Internet (whilst accessing them anywhere) and to work collaboratively on shared documents.

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- Ensures that documents are properly archived and can be accessed both online and in local apps

- Information about the latest changes to a document are available as soon as the document is opened

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- Requires regular access to the internet to ensure that documents synchronise and to avoid version conflicts

- It is not possible for more than one person to edit the document at the same time

Prerequisites

- Create an account on the Dropbox website, download the software and install it.

- During the installation enter your account details and password and set the synchronisation directory (where you will store the items to be shared).

HOW CAN WE DO IT?
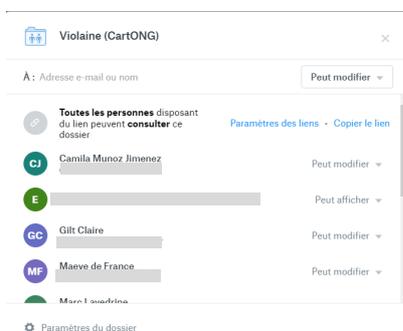
1. Dropbox needs to run on your computer in the background: open it using the app manager. To make sure that the app is open, check that it appears in the taskbar (on the bottom right of the screen in WIndows). If the local folder is synched with the online Dropbox account, the Dropbox icon will show a green tick mark.

2. To add files to your Dropbox: create the files in the Dropbox directory (defined during the installation) either by simply copying and pasting an existing document or creating a file as you would in a normal working directory. It is necessary to allow for a small amount of synchronisation time before the files appear in your online Dropbox account (during this time the Dropbox icon will show a blue symbol).

3. To share a file or a folder, connect to the Dropbox site and choose how to share the file or folder in question (read-only or editing rights) and with whom.

When editing a Dropbox file, make sure you are the only person modifying the file at that time, otherwise you risk creating two different versions of the same document that you will then need to merge.

Free for 2GB of storage

1 hour