

READ ME !!!

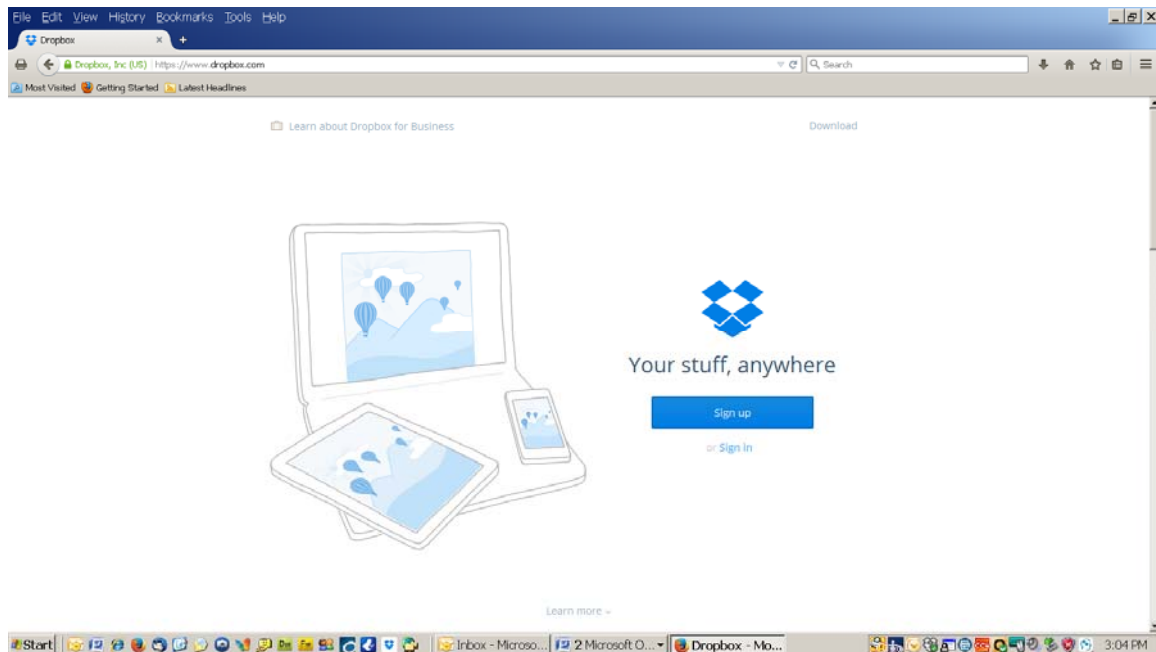
Rules for All

- Do not move files out of Dropbox, it will delete them from everyone else's Dropbox.
- Don't worry if you do delete, they can be recovered.
- Don't shut down your device until all files are synced. It will delete the files you have been working on, instead.
- Don't worry if you do delete, they can be recovered.
- If you get a virus, the Dropbox Company can recover the last uncorrupted files with 30 day window of time.

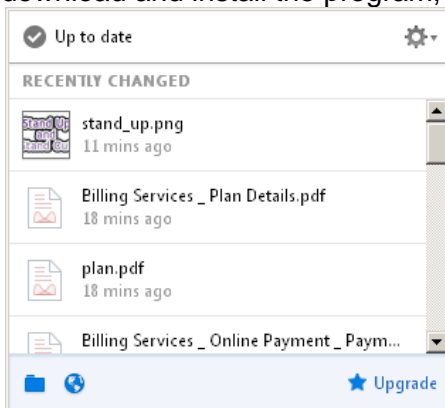
About Dropbox - A free online cloud storage convenient for storing files and folders. You can share folders or keep them private. To my knowledge, it has not yet been hacked, so your stuff is safe.

How to access Dropbox

www.dropbox.com

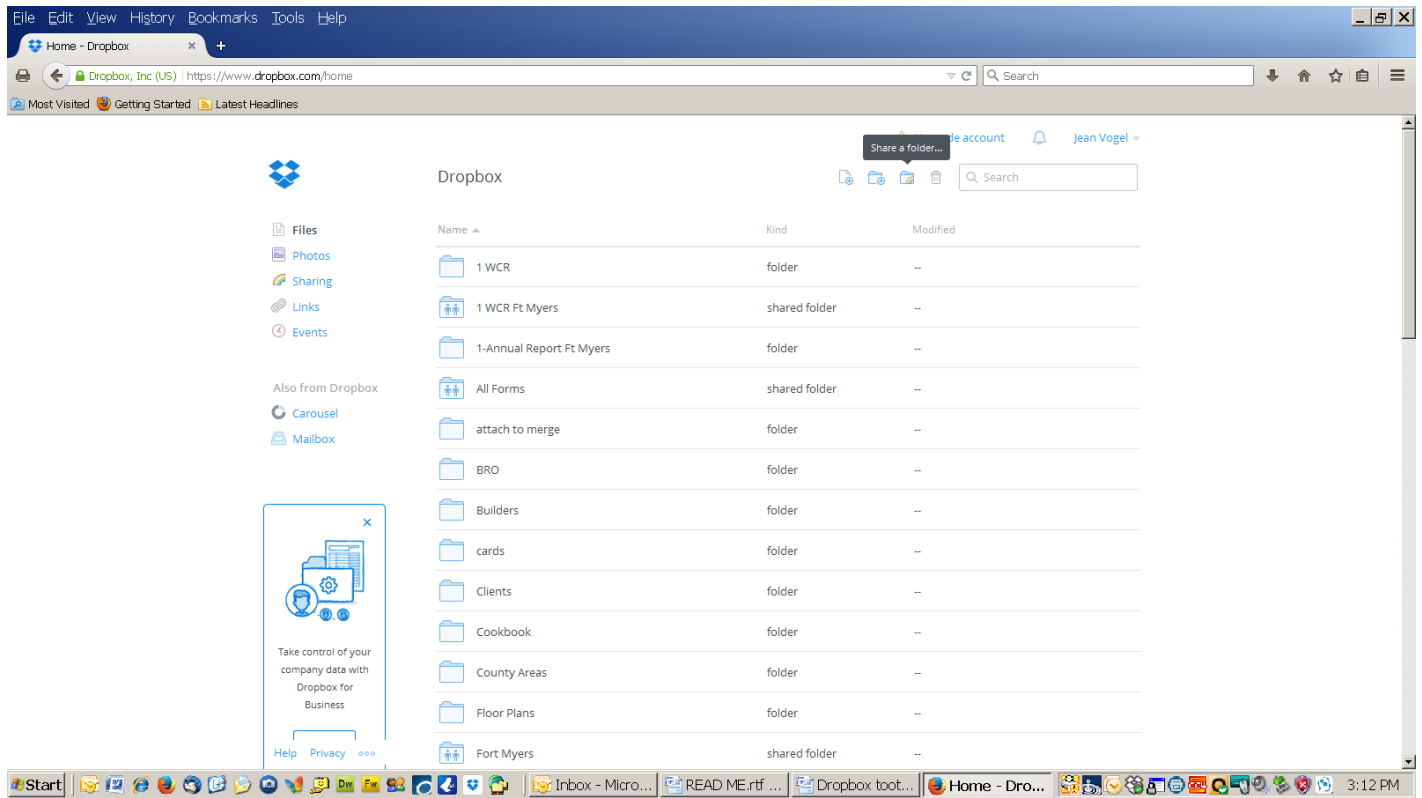


Download app for device (PC, MAC or Android). It will look different on each device. Or, you may simple create an account and sign on from any browser. You will still need to create sign-on and password. When you download and install the program, you will have a little icon in the right hand corner of your screen.

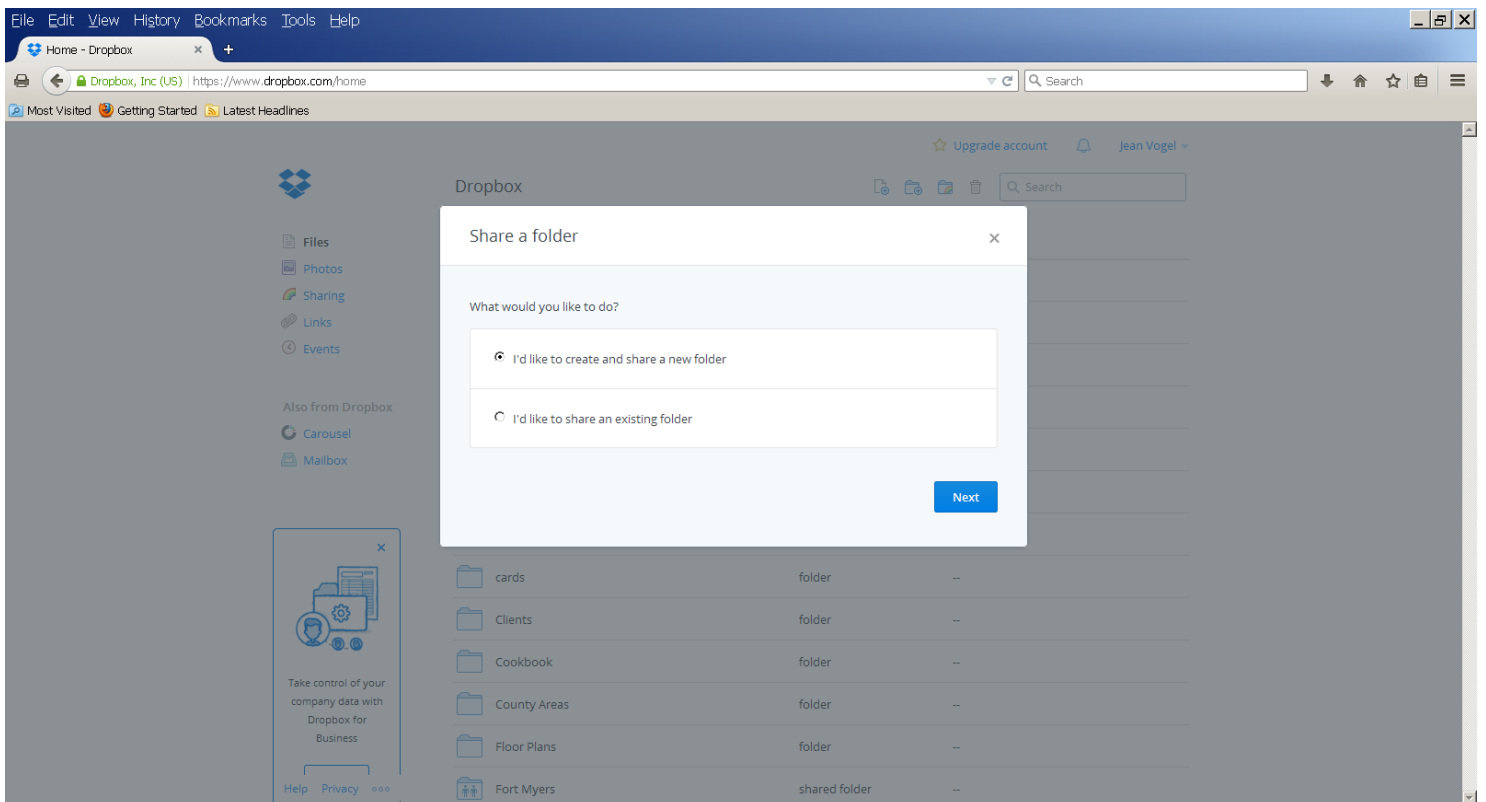


If you click on the icon, you will see this. Click on the world icon (world wide web) and it will take you to your browsers version of Dropbox.

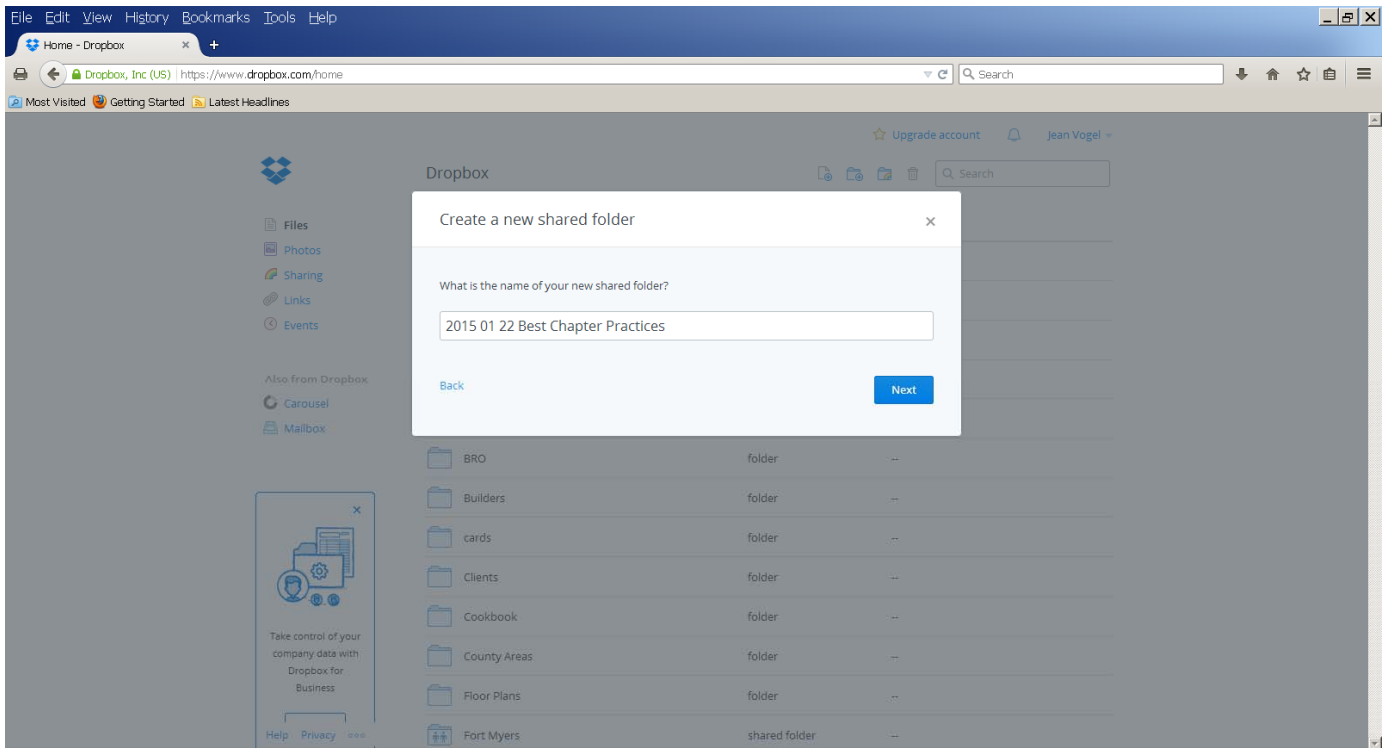
This is what my Dropbox looks like online and is where you need to go to share folders.



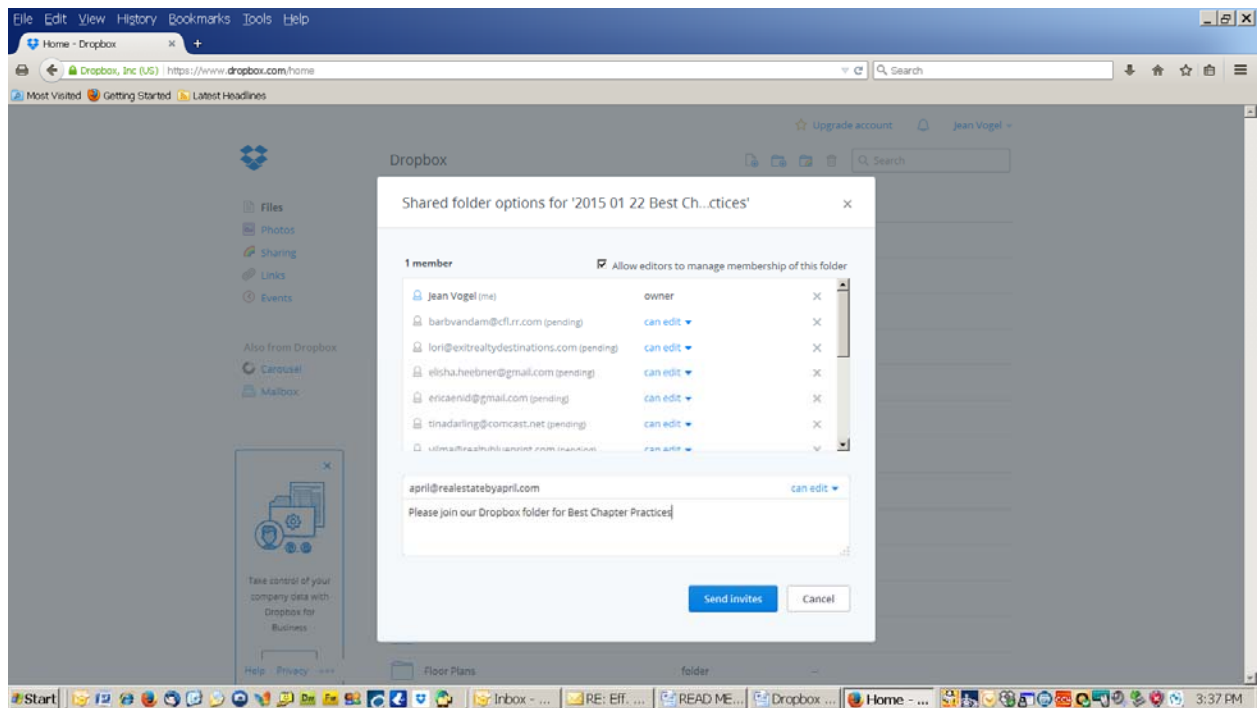
Click on the icon circled above to either add someone to an already shared folder or to create a new one.



Select your option and continue.



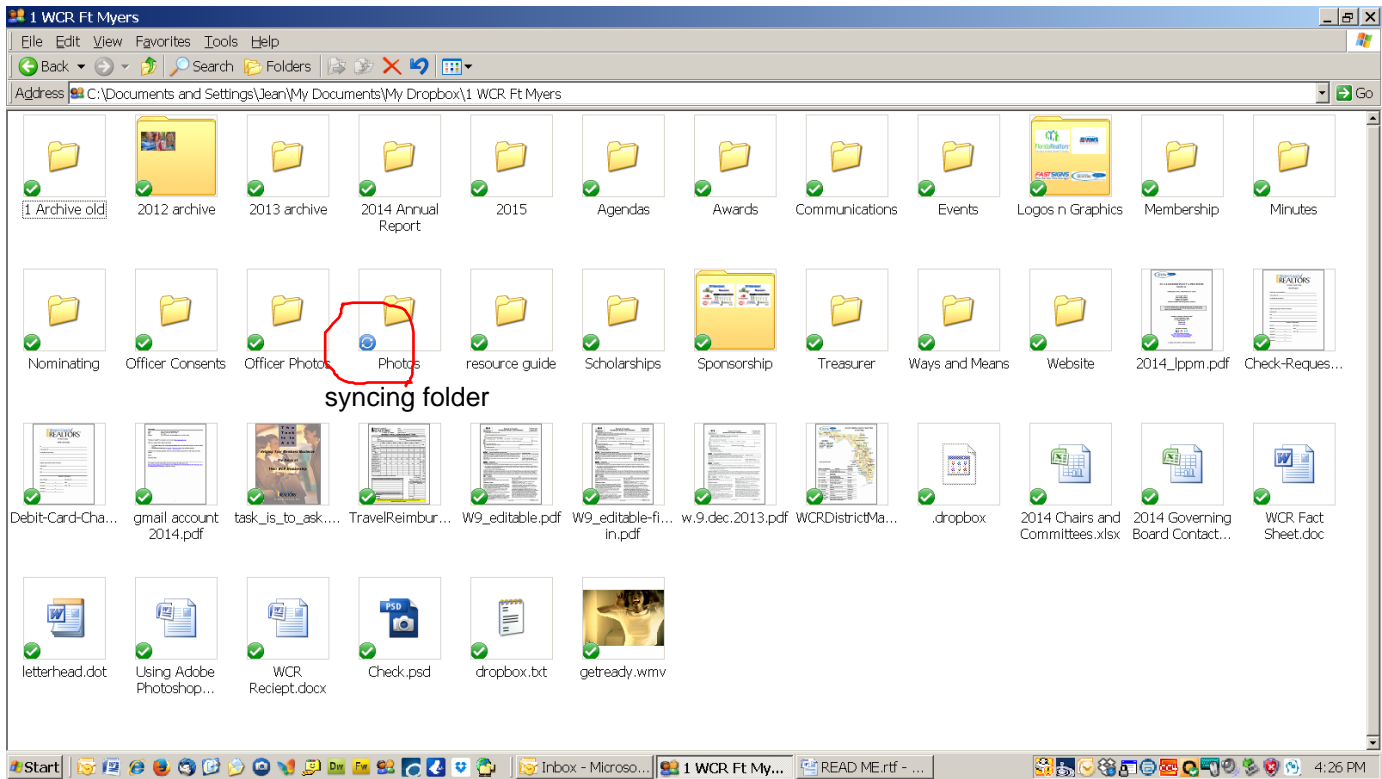
How I invited to the folder.



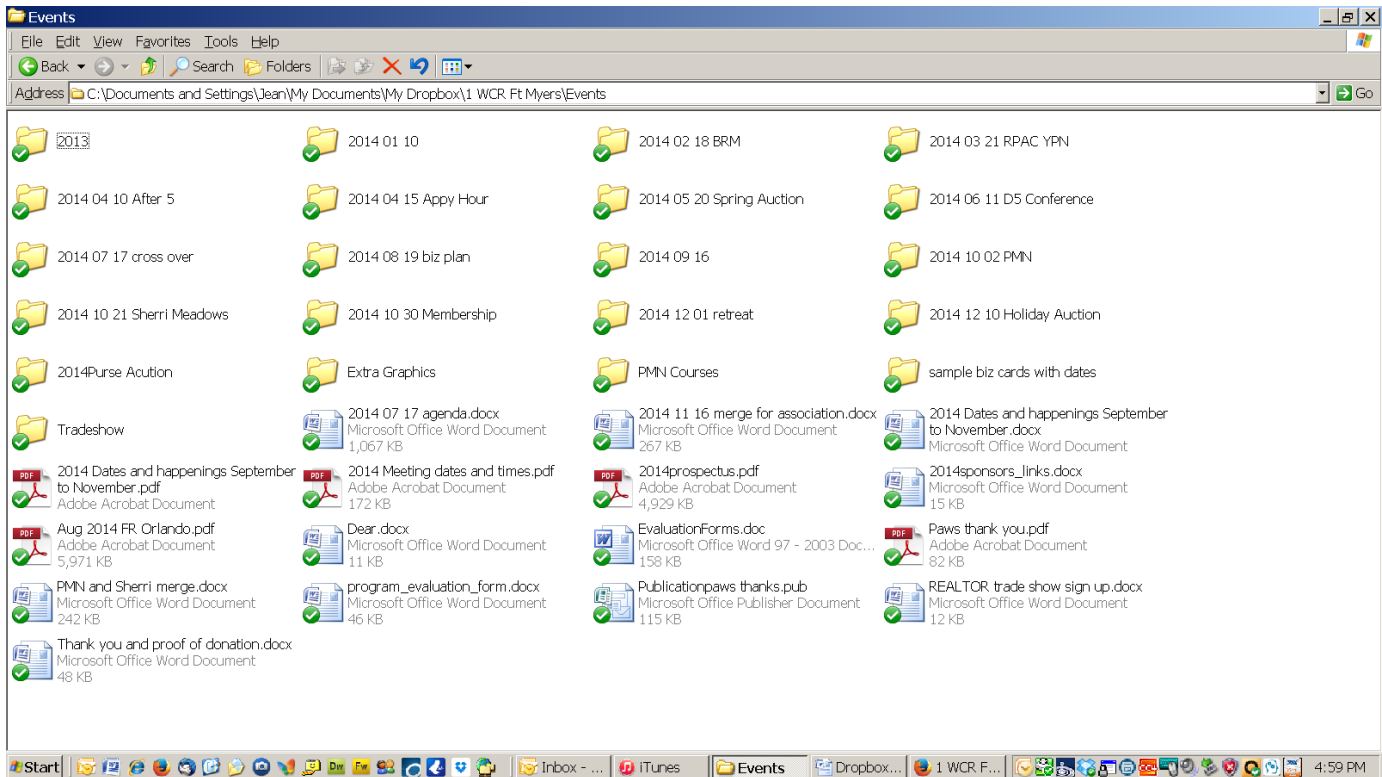
The more people you invite and they accept, the more storage space you get.

On your Mac or PC

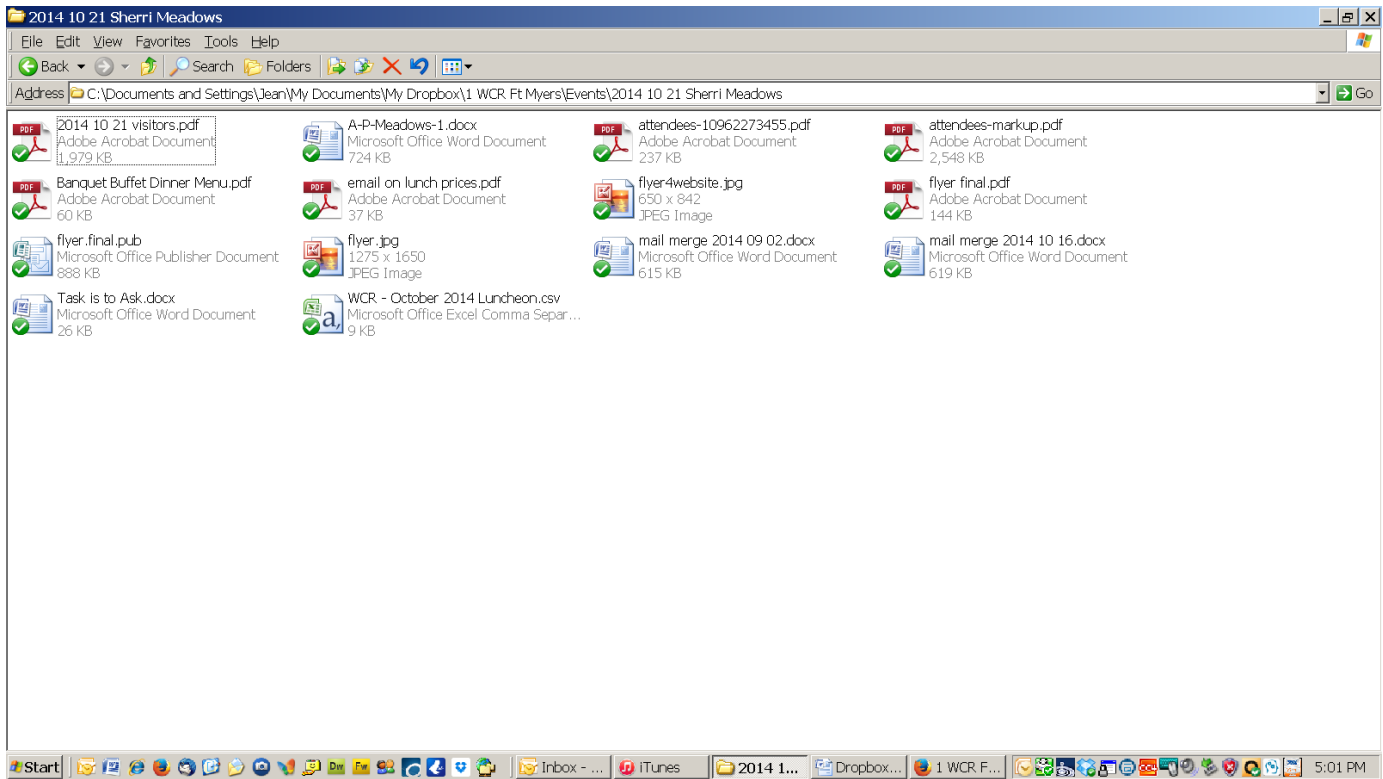
I named our chapter folder 1 WCR Ft Myers because then it shows up at the top of the folder list.



Year, Month and Day Example – if you do the year, month then day, should be in chronological order.



One level deeper



You can keep everything you need for events, including scanned copies of attendee lists, images, bios, flyers and event evaluations. Handy for annual reports and reusing for other events.