

App of the week

12/19/13 - dropbox

dropbox.com is an online, cloud-based storage. The app is on the student ipads as a way to back up documents or as a way to turn in and share documents. This used to be a really complex process, but now there are two pretty easy options. Students will need to have an account set up, but the majority of them already do. Here are two ways to back up documents:

Option 1:

Open in another app — When you are in pages, keynote, numbers with the document open that you wish to back up click on the same button you would click in order to email it. Instead of selecting “send a copy,” select “open in another app.” Select the format you want to use and then a list of possible apps with pop up - select dropbox, then select the save location, and tell it to save. This method is definitely the easier method upfront. The problem is that you have to actually open them each in dropbox to get it to work, so it could be time consuming if you are trying to back everything up.

Option 2:

You can also set up a linked dropbox email account.

Click on <https://sendtodropbox.com>

On the bottom of the page, click on “connect to dropbox.”

So what are you waiting for?

CONNECT TO DROPBOX



Sign in using your dropbox account

Sign in

(or [create an account](#))

kristen.rhoades@k12.sd.us

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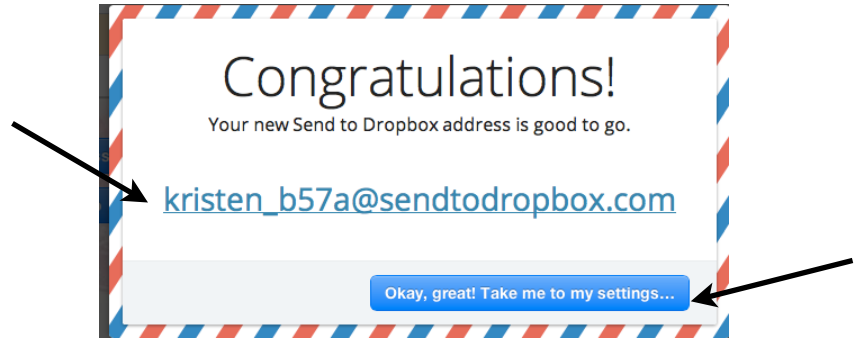
Remember me

Sign in

[Forgot your password?](#)

App of the week

This is your new email account that can be used for sending files to dropbox. Remember this, then click take me to my settings

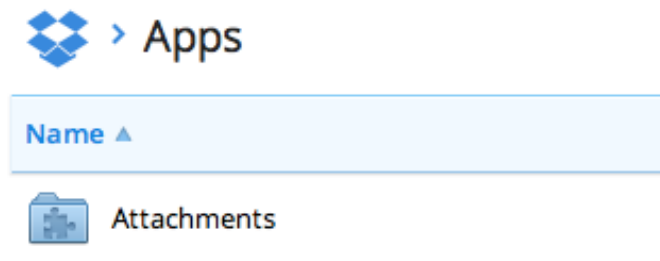


Organization

This setting determines where Send to Dropbox will place your files in your Dropbox. Drag and drop items from the Attributes list to the Destination list to adjust this setting.

Available attributes	Destination
<input type="text"/>	<input type="text" value="Attachments /"/>
	<input type="text" value="Date /"/>
	<input type="text" value="Subject /"/>
	<input type="text" value="From Address /"/>
	<input type="text" value="To Address /"/>
	<input type="text" value="Filename"/>

Once it is emailed, it will appear in your attachments folder which is inside the app. folder. From there, you can move it to any other folder within dropbox.



To use this feature, just send any file like an email to the dropbox address created.