

# How to Prepare and Upload Your DVD

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## I. Downloading Dropbox to your computer

- A. Go to [www.dropbox.com](http://www.dropbox.com)
  1. Click the blue 'Download Dropbox' button
  2. Run the Dropbox installer by clicking on the .exe file that just downloaded in the lower left corner of your browser
  3. Click Yes to accept the User Account Control settings dialog
  4. Follow the instructions to get Dropbox set up on your computer
- B. Now you'll have a small icon in the lower right hand corner of your screen—that's your "dropbox." You can also go to dropbox.com and login to your dropbox even when you're not on your own pc.
- C. GREAT VIDEO TUTORIAL: once logged in, under the "Get Started" tab, click "Take the Dropbox Tour"
- D. QUICK START GUIDE: once logged in, under the files tab, click on "Getting Started.pdf"

## II. Uploading files (ie. Videos)

- A. Converting videos
  1. If you need to convert your videos to a new format it's easy to download free conversion software from the internet (e.g. <http://www.sothinkmedia.com/video-converter/checkforupdate.php>
    - a. .MOV will play with quicktime
    - b. .WMV will play with windows media player, RealPlayer, and VLC
- B. Uploading videos
  1. Save videos to dropbox (3 options)
    - a. Clicking on Save as> My Documents> My Dropbox
    - b. Drag to drop box icon. A blue icon will appear, this means that your file is syncing with dropbox. When the icon turns into a green checkmark syncing is complete.
    - c. Login to dropbox online, navigate to the Files tab, click "upload", choose a file to upload

## III. Sharing files (2 options)

- A. Public Folder
  1. Save video file to the public folder
  2. Select the file and click on "Copy public link" from the drop down options

3. Click “copy to clipboard”
  4. Now you can paste this link into an email, the recipient can now click on that link and view your video (without having to download dropbox themselves)
- B. “Share a Folder”
1. Create a folder for the content you want to share
  2. Click on desired folder and choose “Shared folder options”
  3. Enter email addresses of those you’d like to share your folder with
  4. Recipients will receive an invitation to join dropbox and will be given access to the folder you’ve shared with them. Now whenever you add a file to this folder it will automatically sync to the dropboxes of all those you’ve shared the folder with.

#### IV. Space/Price

- A. 2GB/Free
- B. 50GB/**\$9.99**/month or **\$99.00**/year
- C. 100GB/**\$19.99**/month or **\$199.00**/year