

# MAKING THE MOST OF DROPBOX

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## Storage Cloud Management

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# Dropbox Landing Page @ Web Login

The screenshot displays the Dropbox web interface. At the top right, there is a 'Try Dropbox Business' button, a notification bell, and the user's profile 'Karen Spear Ellinwood'. Below this is a search bar. The main content area shows a table of folders with columns for 'Name', 'Modified', and 'Shared with'. On the left, a navigation menu includes 'Recents', 'Files', 'Team', 'Paper', 'Photos', 'Sharing', 'Links', 'Events', 'File requests', and 'Deleted Files'.

Name	Modified	Shared with
0_AACJ_2016	--	--
0-AAMC_Conference	--	--
0-ADMIN	--	--
0-COE	--	--
0-DistinctionTracks	--	--
0-EducationResearch	--	--
0-FID-OSTE	--	--

- Whenever you login to Dropbox online, you will see a landing page (the first page that opens) – sometimes we call this the home page.
- In the center are your folders and files.
- On the left, is a menu of actions you can take to view your files and folders.
- You can view just the photos or links, and you can see the EVENTS that have occurred.

# EVENTS

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Viewing history of Dropbox files and folders

# Events

Events allows you to see what you, or others who share your files or folders, have done.

For example, if you MOVED a file, there is an entry indicating

- which folder you moved
- When you moved it

## Events










Events gives you a timeline of changes to your Dropbox.



All

6/15/2016



-  You added the file [Facilitator\\_guide\\_ClinicalScena...\\_2016.pdf](#). 28 mins ago
-  You renamed the file [Parting\\_the\\_Clouds\\_\\_\\_Three\\_...98515.pdf](#) to [lrby\\_Parting\\_the\\_Clouds\\_3Mo...\\_Prof.pdf](#). 6/13/2016 4:08 PM
-  You added the file [Parting\\_the\\_Clouds\\_\\_\\_Three\\_...98515.pdf](#). 6/13/2016 4:07 PM
-  You added the file [RAE\\_Orientation\\_Fac-List.docx](#). 6/13/2016 11:38 AM
-  You added the file [FacList-2016-GME\\_Lunch.docx](#). 6/13/2016 11:38 AM
-  You added the file [FacList-2016-updated.docx](#). 6/13/2016 11:38 AM
-  You added the file [RFC-2016\\_kse.pdf](#). 6/13/2016 10:53 AM
-  You moved the file [RAE-Orientation\\_Outline\\_2016.pdf](#). 6/13/2016 10:51 AM
-  You moved the file [RAE-Orientation\\_Outline\\_2016.pub](#). 6/13/2016 10:51 AM

# Clicking on an Event





- On the previous page, the encircled file (1) shows the name of the file (file type, e.g., .pdf) and the date of the event. So here we know that the RAE-Orientation\_Outline\_2016 .pdf was moved on June 13<sup>th</sup> at 10:51 am.
- Clicking on that event allows us to see the file's Dropbox HISTORY (2).

1

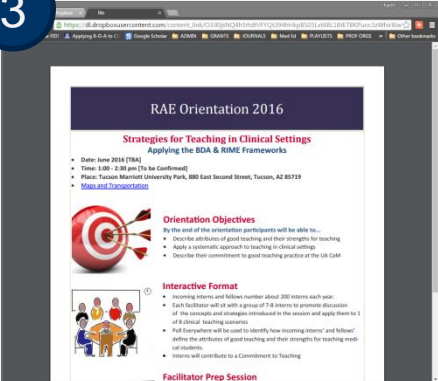
You moved the file [RAE-Orientation\\_Outline\\_2016.pdf](#). 6/13/2016 10:51 AM

2

Event Details

Name	Event	Size
 RAE-Orientation_Outline_2016.pub	Deleted	205 KB
 RAE-Orientation_Outline_2016.pdf	Deleted	503.38 KB
 <a href="#">RAE-Orientation_Outline_2016.pdf</a>	Added	503.38 KB
 <a href="#">RAE-Orientation_Outline_2016.pub</a>	Added	205 KB

3



RAE Orientation 2016

Strategies for Teaching in Clinical Settings  
Applying the BDA & RIME Frameworks

- Date: June 2016 (TBA)
- Time: 1:00 - 2:00 pm (To be Confirmed)
- Place: Tucson Marriott University Park, 800 East Second Street, Tucson, AZ 85729
- [Maps and Directions](#)

**Orientation Objectives**

By the end of the orientation participants will be able to...

- describe attributes of good teaching and their strengths for teaching
- Apply a systematic approach to teaching in clinical settings
- Describe their commitment to good teaching practice at the UA-CAT

**Interactive Format**

- Incoming Interns will follow number about 300 interns each year.
- Each facilitator will sit with a group of 7-8 interns to promote discussion of the concepts and strategies introduced in the session and apply them to 3-4 of clinical teaching scenarios.
- All facilitators will be used to identify how incoming interns' and "follow" define the attributes of good teaching and their strengths for teaching medical students.
- Interns will contribute to a Commitment to Teaching

Facilitator Prep Session

- We can see this file was deleted and another version of this file replaced it.
- The blue font indicates that those versions are hyperlinked to where the file "lives" in Dropbox.
- If you click the blue file name, you will see the document (3).

# VIEWING & RESTORING DELETED FILES

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How-to guide, Time limits

## Deleted Files

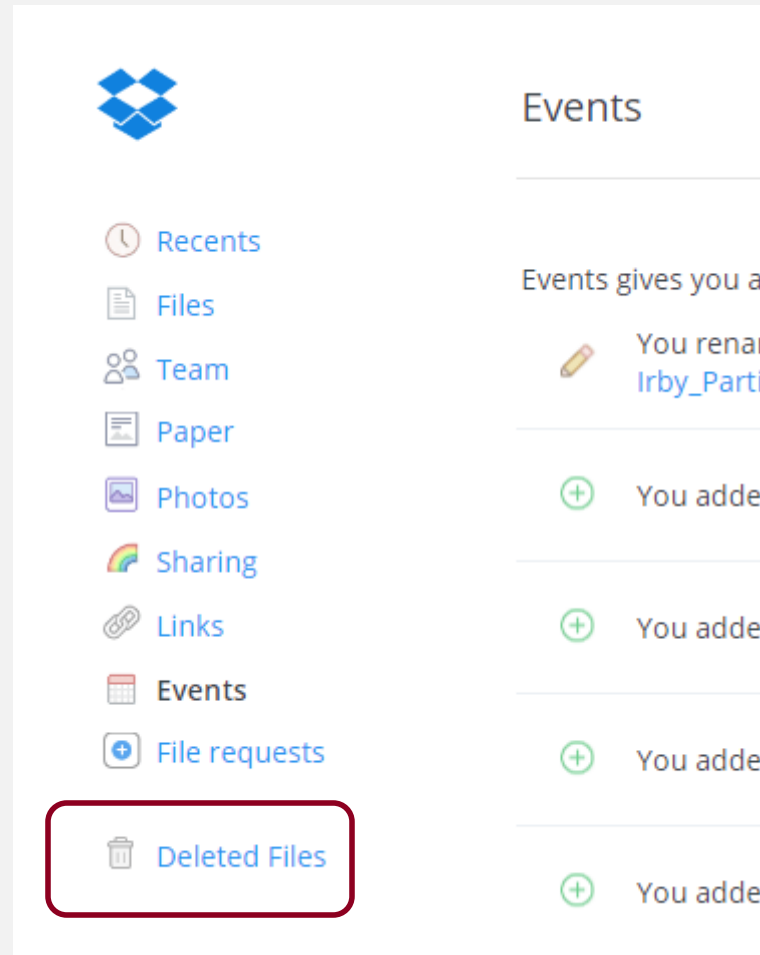
What if you deleted a file by mistake?

Can you restore it?

YES!!

Remember that LEFT SIDE MENU?

At the bottom of that menu is a clickable tab for “Deleted Files”.








# Viewing & Restoring Deleted Files

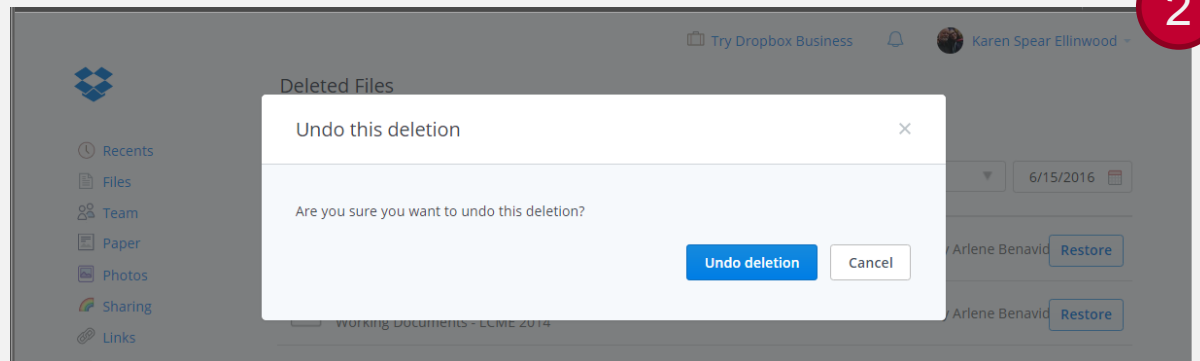
- Deleted Files tab allows you to see which files have been deleted, when and by whom (1).
- The basic Dropbox package for deleted files and folders allows users to restore files that have been deleted within the past 30 days.
- Some paid subscriptions enable you to restore files that were deleted more than 30 days ago.
- To RESTORE a file or folder, click the Restore button.
- You will see the dialog box for restoring it (2).

## Deleted Files

You can restore your recently deleted files below. [\(Add Extended Version History\)](#)

6/15/2016

Name	Deleted	
 LCME ITF Mtg Videos Working Documents - LCME 2014	2/25/2014 2:54 PM by Arlene Benavid	<a href="#">Restore</a>
 LCME Database-Kevin Moynahan Working Documents - LCME 2014	2/25/2014 2:54 PM by Arlene Benavid	<a href="#">Restore</a>
 OneNote Table Of Contents.onetoc2 Working Documents - LCME 2014 > LCME ITF Mtg Videos	2/24/2014 12:29 PM by Arlene Benavid	<a href="#">Restore</a>
 1-COMStrategic Plan DRAFT 15May2013.pdf Working Documents - LCME 2014	2/14/2014 2:26 PM by Arlene Benavid	<a href="#">Restore</a>
 Meeting Packets for PHX and 7 more files ...y Reviews by Committees > 1 - Phase 3 Working Documents > IS	2/14/2014 2:26 PM by Arlene Benavid	<a href="#">Restore</a>

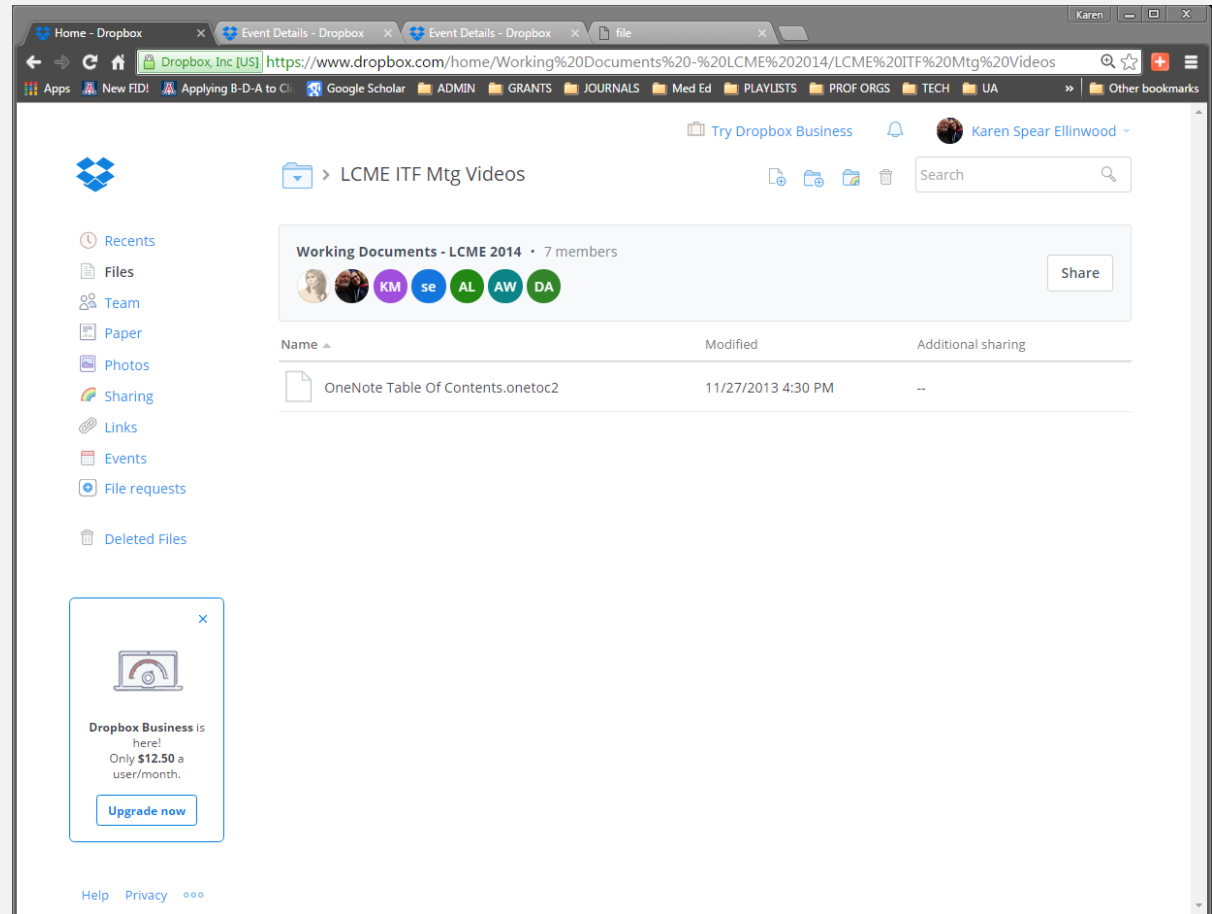




# After Restoration

After you restore the file, what do you see?

You see the file in the folder where it originally resided.



# What happens when ...

- You delete a file or folder on your computer in Dropbox?
  - The answer is – **It depends.**

## Dropbox Installed on Your Computer

- **Answer #1:** If you have installed Dropbox on your computer and your file/folder system is simultaneously synchronized with Dropbox online, then when YOU or ANYONE deletes a file or folder, it is deleted EVERYWHERE. To restore it, you will need to go to Dropbox online and click “Deleted Files” (see previous pages).

## Dropbox NOT or (UN) Installed on Your Computer

- **Answer #2:** If you have not installed Dropbox (perhaps, instead you manually upload files and folders individually to Dropbox online), **OR** you used to have Dropbox installed and uninstalled it, then you have only deleted the file or folder on your computer. *Whew!*

# RECENTS

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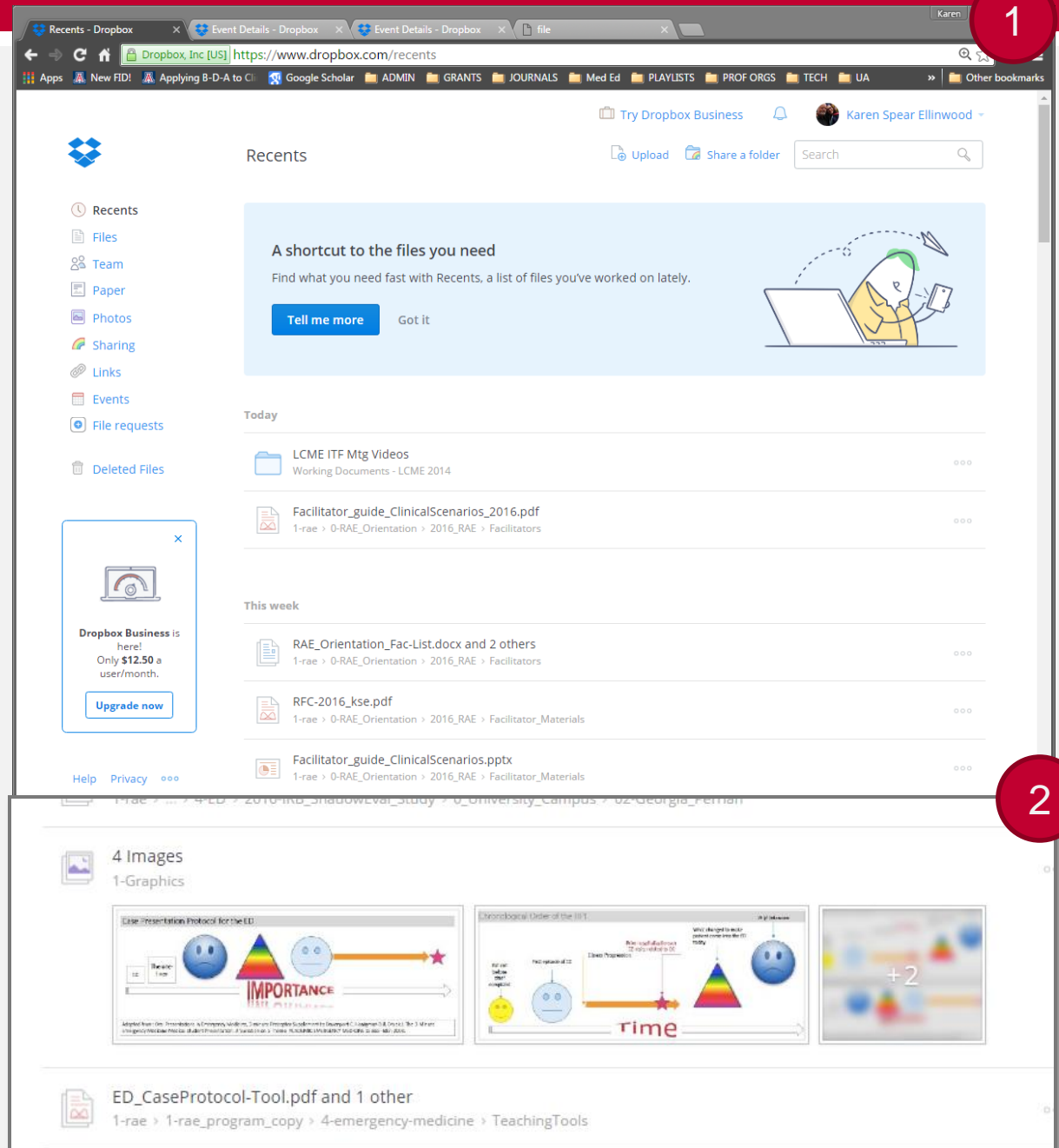
Displays recent activities of all types of events

# “Recents” tab displays all recent events

The Recents tab displays events by a timeline (1), as follows:

- Today
- This week
- Last week
- Last month

It will even display images of photo files so you can see at a glance to which image the event refers (2).



1

2

# WHAT ELSE?

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Links, Sharing, Photos

# Sharing

The **SHARING** tab will show you all of the files and folders you share with others or folders others have shared with you.


When files or folders are created by someone else, you can add these to your Drobox.

## Sharing

Folders Files

Shared folders let you collaborate on a set of files. When someone adds a shared folder to their Dropbox, they'll always have the latest version of those files. [Learn more.](#) [New shared folder](#)

Folders you can add to your Dropbox Modified ▾

 UA_ARIZPE Arizpe	11/13/2015 12:06 PM	<a href="#">Add</a>
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# LINKS

The LINKS tab will show you all of the files and folders for which you have created links to be shared with others.

If you click on a link, you will view options for sharing, including the “permissions” others will have for using that file.

Links 1

You can create a link to any file or folder. These links can then be sent to anyone (even people without Dropbox) for viewing. [Learn more.](#) Your links ▾


Name	Created ▾		
 AppB_EPOs_CoreEPAs_kse.pdf	5/11/2016 11:20 AM		
 Creswell_Ch-10.pdf	5/5/2016 1:00 PM		
 EmergentMethods_Citation.pdf	5/5/2016 12:57 PM		
 EmergentMethods_18.pdf	5/5/2016 12:57 PM		

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Share link to 'AppB\_EPOs\_CoreEPAs...kse.pdf' 2

Link to file Remove link

[https://www.dropbox.com/s/oydmby7gum2t7wf/AppB\\_EPOs\\_CoreEPAs\\_kse.pdf?dl=0](https://www.dropbox.com/s/oydmby7gum2t7wf/AppB_EPOs_CoreEPAs_kse.pdf?dl=0)

 Anyone with the link can see it. [Change permissions / add expiration](#)

## LINKS

If you click on a link, you will view options for sharing, including the “permissions” others will have for using that file. Click Change Permissions and you will be able to control who views the folder or file, add an expiration date or enable others to make comments or not.

Link permissions for 'AppB\_EPOs\_CoreEPAs\_kse.pdf' ✕

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Who can view this?  Anyone with the link  
 Only people with the password

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Add an expiration date to this link?  Yes  
 No

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Who can comment? Anyone with the link can comment.  
To disable comments on this file, go to the file's Comments pane and open the **Options** menu. [Learn more](#)

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Save settings Cancel