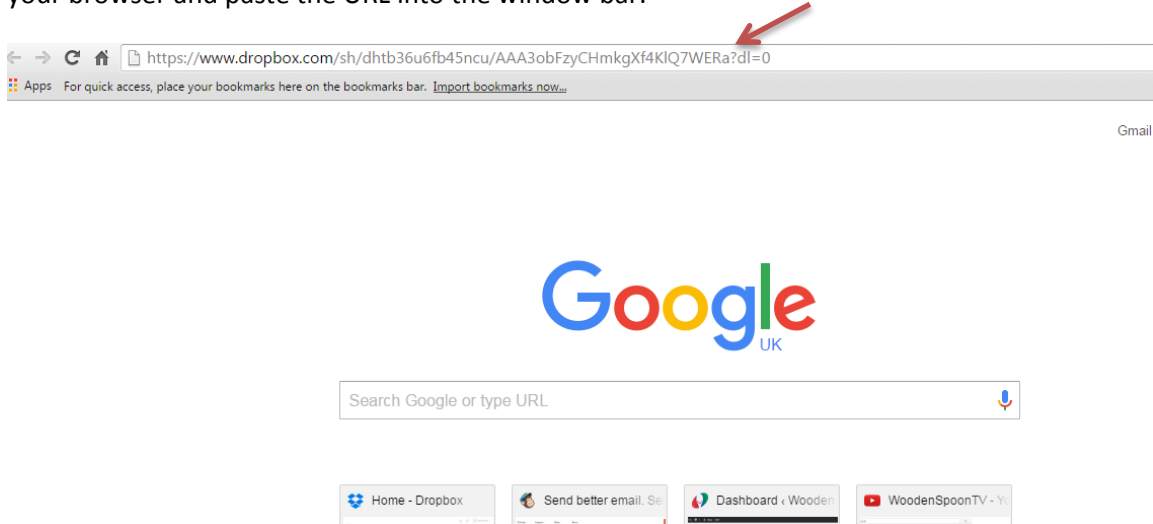


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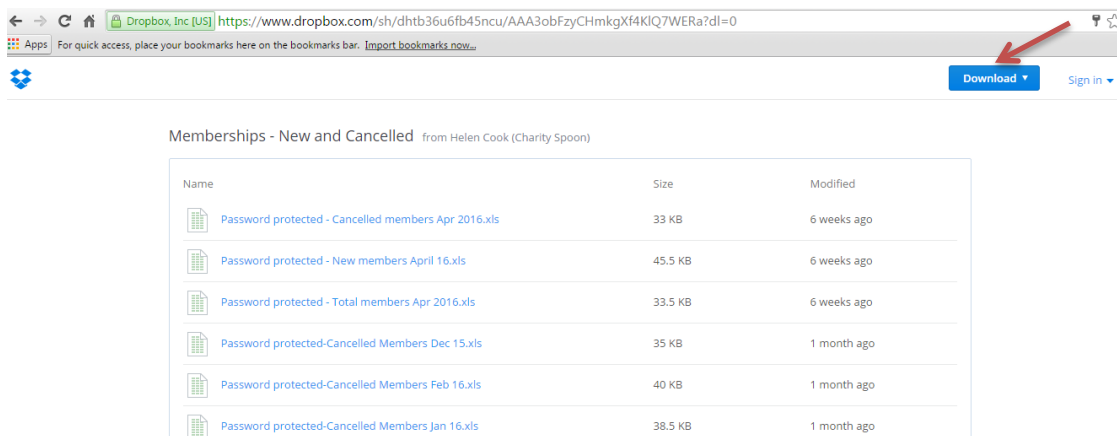
Dropbox is a web based ‘filing cabinet’ where you can store a wide range of files which can be accessed by others.

The files all sit in one shared folder, which any number of people can access. You can access the folders to view or download content as per the following instructions. You can download a document/file of documents on to your computer **WITHOUT** signing up to Dropbox:

Copy the Dropbox link provided to you from your National office update (Spoon Matters or regional update), open your browser and paste the URL into the window bar:

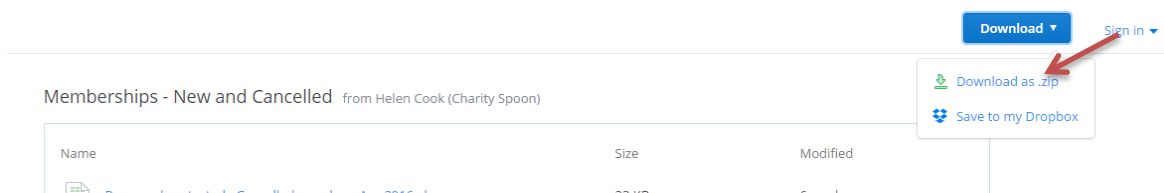


Press ‘ENTER’ and the page for that folder should load (for the following example this URL goes to the Memberships – New and Cancelled folder):



NB: if you do not see this page or receive an error message, this could be to do with the security settings on your computer. Please contact National office if this occurs so we can try and find a resolution.

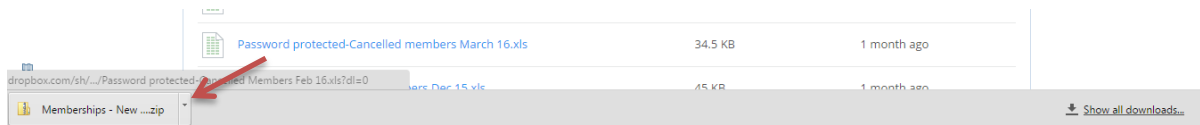
Click on the blue ‘DOWNLOAD’ button in the top right hand corner, which will provide 2 options:



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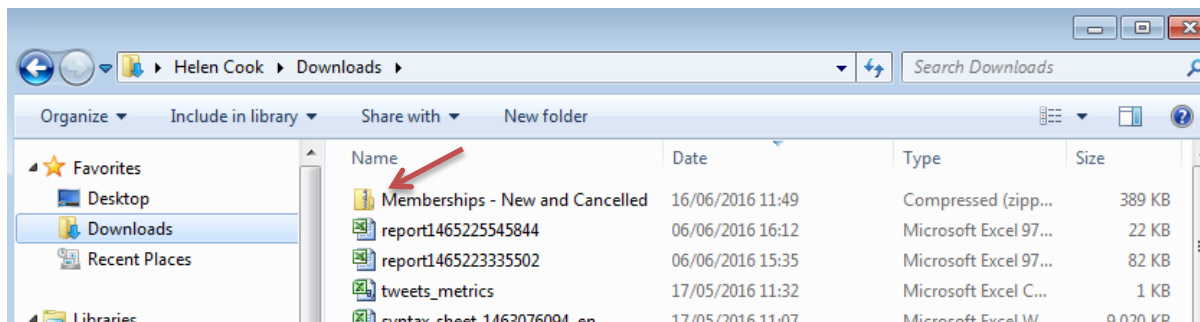
As you do not have a Dropbox account, please select the option 'Download as .zip'.

Depending on the age of your computer software, your download should appear in the bottom left hand corner of the footer bar, like this:

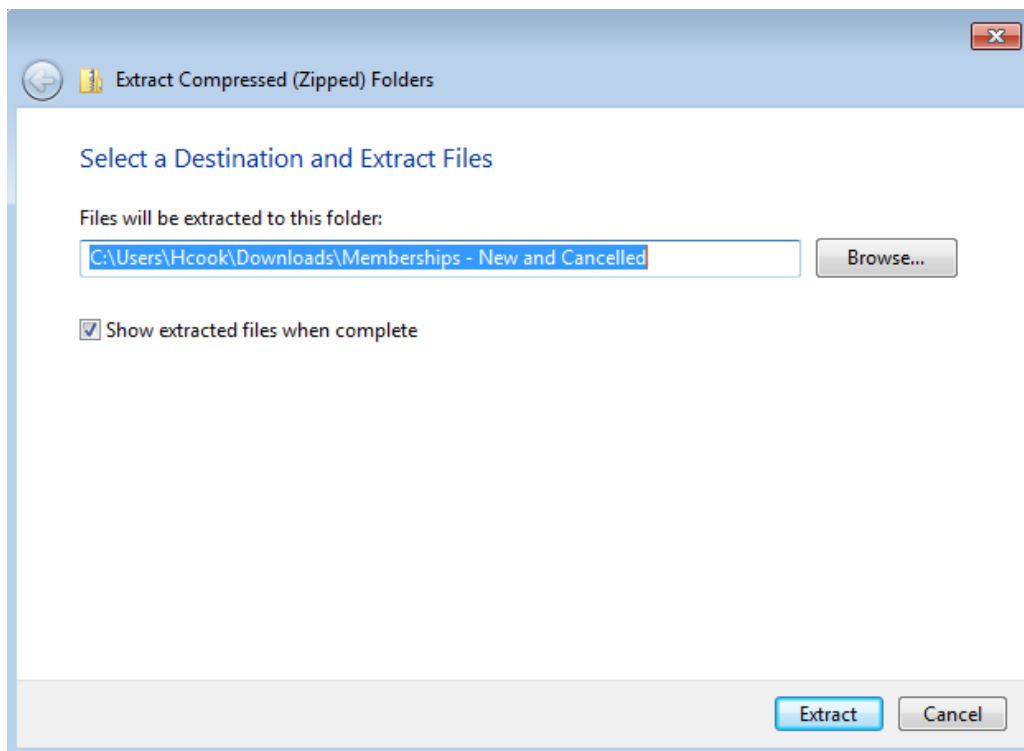


If you click on the right hand arrow, you will have an option to 'Show in folder'. It will then open your Downloads folder and show the downloaded zip file.

If not, you will be able to find the folder by going to your computer's documents folder, like this:



Right click on the folder and in the menu there will be an option to 'Extract All' – the following window then appears:

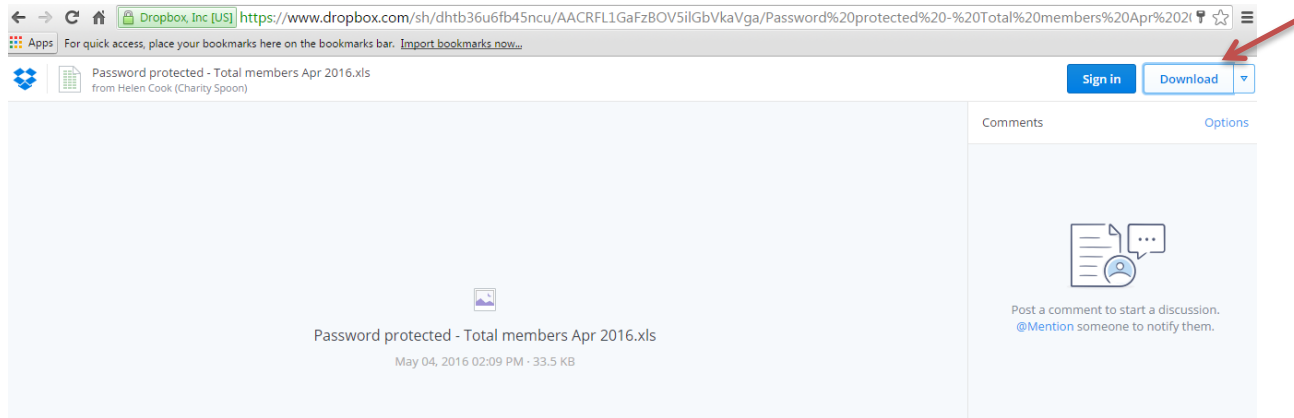


Click on 'Extract' and all the spreadsheets will be extracted and therefore accessible.

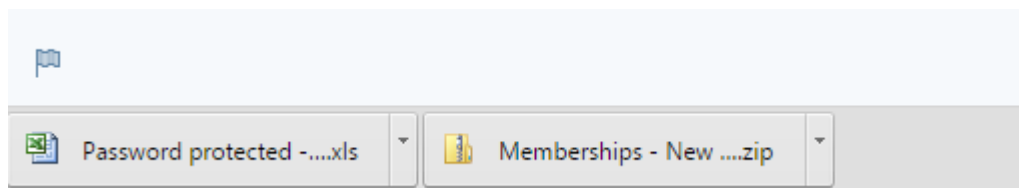
IF YOU WISH TO DOWNLOAD ONE OR INDIVIDUAL DOCUMENTS (not the whole folder contents):

Click onto the document you wish to download (for this example, a Membership spreadsheet). There will be a white 'DOWNLOAD' button in the top right hand corner:

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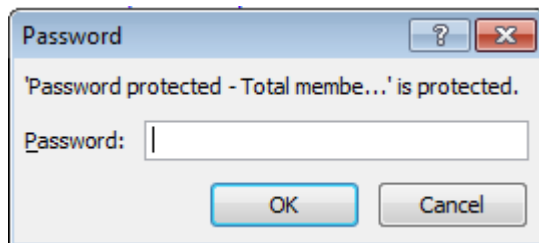
Click on 'Download' and the document will appear in the footer bar, like this:



Or can be accessed in your Downloads folder on your computer.

NB: DATA PROTECTION - FOR REPORTS CONTAINING PERSONAL DATA:

If you attempt to open any of the spreadsheets, at this point you will see the following prompt:



Please use the dedicated password supplied to you from National office in order to open the spreadsheet.