

DropBox Instructions for English 354

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We will be using the free, online application **DropBox** to upload your metadata spreadsheets for class. This instruction sheet shows you exactly how and where to upload the documents.

1. Rename your Excel file for this class whatever the handout for that week's assignment tells you to name it. (e.g., KairosMetadata-Ball-DCMIType.xls).
2. Open a browser and go to Dropbox.com
 - If you have an account already, Sign In.
 - If you don't have an account, Register for one.
3. You should have access/see a folder called /metadata-spreadsheets/ that I have shared with you. Open that folder in DropBox. (If you have an account under a different email, you need to tell me to Share the folder with that email address instead, if you want. Or create an account using your ilstu email address instead.)
4. Click on the Upload button in the menu to import your metadata spreadsheet for that week and follow the on-screen instructions for completing the upload.
5. After your file has uploaded, you can logoff DropBox and close your browser.

That's it!