



READ THIS FIRST - ABOUT DROPBOX:

Hi. I'm sharing an online collaboration folder with you using a service called [DropBox](#).



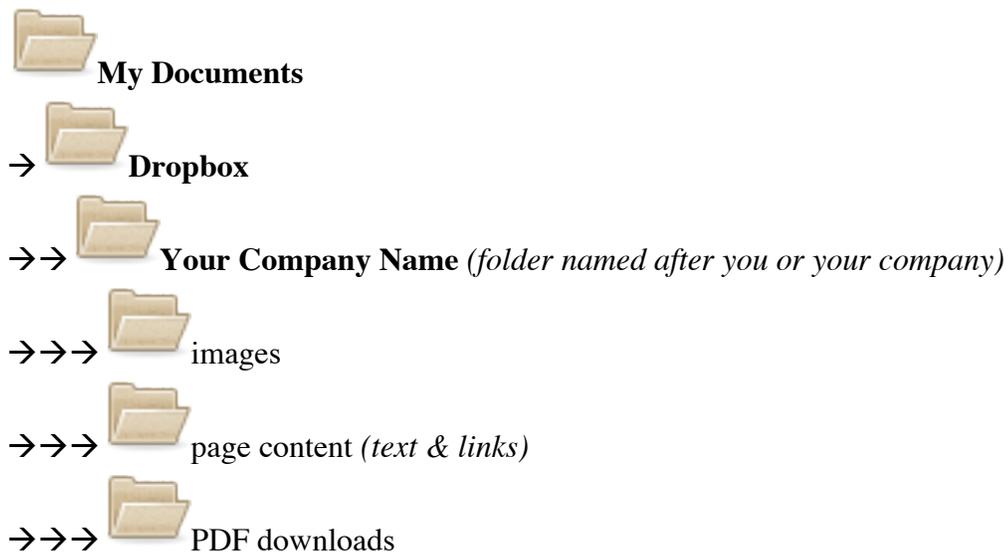
In order to facilitate collecting content from our customers in an efficient manner we use a shared 'collaboration folder' from a service called "DropBox".

Soon we'll be sending you an email with a link that you'll need to click to activate your online collaboration "DropBox" folder.

Basically you click on a link within the 'dropbox invitation' email that installs a 'shared dropbox folder' onto your desktop and within your 'My Documents' folder (*if you're a Mac user the Dropbox folder will be located within your Documents folder*). Windows users will also get a shortcut to Dropbox placed on their desktop.

Once Dropbox is installed, you can place *images, documents, links, PDF downloads*, and other things that you may want to share with us for use on your website into the 'Dropbox' folder or within a subfolder within the dropbox...i.e. images go in the '*images*' subfolder, and text content for your web pages goes in the 'content' subfolder.

The path to your Dropbox folder will look something like this within Windows Explorer (or Finder if you're on a Mac):



Things you put there are nearly immediately available to us in real-time (likewise anything we put there is instantly available to you).

We've found this to be the best way to gather content from our customers.



WHAT YOU NEED TO DO (How to use Dropbox)

1) To use this service to share files you need to **click on the link within the Dropbox invite email**. Clicking on this link should automatically install dropbox for you and activate you as a 'folder member' of your dropbox. You may need to click 'ok' for it to install on your computer. It's quick, easy, and safe, and it works for both Mac and PC.

3) Then just **place any files you want to contribute into the DropBox folder** that was created on your local computer when you installed DropBox. (Depending on what I named the folder when I created it, the folder location might look something like this: MyDocs > DropBox > Your Company). Use sub-folders when appropriate...i.e. if your content is an image, place it in the 'images' sub-folder of your dropbox.

Feel free to **invite other collaborators from your team** to share your Dropbox folder. Send me their email addresses and I'll send them the same Dropbox invitation email that you received.

That's it! Once you install DropBox you can add files to this folder at any time, and the files will automatically be synced to a local folder on my computer and to all 'folder members' instantly.

Helpful Hints

- Each time you want to update a file simply:
 - **open** it
 - make your **changes/updates**
 - **save** the file
 - **close** the fileAll 'folder members' will have instant access to the changes you have made.
- Be sure to **close the file when you are done** editing it (*keeping a file open prevents others from opening the file and seeing your updates*).

HOW IT WORKS

The DropBox service allows easy sharing and secure collaboration of large files to a centralized location without needing to send files using email (which has many limitations).

Think of it like a removable hard drive that we share together. I can share a folder on my computer with selected people, and as '*folder members*' they instantly have access to the exact same folder and files on my computer...*like a shared removable hard drive*.

Once someone has access to the folder as a 'folder member', they can also put files into the folder, and all 'folder members' instantly have access to those files (so the file can be shared with a group of people).

DropBox is a free service. Once you **accept the invitation to participate by clicking on the link within the email invite from Dropbox**, DropBox will create a folder named 'DropBox' on your local computer within you're 'My Docs' folder that is used for collaborating.

With DropBox, any files that you place in the DropBox folder are automatically uploaded to the secure DropBox website, then automatically and instantly downloaded and synchronized to my local computer, and to everyone's computer that has access ('folder members').

You don't need to go to a website to access the files since the exact same files also automatically live right on your own local computer in the Dropbox folder.

Likewise, if any 'folder member' updates a file within the DropBox folder on their local computer, all 'folder members' receive the latest synchronized copy to their local computer.

One of the many benefits of the DropBox service is that new files with the same file name automatically replace older files, so you and I always have access to the latest version (older versions still remain available for 30 days).

This way I always get your latest version updates, and you always get mine...*automatically*, so we are all on the same page with the latest versions of any files, and they are centralized for easy access.

No missing files via email, no files being too large to send via email, no duplicated files making it confusing as to what is the latest version.

BENEFITS TO USING DROPBOX

- easy sharing and secure collaboration
- handles very large files
- handles many files
- latest version always available
- centralized file access with synchronized distribution to all members
- updated files are automatically shared immediately with all
- access by invitation only (access can be granted and shared between just two people, several people, or general public)
- eliminates duplicated files and using older versions by mistake
- eliminates files being missed via email

DON'T DELETE FILES IN THE DROPBOX!

Any file in the Dropbox folder is the exact same file being shared by all 'folder members', so if you delete a file the file will be deleted...period.

Since this is true file synchronization between all 'folder members', any deleted files also deletes the files from your local computer, and from the local computer of all 'folder members'.

For this reason it is important that you **DO NOT DELETE FILES from the Dropbox folder!**

If files become unnecessary then as the Administrator I will manage any needed file deletions.

Since any files that are deleted from the Dropbox folder are deleted for all 'folder members', please keep copies of any necessary files elsewhere on your local computer hard drive other than the DropBox folder locally!

FILES ARE TEMPORARY

The Dropbox folder and all files within it are temporary in nature, meaning that they could go away at any time if I (or another folder member) should choose to delete it.

Keep in mind that **this is not permanent storage, so I will typically be deleting this folder when this project is done** (since I don't have unlimited storage space). There is also a chance that I may delete files I feel are no longer necessary, even if the project is still active. Please don't delete files yourself.

WHO CAN ACCESS YOUR DROPBOX FOLDER

The only people with access to the shared folder are those 'folder members' that were granted access specifically. No one other than 'folder members' can access to the folder.

Access to 'folder members' can be removed at any time.

LIMITATIONS OF USING EMAIL

Using email to send files to each other has many limitations:

- distributing the same file to many locations via email creates duplicate files, making it extremely hard to manage and maintain latest versions for everyone
- files can be too large to send via email
- finding the latest file using email is time consuming
- emails can easily be missed
- email is not secure

If you have any questions or problems just give me a call.

Thanks,

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