

Dropbox and OneDrive:

Using the Cloud for collaboration and multiple devices

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Leti Labell

- ▶ OLLI and OPCUG member and PATACS member with a lifelong love of computers.
- ▶ MS in computer science, Certified Information Systems Security Professional (CISSP) and Project Management Professional (PMP).
- ▶ Retired in 2014 from a long career in software development and general project management in the telecommunications industry and as a contractor to the federal government.
- ▶ Interests include ethnic foods (cooking and eating!), singing, and speaking Italian.

What this lecture does NOT cover

- ▶ Not an in-depth view of cloud computing
- ▶ Does not discuss all cloud computing services
- ▶ Does not cover all aspects of Dropbox and OneDrive
 - ▶ Does not address using Dropbox or OneDrive for backups
- ▶ Does not tell you the best cloud computing service

What this lecture DOES cover

- ▶ A high-level description of cloud computing
- ▶ How to use Dropbox and OneDrive
- ▶ How I use Dropbox for collaboration
- ▶ How I use OneDrive to access information from multiple devices in multiple locations

Cloud Storage

- ▶ In general, cloud storage refers to data stored on servers over the Internet.
- ▶ The user does not know specifically where on those service their data are stored.
- ▶ Cloud storage can increase the amount of storage you can use for your data, and allows you to access those data from multiple devices and from multiple locations.
- ▶ This lecture focuses on two cloud storage services, Dropbox and Microsoft OneDrive.
 - ▶ Both allow access to cloud files in the same manner as files stored locally

Platforms

Dropbox

- ▶ Desktop:
 - ▶ Windows
 - ▶ MacOS
 - ▶ Linux
- ▶ Mobile apps:
 - ▶ Android
 - ▶ iOS
 - ▶ Windows Phone
 - ▶ Blackberry

OneDrive

- ▶ Desktop:
 - ▶ Windows
 - ▶ MacOS
 - ▶ Xbox
 - ▶ (not Linux)
- ▶ Mobile apps:
 - ▶ Android
 - ▶ iOS
 - ▶ Windows Phone
 - ▶ Blackberry

Web Interface

- ▶ Both services have a web interface.
- ▶ However, I recommend using the desktop applications and mobile applications whenever possible.
 - ▶ Ease of use
 - ▶ Easier to understand
- ▶ When to use the web interface
 - ▶ To install or reinstall (particularly for Dropbox)
 - ▶ To restore previous versions of files (Dropbox)

Pricing

- ▶ Dropbox Basic – 2GB of free cloud storage
 - ▶ Dropbox Plus – 1 TB for \$10 per month (\$120 per year)
- ▶ OneDrive Basic – 5GB of free cloud storage
- ▶ OneDrive is included with Microsoft 365
 - ▶ 1 TB of OneDrive cloud storage
 - ▶ \$7 per month / \$70 per year for single user
 - ▶ \$10 per month / \$100 per year for family
 - ▶ Share with up to 5 people in your family.
 - ▶ Each person gets Microsoft Office Apps
 - ▶ Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access

Where Files Are Stored

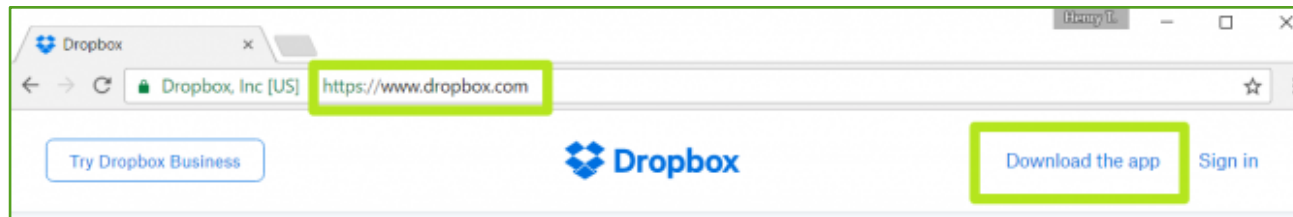
- ▶ **Dropbox Basic**
 - ▶ Files are stored BOTH on your hard drive and in the cloud
 - ▶ (This is for regular files, not for backups, which we are not addressing.)
 - ▶ So you DON'T SAVE DISK SPACE with Dropbox Basic
- ▶ **Dropbox Plus gives you the option to store files in the cloud only**
- ▶ **OneDrive gives you the option on where to store it**
 - ▶ Right click on filename
 - ▶ Select Always Keep on this Device (default) OR
 - ▶ Free up space (store it in the cloud only)
 - ▶ When you open the file to use it, it will be downloaded at that time.

Dropbox Installation

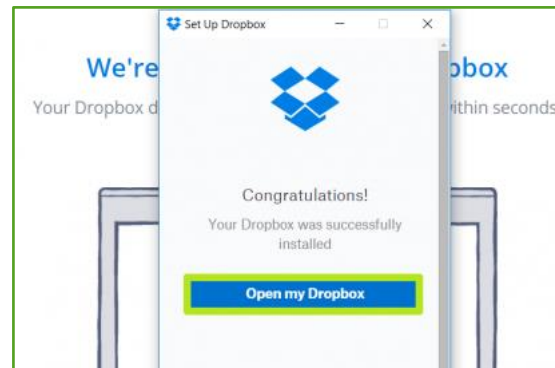
Windows 10



- ▶ Go to Dropbox.com. Login, or if you don't already have an account, create one.
- ▶ Click “Download the App” to download the installer.



- ▶ Open and run DropboxInstaller.exe
- ▶ Login to Dropbox.
- ▶ Click “Open my Dropbox”

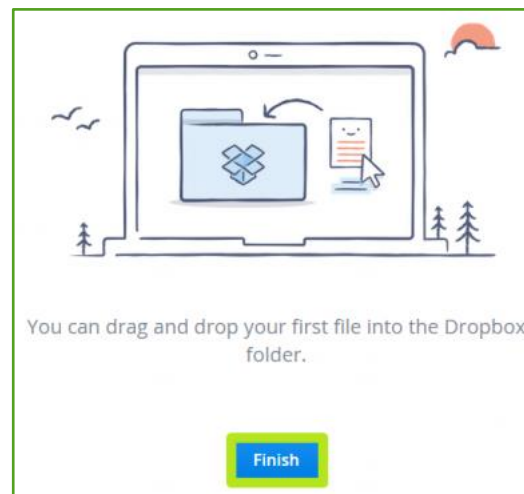


Dropbox Installation Windows 10 (cont'd)



←--Click "Get Started"

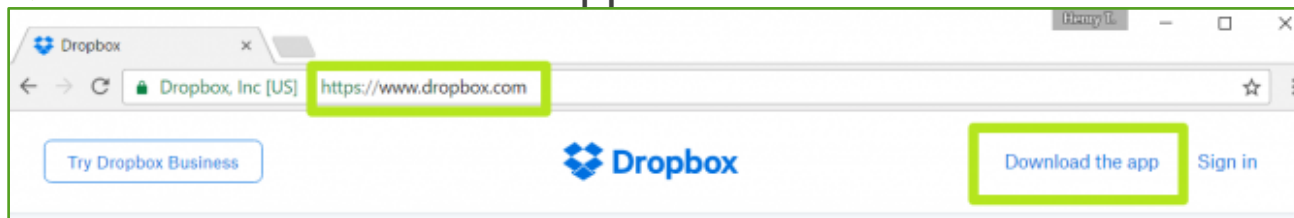
- ▶ Click "Next." (You may have to click "next" two times)
- ▶ Click "Finish"
- ▶ Dropbox will now appear in the File Explorer



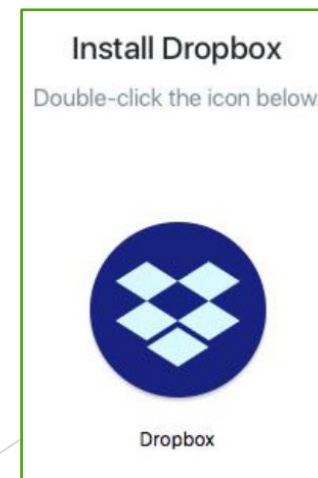
Dropbox Installation MacOS



- ▶ Go to Dropbox.com. Login, or if you don't already have an account, create one.
- ▶ Click “Download the App” to download the installer.



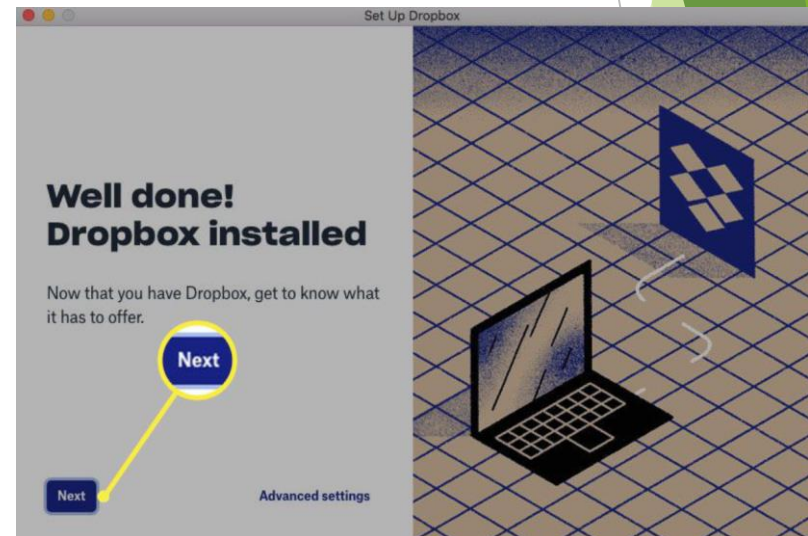
- ▶ Look for the installer in your **Downloads** folder. The file name is DropboxInstaller.dmg. Double-click **DropboxInstaller.dmg**.
- ▶ Within the Dropbox Installer window that opens, double-click the **Dropbox icon** ----->



Dropbox Installation MacOS (cont'd)



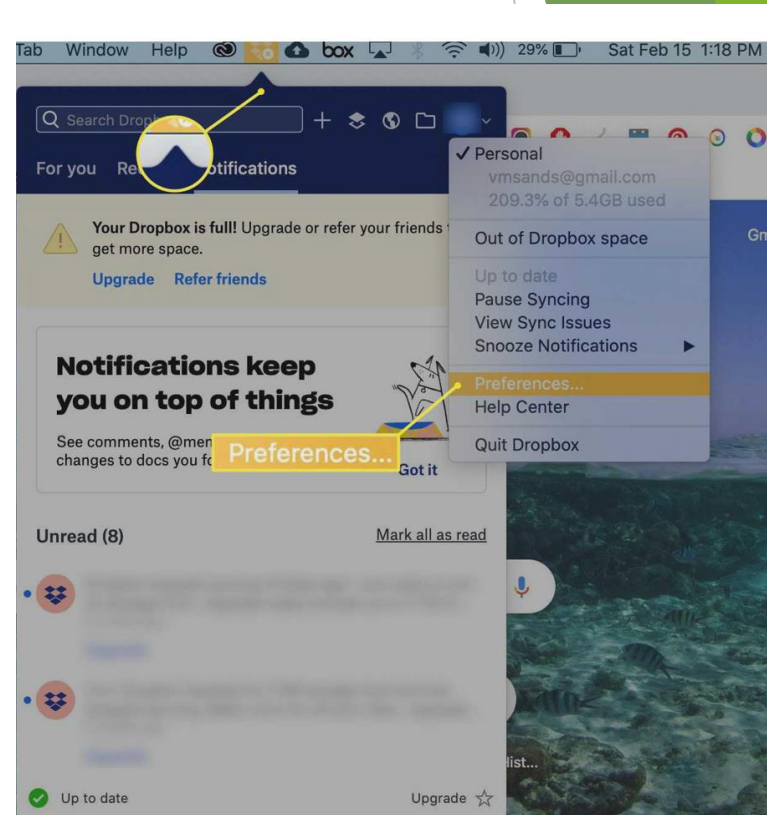
- ▶ A notice will appear warning you the Dropbox is an app downloaded from the internet. Click **Open** to continue.
- ▶ Dropbox will then download any necessary updates and then start the installation process.
- ▶ A Dropbox icon will appear in your menu bar, and the Dropbox app will show in your **/Applications** folder and in the sidebar.
- ▶ After you sign in, the Dropbox window will display a congratulations message for successfully completing the installation. Click **Next** ----->



Dropbox Installation MacOS (cont'd)



- ▶ Dropbox installs a login item into and integrates itself into the Finder.
- ▶ You can change this configuration at any time in Dropbox **Preferences**. Click the **Dropbox** icon along the top of your screen, and then the down arrow next to your initials.
- ▶ Select **Preferences** from drop-down menu. ----->
- ▶ Keeping the Finder integration option, and the option to start Dropbox whenever you start up your Mac.
 - ▶ Together, these help Dropbox act just like another folder on your Mac.



OneDrive Installation



▶ Windows Installation

- ▶ If you have Windows 10, then you already have OneDrive Basic (5GB)
 - ▶ Log on to your Microsoft account. (Look in Settings-> your account)
 - ▶ Look for OneDrive in the Windows Explorer
- ▶ If you have Microsoft 365, you already have it (1TB)
 - ▶ Look for OneDrive in the Windows Explorer

▶ MacOS installation

- ▶ Search the Mac App Store for OneDrive and choose Get.
- ▶ Launch OneDrive and enter your Microsoft account details.
- ▶ Click “Choose OneDrive Folder Location” and select a location.

▶ Smartphone installation

- ▶ Search the respective App Store and download the OneDrive app
- ▶ Same procedure to download the Dropbox app

Using Both Dropbox and OneDrive

- ▶ Both Dropbox and OneDrive will keep previous versions of your files each time you save a file.
- ▶ However, you must save the file under the same name.
 - ▶ **DO NOT USE “SAVE AS” AND CHANGE THE FILENAME.**
 - ▶ If you do, your chain of version history will be lost.
- ▶ If you want to move a file from one folder to another, you must **MOVE** it, or drag it from one folder to another.
 - ▶ **DO NOT COPY THE FILE AND SAVE IT IN A NEW FOLDER.**
 - ▶ If you do, your chain of version history will be lost.

Using Dropbox



- ▶ Use the Dropbox folder like any other folder in Windows Explorer.
 - ▶ You can copy your files to the cloud and access them later, even if you're using a different device.
- ▶ Cannot use the Autosave option from Windows/MacOS.
 - ▶ Autosave is a Microsoft option that saves your file every time you make a change to it.
 - ▶ However on iPad and iPhone, in the ... options on the upper right, you can turn on "Autosave in Dropbox"
- ▶ Symbols next to file name:
 - ▶ Blue icon with arrows - file is being copied to the cloud
 - ▶ When it's done, the icon will turn green and display a check mark.

Using OneDrive



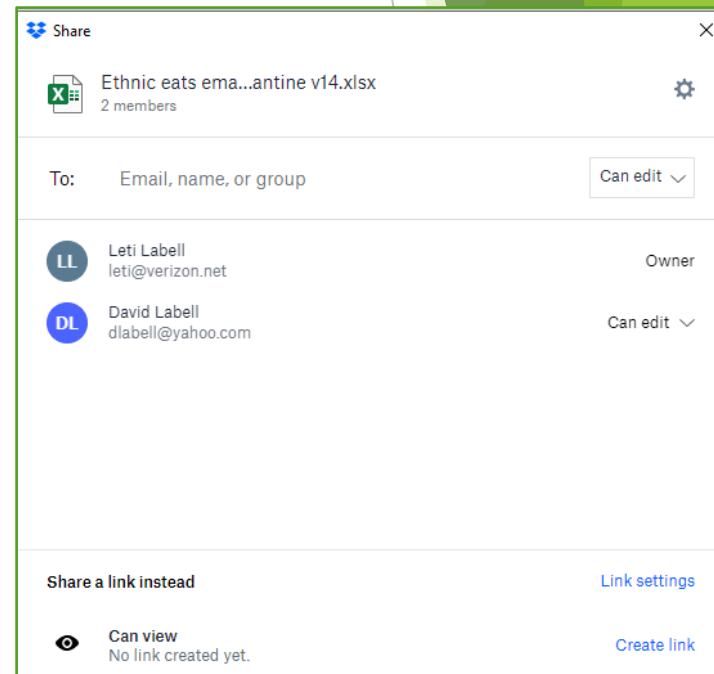
- ▶ Use the OneDrive folder like any other folder in Windows Explorer
- ▶ Symbols next to file name:
 - ▶ Green tick mark - currently synced
 - ▶ Cloud - online only (will sync when you open it)
 - ▶ Two blue arrows - file is syncing
 - ▶ Red Cross - data is out of sync
- ▶ Autosave is available for all documents.

Using Dropbox

Sharing Files




- ▶ From Windows:
- ▶ Right-click on a file in File Explorer
 - ▶ Choices are Share, Send with Transfer, Send for signature, Copy Dropbox link, version history, view on dropbox.com, view comments, open in Dropbox, Smart Sync
 - ▶ Select Share ----->
 - ▶ Give the email address to share the file with
 - ▶ Select the properties (can edit, etc.)
 - ▶ Useful for collaboration
- ▶ Or select Copy Dropbox Link
 - ▶ Puts a link to the file in the clipboard
 - ▶ Useful to send a large file (too big for email)

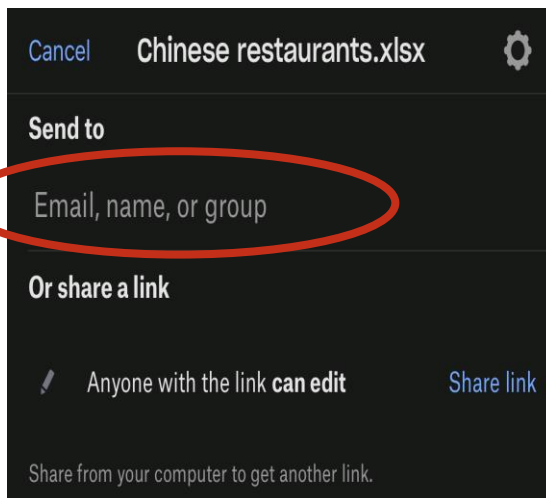
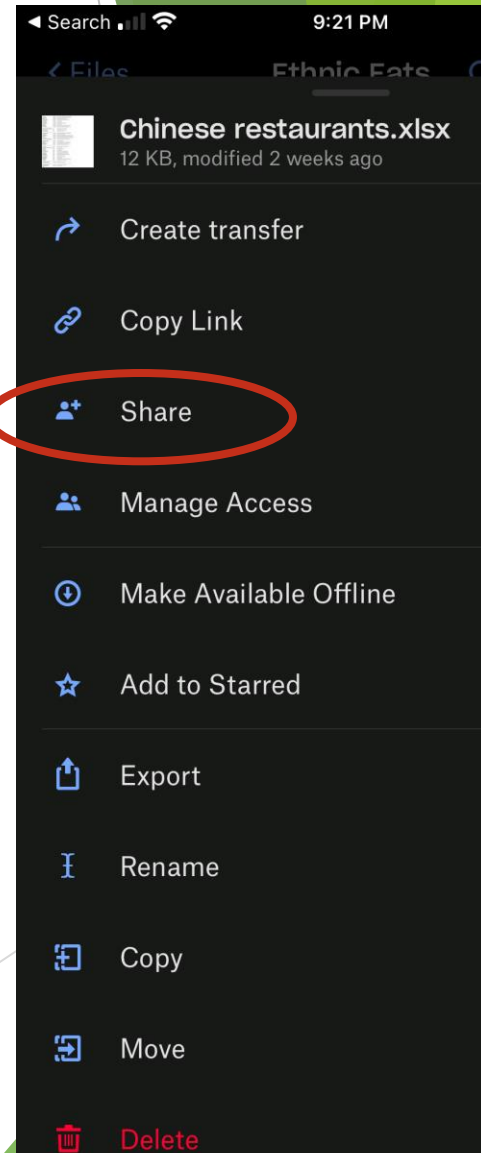


Using Dropbox Sharing Files



► From iOS and Android:

- Open the app and browse for the file you want to share.
- Tap the ... options icon 
- Select “Share”
- Select how you want to share the file.

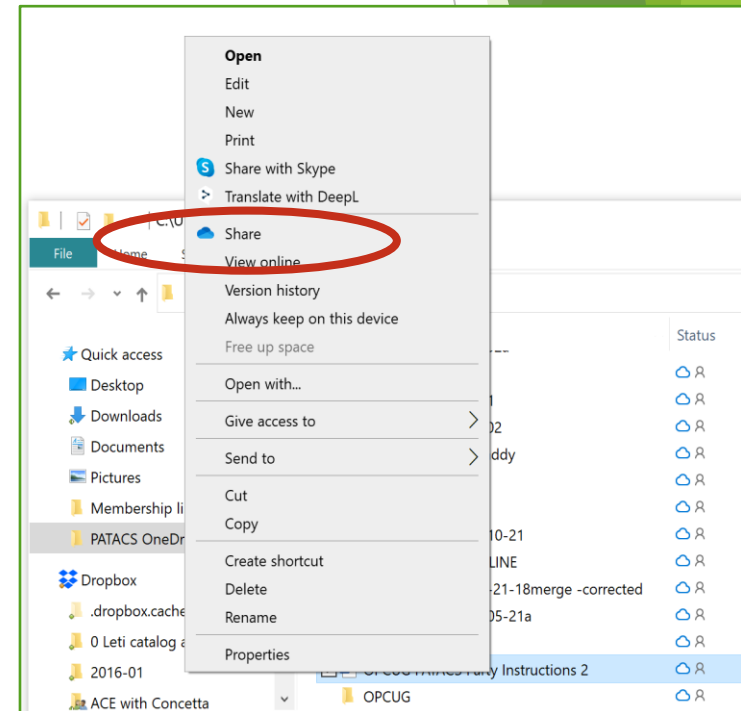
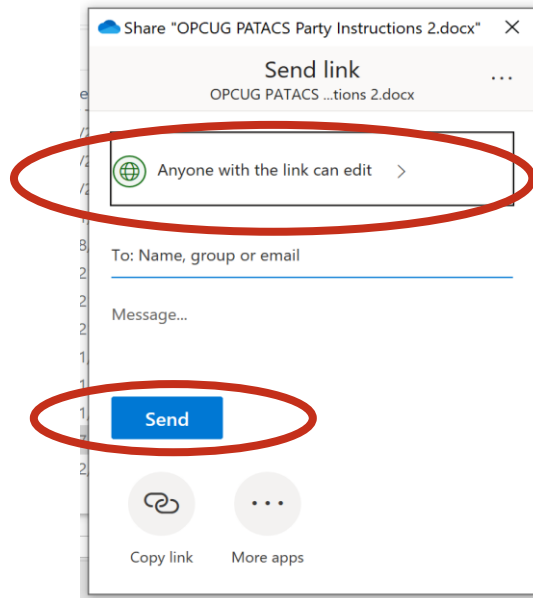


Using OneDrive Sharing Files



► From Windows:

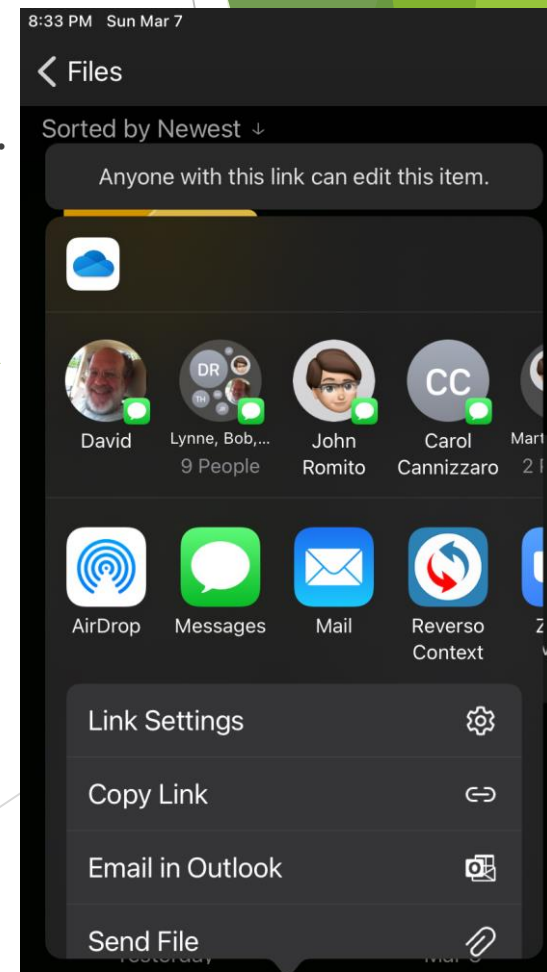
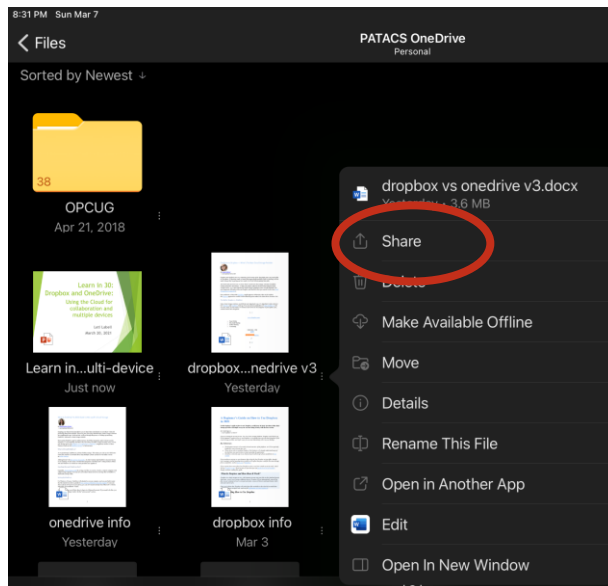
- In File Explorer, right-click the file you wish to share
- Select Share next to the OneDrive cloud symbol
- You can enter a email in the box,
- Or select “copy link” to send the link in an email



Using OneDrive Sharing Files




- ▶ From iOS and Android:
 - ▶ Open the app and browse for the file you want to share.
 - ▶ Tap the ... options icon
 - ▶ Select “Share”
 - ▶ Select how you want to share the file.

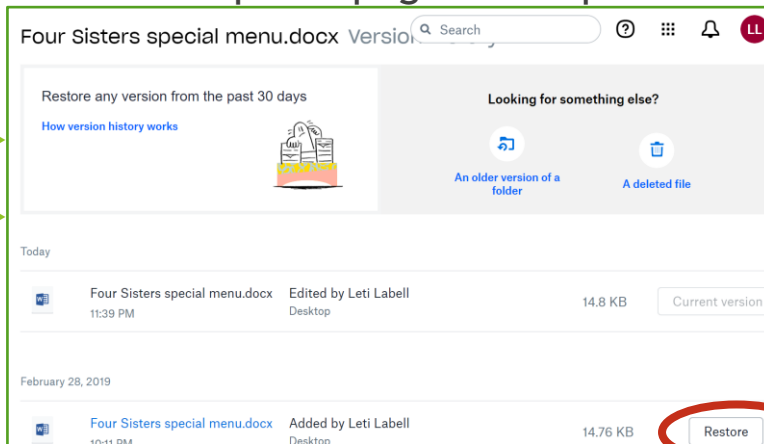
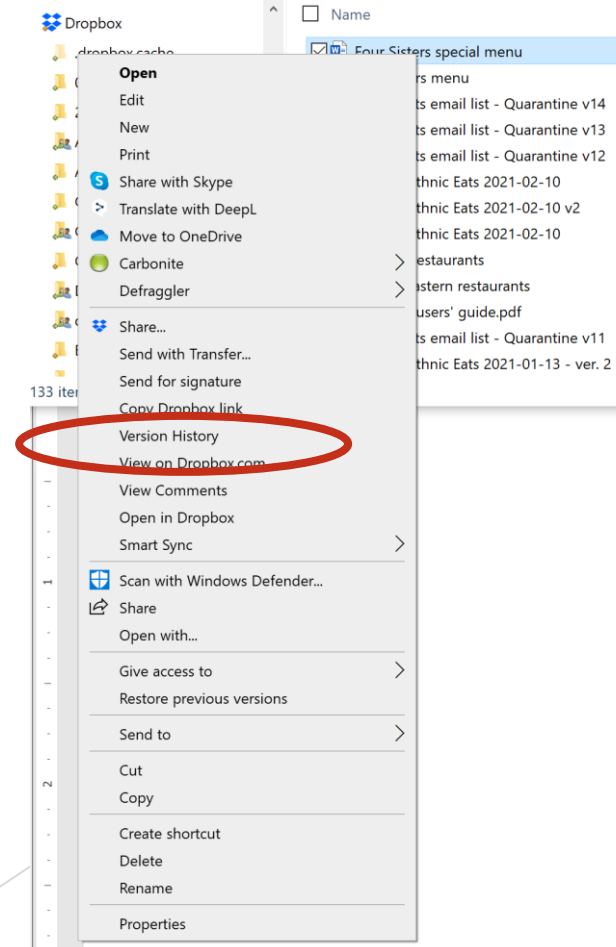


Using Dropbox

Restore a previous version



- ▶ Must be done from the PC/Mac or from the web
 - ▶ Cannot be done on an iPad or iPhone.
 - ▶ (I assume also cannot be done on Android tablets or phones.)
- ▶ From Windows File Explorer: 
- ▶ Select Version History
- ▶ This will open a page on Dropbox.com.



Select
Restore



Using OneDrive

Restore a previous version



- ▶ Can be done from any device.
- ▶ From Windows or MacOS:
 - ▶ Right click on the file in Windows Explorer or Finder
 - ▶ Select “Version History”
 - ▶ Pick the version you want to restore to.
- ▶ From iPad or iPhone:
 - ▶ Open the file in the Office app (Word, Excel)
 - ▶ Click the ... in the upper right corner.
 - ▶ Select ”History”
 - ▶ Pick the version you want to restore to.

Using Dropbox

Fix problems



- ▶ Sometimes Dropbox does not show the latest version of a file, or you cannot find a file that a collaborator has told you is in the folder.
- ▶ Potential solutions:
 - ▶ Reboot your computer (the first solution to just about any problem.)
 - ▶ That usually does not fix the problem, at least for me.
 - ▶ The best solution is to reinstall the Dropbox application.
 - ▶ Download a new copy of the installer.
 - ▶ Install it the normal way.

Using OneDrive

Fix sync issues



- ▶ This does not happen often.
 - ▶ Typically, when you have a document open and you lose your internet connection, so your changes don't get uploaded.
- ▶ Potential Solutions computer
 - ▶ Open the file, then close it.
 - ▶ This is usually all I need to do.
 - ▶ Log in to your Microsoft account
 - ▶ If already logged on, log off and log on again.
 - ▶ Restart the OneDrive app
 - ▶ Click **OneDrive** button in the bottom-right corner and click **More**
 - ▶ click **Close OneDrive**
 - ▶ Open **Start**
 - ▶ Search for **OneDrive** and click the top result to start sync client.
- ▶ If these don't work, search the Internet for other remedies.
 - ▶ (I've never had to do this – rebooting and reloading have always worked for me.)

How I Use Dropbox



- ▶ Can use Dropbox for collaboration. Ex:
 - ▶ Family history with other family members
 - ▶ Minutes for clubs
 - ▶ Anything you're working on with other people
- ▶ Can use Dropbox to share large files
 - ▶ Videos or other files that are too large to send in an email
- ▶ Share multiple files
 - ▶ Share all of the photos from your recent vacation
 - ▶ Your friend/family/colleague can look through them on their own machine

How I Use Dropbox

Example: OLLI Catalog



- ▶ Until recently, I was responsible for editing and proofing the OLLI Course Catalogs
- ▶ Developed a work flow system to handle edits performed by a team
 - ▶ Editors receive the course descriptions from the instructors, stored in Folder 1
 - ▶ Edits are made using Track Changes, then file is moved to Folder 2
 - ▶ Proofreaders make changes (with Track Changes on) and move the file to Folder 3
 - ▶ Editors either accept or reject the changes and move the file to Folder 4
 - ▶ The final version is used in the catalog

How I Use Dropbox Collaboration in Word



- ▶ Microsoft Office is very good for collaboration.
- ▶ The “Track Changes” feature under the review tab marks every change made to the file.
 - ▶ Crosses out deleted text
 - ▶ Underlines new text
- ▶ Users can leave comments
 - ▶ Other users can respond to the comments
- ▶ When the comments are resolved, changes to the document can be either accepted or rejected.
- ▶ Be sure to save the file as the same name (don't use save as!) to preserve the history.

How I Use Dropbox Collaboration in Word



- ▶ If two people are trying to edit a document at the same time, there will be conflicts.
 - ▶ If someone saved the file while you were making changes, your file will be save with a notation in the file name that it's a conflicted view.
 - ▶ You can either just keep the version from the other person, or else you have to resolve the changes.
- ▶ On a PC you will get a message when you are opening a file that is already open by someone else.
 - ▶ But sometimes people don't notice this.
- ▶ One solution:
 - ▶ When someone is editing a file, put a message at the beginning of the file saying "Leti is editing at <date>"
 - ▶ When you are finished change the message to say "Leti is finished at <>"

How I Use OneDrive

Learning Italian



- ▶ Studying Italian for four years
- ▶ Collect lists of vocabulary words by category
 - ▶ Currently have 42 workbooks of vocabulary words
- ▶ Keep notes on grammatical concepts
 - ▶ Currently have 21 workbooks on grammar
- ▶ Typically enroll in four classes concurrently
 - ▶ Class handouts in Word or PDF
 - ▶ Word files with homework assignments
- ▶ All of these files are stored on OneDrive

How I Use OneDrive

Learning Italian

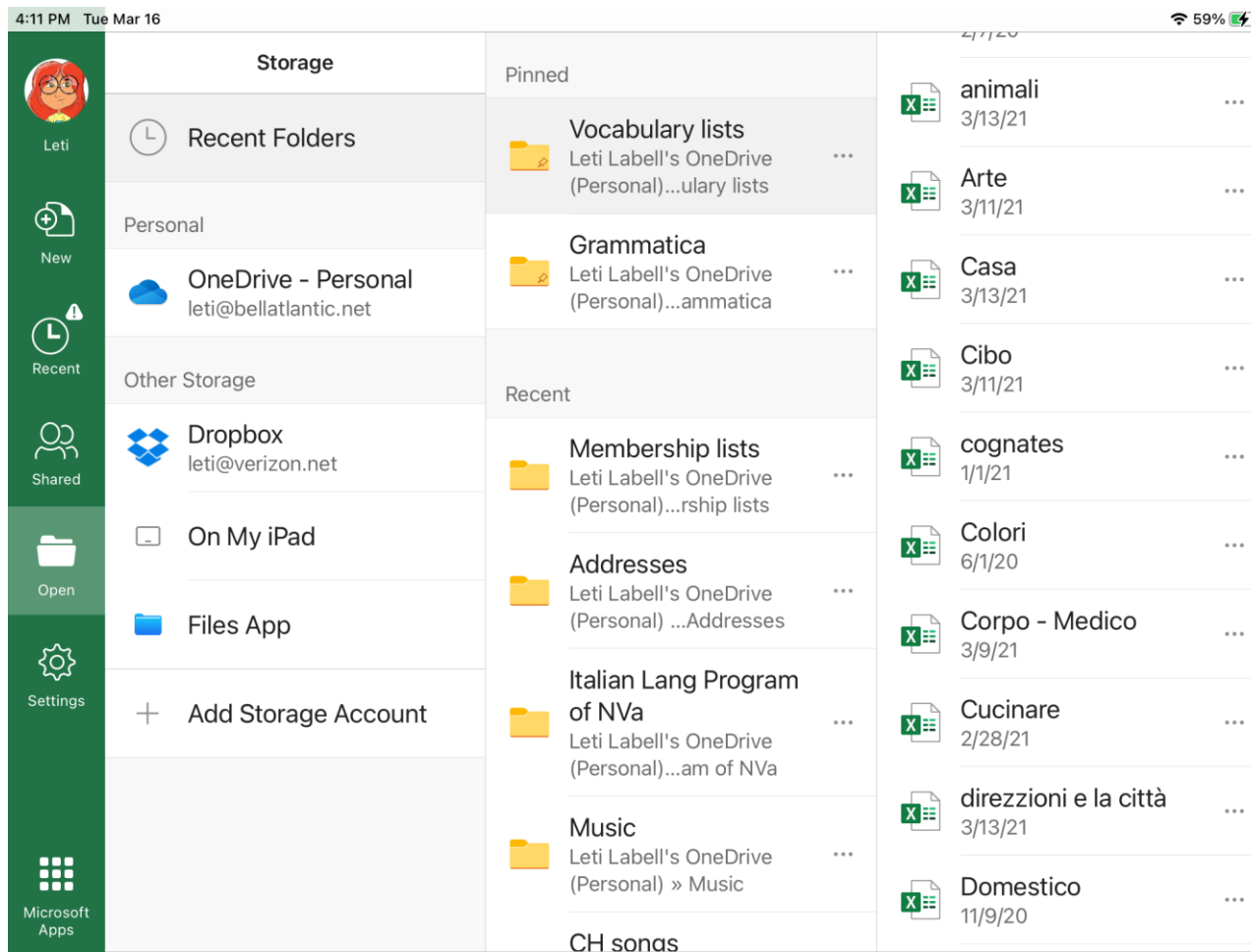


- ▶ I currently use multiple devices:
 - ▶ Surface Book
 - ▶ HP Laptop
 - ▶ iPhone
 - ▶ Two iPads
- ▶ I use them all interchangeably
 - ▶ Depending on where I am and what I am doing
 - ▶ E.g. during a class on Zoom on the Surface Book, I'll have two iPads open and my iPhone at the ready
- ▶ Problem: Excel on iOS can only have one workbook open at a time
 - ▶ Most efficient to use the Surface Book or laptop
 - ▶ But the iPads are often more convenient

How I Use OneDrive Learning Italian



► This is what Excel looks like on my iPad:



How I Use OneDrive Learning Italian



- ▶ On the iPad: the animali file, the Birds workbook:

The screenshot shows an iPad displaying an Excel spreadsheet titled "animali". The interface includes a top status bar with the time "4:22 PM", date "Tue Mar 16", and battery level "60%". Below the status bar is a navigation bar with "Home", "Insert", "Draw", "Formulas", "Data", "Review", and "View" tabs. A ribbon menu is visible with options like "Calibri (Body)", "14", "B", "I", "U", "abc", and various icons for text formatting and editing. The spreadsheet itself has columns labeled A through E and rows numbered 1 through 19. The data is organized into a table with headers "UCCELLI" and "BIRDS". The table lists various bird species in Italian and their English translations. A green selection box is visible around the cell containing "—l'anatroccolo (m)" and "duckling". At the bottom of the screen, there are tabs for "Mammals", "Birds", "Fish", "Insects", "Reptiles", "Crustaceans", "Animal Sounds", and "Espre", with "Birds" currently selected.

| | A | B | C | D | E |
|----|---|----------------------------------|------------------------------------|---|---|
| 1 | — | UCCELLI | BIRDS | | |
| 2 | A | l'airone (m) | heron | | |
| 3 | | —l'airone azzurro maggiore | great blue heron | | |
| 4 | | l'allocco | tawny owl (also a gullible person) | | |
| 5 | | l'allodola (f) | lark | | |
| 6 | | l'anatra (f) | duck | | |
| 7 | | —l'anatroccolo (m) | duckling | | |
| 8 | | l'aquila (f) | eagle | | |
| 9 | | l'avvoltoio (m) | vulture | | |
| 10 | B | il barbaggianni / i barbaggianni | barn owl; also a goofy person | | |
| 11 | | la beccaccia | woodcock | | |
| 12 | C | la cacatua | cockatoo | | |
| 13 | | il canarino | canary | | |
| 14 | | il cardellino | goldfinch | | |
| 15 | | il cardinale | cardinal | | |
| 16 | | la chioccia | hen | | |
| 17 | | la cicogna | stork | | |
| 18 | | il cigno | swan | | |
| 19 | | la civetta | owl with tufted ears | | |

How I Use OneDrive Learning Italian



- ▶ On the iPhone: the animali file, the Insects workbook:

Search 📶 📶 4:27 PM animali 🔋 57% 🔋

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fx il grillo

| | A | B | C |
|----|----------|------------------------|-------------------------------|
| 1 | — | GLI INSETTI | INSECTS |
| 2 | A | l'ape (f) | bee |
| 3 | | —l'ape carpentiere (f) | carpenter bee |
| 4 | B | il bozzolo | cocoon |
| 5 | | il bruco | caterpillar or inchworm |
| 6 | | —il bruco monarca | monarch butterfly caterpillar |
| 7 | C | il calabrone | bumblebee, hornet |
| 8 | | la cavalletta | grasshopper |
| 9 | | il centopiedi | centipede |
| 10 | | la cicala | cicada |
| 11 | | la coccinella | ladybug |
| 12 | | il coleottero | beetle |
| 13 | E | l'effimera | mayfly |
| 14 | F | la falena | moth |
| 15 | | la farfalla | butterfly |
| 16 | | —la farfalla monarca | monarch butterfly |
| 17 | | la formica | ant |
| 18 | | il frinio della cicala | call of the cicada |
| 19 | G | il grillo | cricket |
| 20 | I | l'insetto stecco | walking stick insect |
| 21 | L | la libellula | dragonfly |
| 22 | | la locusta | locust |
| 23 | | la lucciola | firefly |
| 24 | M | il maggiolino | beetle, maybug |
| 25 | | la mantide religiosa | praying mantis |
| 26 | | il millepiedi | centipede |
| 27 | | la mosca | fly |
| 28 | N | il nido | nest |
| 29 | P | il pidocchio | louse |
| 30 | | la pulce | flea |

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How I Use OneDrive

Learning Italian



- ▶ Now we'll look at the file on the Surface Book
- ▶ Note that the same file can be open on all of these devices at the same time.
- ▶ I have Autosave turned on.
 - ▶ Feature of Microsoft Excel and Word
 - ▶ Automatically saves your file any time it is changed
 - ▶ Works only on OneDrive, not on Dropbox
 - ▶ Although Dropbox on mobile devices has a similar feature
 - ▶ But not on desktop machines
- ▶ When a file is changed on one device, it will be changed on any device that happens to have that file open.

How I Use OneDrive

Learning Italian



- ▶ <Live example of Animali file on Surface Book>
 - ▶ Add the word “bradipo” which means “sloth” to the Mammals tab
- ▶ Easy to make changes
- ▶ Can do it on any devices, at any time

- ▶ Same process is done on grammar files
 - ▶ Those are more detailed
 - ▶ But just as easy to update
 - ▶ <Live example of Verb Tenses on Surface Book>

Using Dropbox



Using OneDrive

- ▶ Questions?
- ▶ Leti Labell
- ▶ leti@bellatlantic.net