

# Dropbox Tutorial

If you need help using Dropbox here is a link to a wonderful tutorial. The last two minutes of the video show you how to "share" folders:

[https://www.youtube.com/watch?v=A\\_ZvBOGE5\\_A&feature=youtu.be](https://www.youtube.com/watch?v=A_ZvBOGE5_A&feature=youtu.be)

1. You must have a Dropbox account registered with the email that you use for the ACB.
2. The folder we created for you should be shared with that account. If you do not see it in your Dropbox you can look to the bell icon near your name in the top right. If there is a number in that bell you have a notification. It may be asking you to accept the folder with your name or the current year from ACB. Once the folder is in your Dropbox it will always remain in your account. Each year make a new folder with the current year to upload images to. You may have other things in this folder such as booth shots or show receipts.
3. When you open the shared folder from the bell icon, click the blue download button and "copy to my Dropbox". The folder with your name should then appear in your Dropbox.
4. If you do not have a folder with the current year please create it by clicking the folder icon with a + sign. Then follow the same procedure to add images by clicking the paper icon with the + sign.
5. Choose files from your computer according to the guidelines in your email.
6. If the file was not correctly named: last name, first name or business name (which ever you like to be listed in the public as) then after the upload is complete right click the file and rename correctly.

## **Troubleshooting:**

- If the folder you share with ACB does not have 2 silhouettes of people on it, that means it has not been shared correctly. Please try to reshare or let us know.
- At any time you can right click a file/folder/image and "share link", always use [info@armadillobazaar.com](mailto:info@armadillobazaar.com).
- If you are having trouble finding or uploading to your folder that has already been created, just create a new folder Last name, first name and share with us. We can move it to the correct place.
- If you have tried and just can't get it to work try to upload to this link: <https://www.dropbox.com/request/ZoGac5VAz99ltERHSw7K>