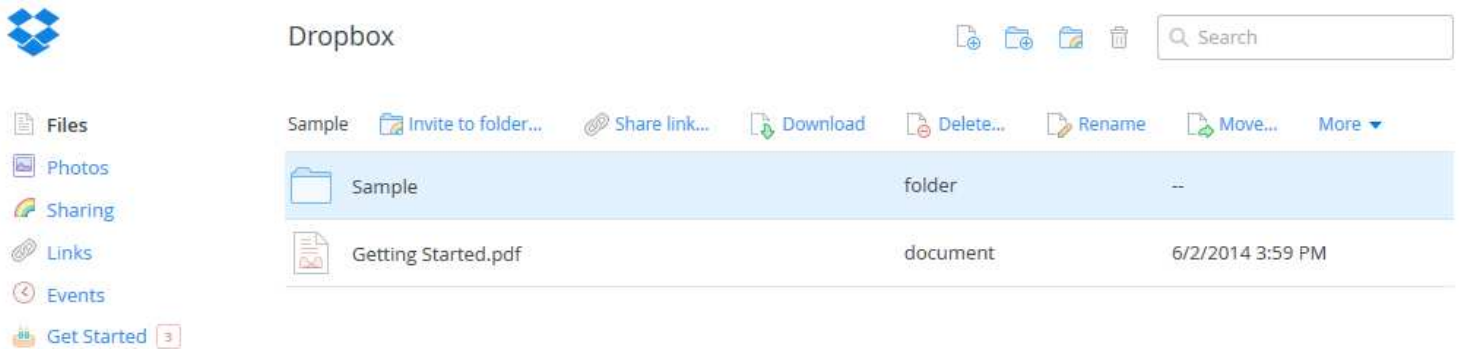


Dropbox Instructions

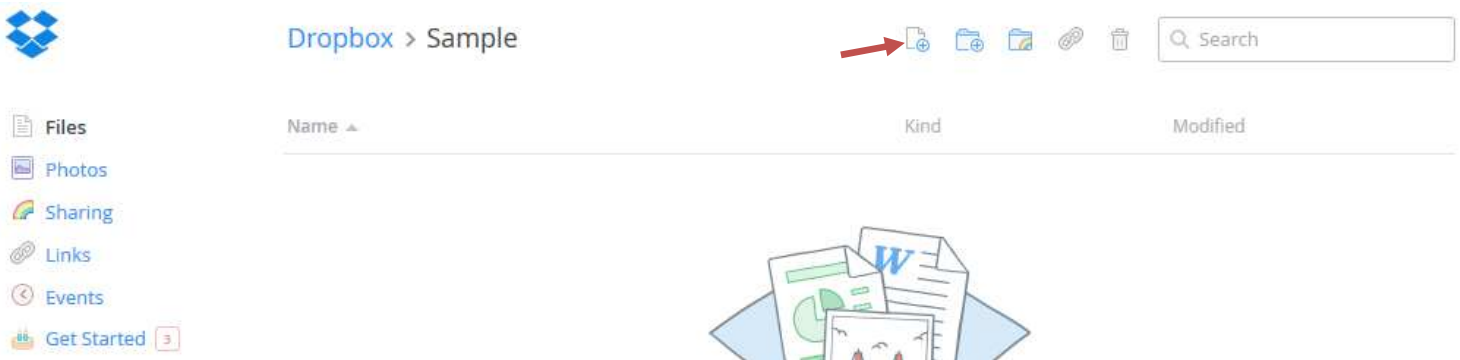
- Log onto Dropbox.com (the first time you need to set up an account—it's FREE)
- Create a new folder (from the icons at the top – second one in)



- In this example, the new folder is called “Sample” and your screen looks like this:

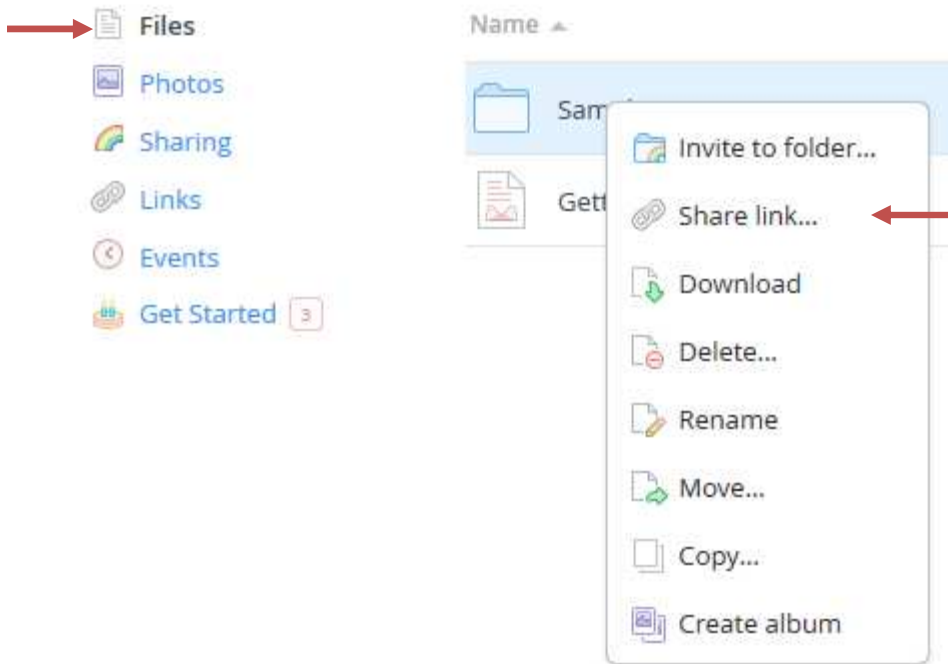


- Click on the new folder (Sample) and then select the upload icon (the one with the red arrow)



- Now select the photos from your computer. **You need to select the individual photos, not the folder they're in, which is why you create a new folder first.** The easy way is to click on the photo folder and click on the 1st photo, and while holding down the shift key, click on the last photo in the batch. All the photos should now be highlighted and now you select “Open” and all the photos should upload to the Dropbox folder. If you have a lot of photos, just be patient since it will take awhile.

- Now click “Files” on the left side of the screen to get the folder view and right click the folder (“Sample” in this case). You should see the image below. Select “Share link” and put in my address.



- You should see the box below. Enter my email address (donleitch@gmail.com), enter what the photos are from, and hit send.

