

# PACIFIC FISHERY MANAGEMENT COUNCIL

## Dropbox.com tutorial for electronic file sharing at Council Meetings

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## Purpose:

In an effort to streamline Council meetings hosted by PFMC, as well as reduce our carbon footprint, related to the cases of paper we use at each meeting, the PFMC has decided to implement the use of Dropbox.com; a free software for file sharing upon multiple platforms, to quickly and paperlessly share documents to our Council members in a matter of seconds.

## Benefits:

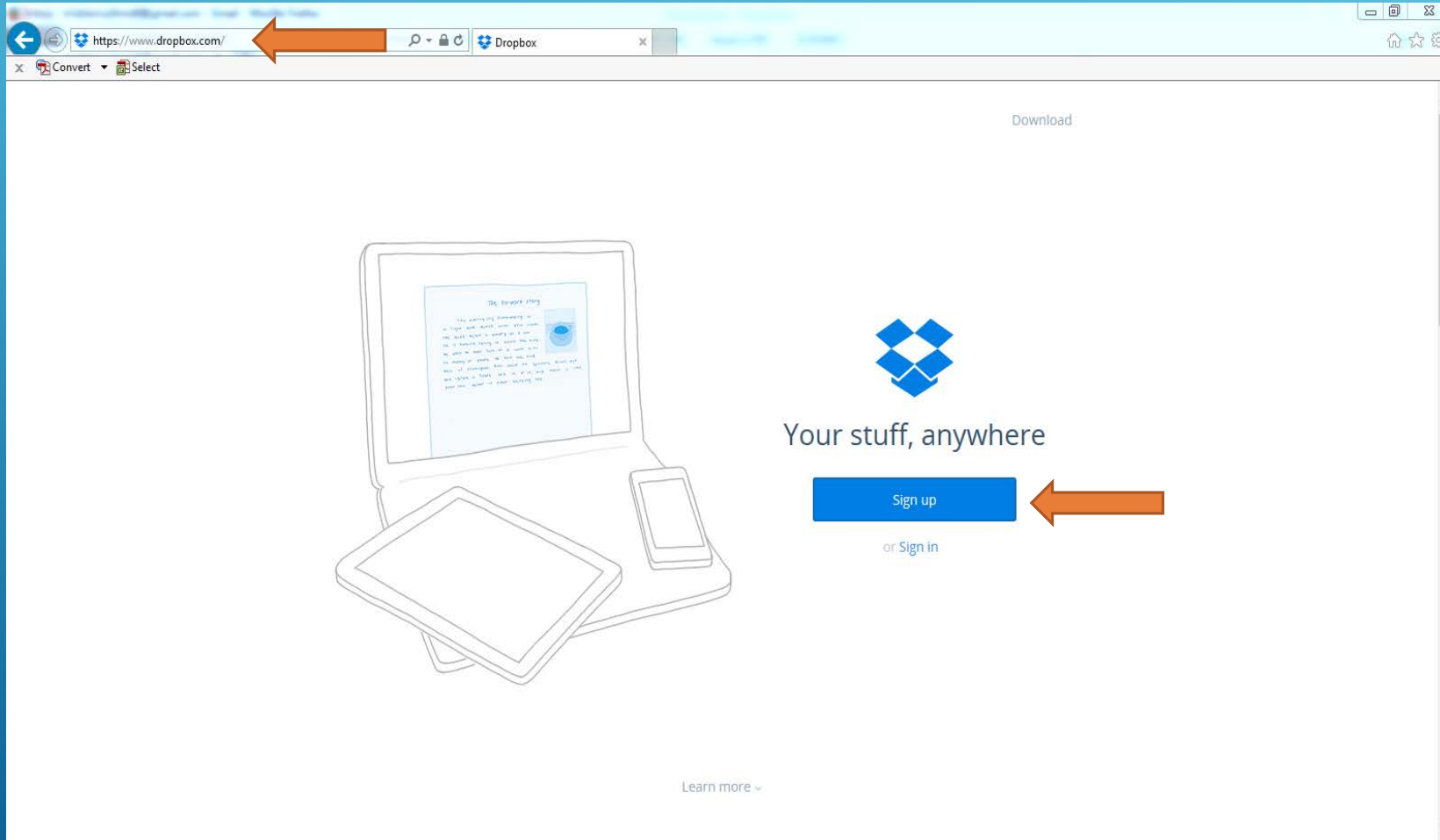
After a one time setup/install, Council members will have quick access to all available documents pertaining to the current meeting at their fingertips. With the downloaded "My Dropbox" application folder, documents will be automatically downloaded and synced from the shared PFMC meeting folder meaning, once synced, the files will be available offline as they are stored on your local hard drive.

Once reconnected to the internet, the folder will automatically sync with the shared folder, adding any new documents, and replacing any old versions with amended ones, thus minimizing clutter and ensuring Council members have the most up to date reports.

Council members will have the option to install Dropbox on multiple devices, thus allowing syncing to your phone, laptop, tablet, home computer etc. allowing access to these files conveniently on any device you may have with you, as well as browser access from any device connected to the internet.

# How to sign up? Its easy!

**Step 1:** open a web browser and go to [www.dropbox.com](https://www.dropbox.com) to sign up for a new account.

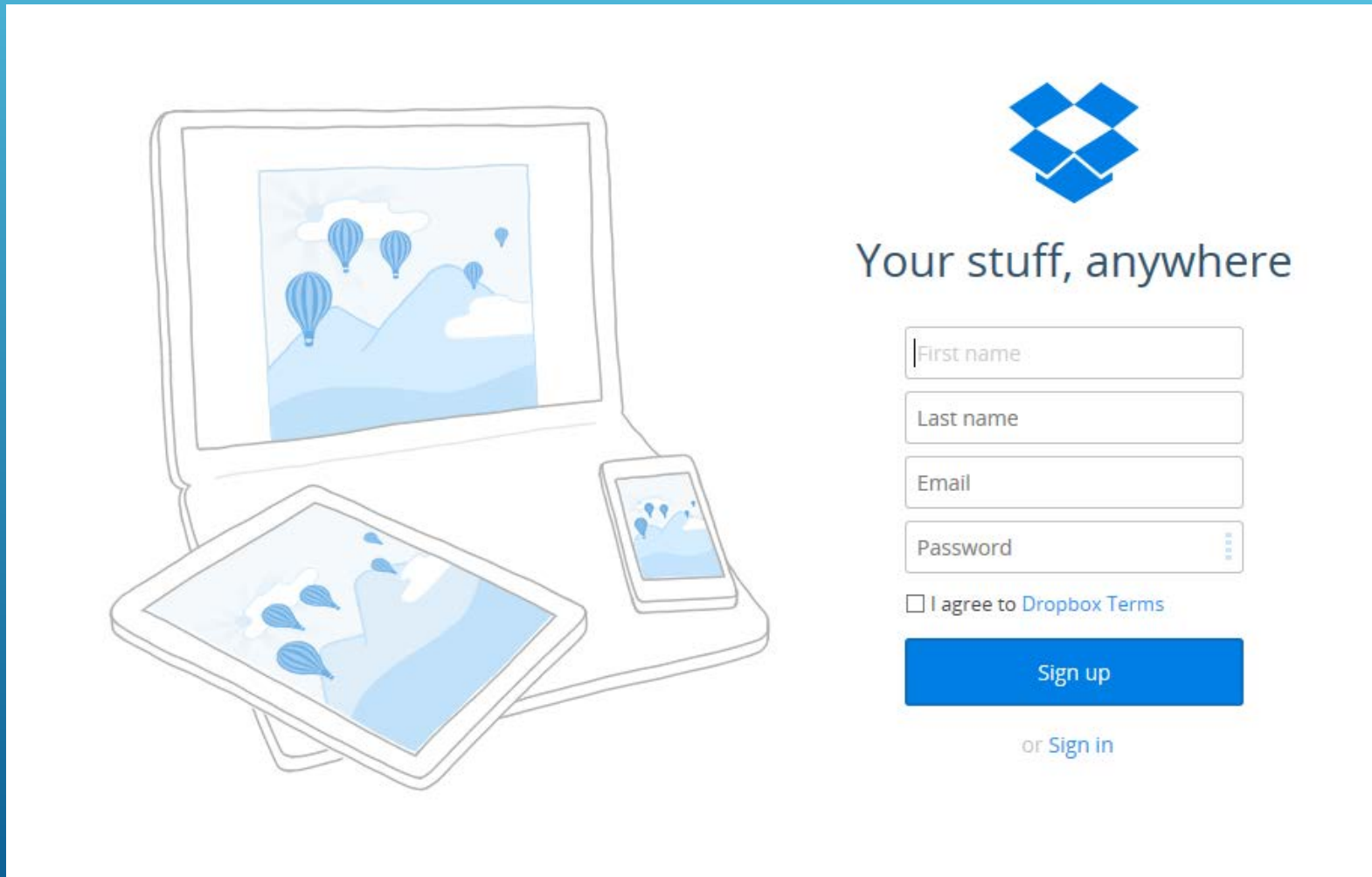



## NOTE:

If you already have an existing Dropbox account, you do not need to continue with this How-To.

However, please contact Kris Kleinschmidt with the email address you use for your Dropbox account, if it differs from the address we sent this presentation to, thus ensuring the shared folder applies to your account properly.

**Step 2:** Fill out the form to sign up. Make sure to use the E-Mail address, that we used to send this How-To, to you, as we will be using that e-mail address to share the Council folder with you at meetings.

An illustration of the Dropbox sign-up form. On the left, there is a laptop, a tablet, and a smartphone, all displaying a landscape with hot air balloons. To the right of the devices is the Dropbox logo (a blue diamond shape composed of four smaller diamonds) and the text "Your stuff, anywhere". Below this is a sign-up form with the following fields: "First name", "Last name", "Email", and "Password" (with a visibility toggle icon). Below the password field is a checkbox labeled "I agree to [Dropbox Terms](#)". At the bottom of the form is a blue "Sign up" button, and below that is the text "or Sign in".



Your stuff, anywhere

First name

Last name

Email

Password

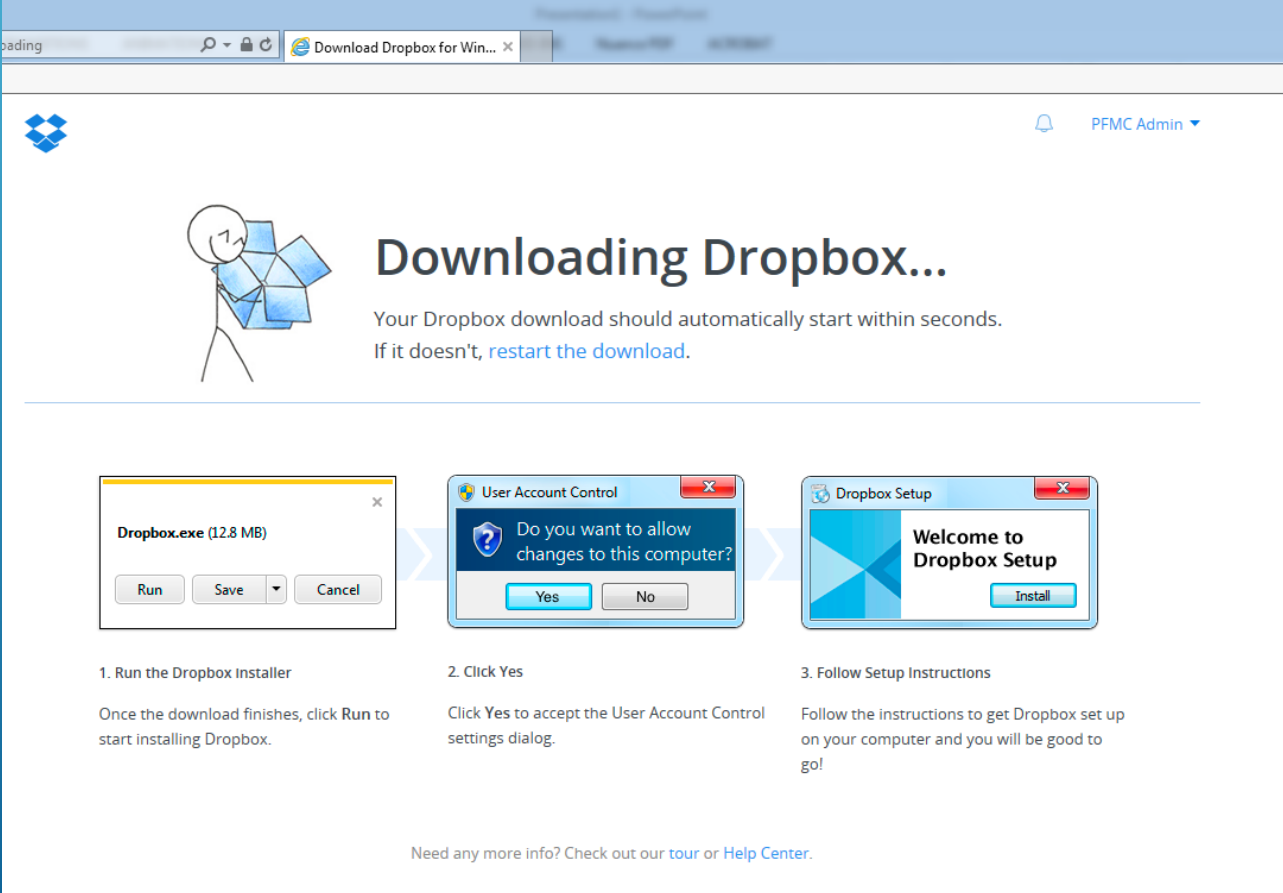
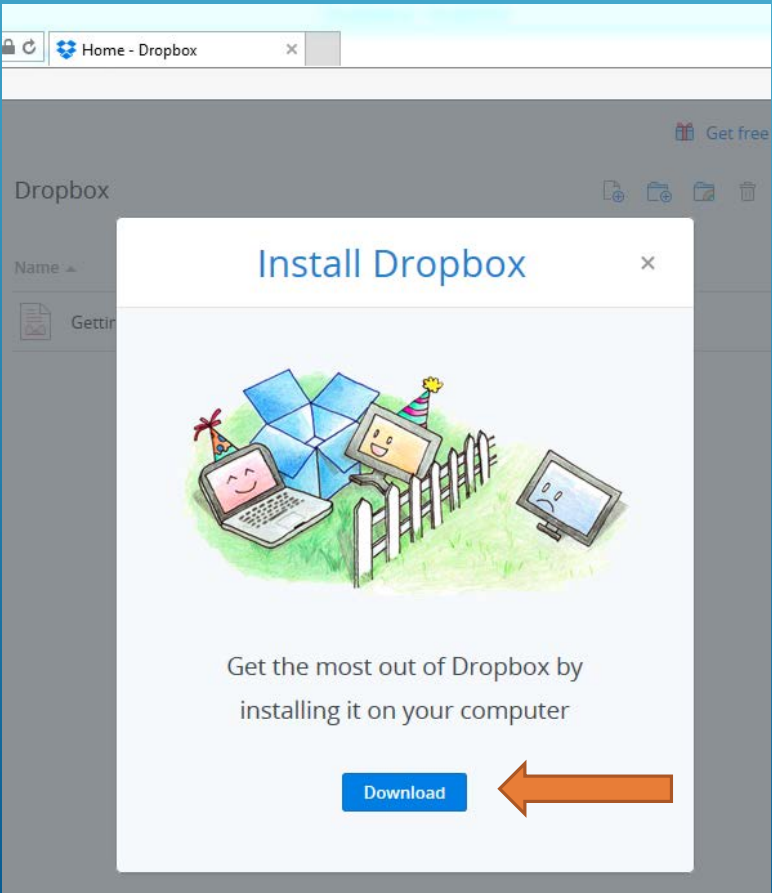
I agree to [Dropbox Terms](#)

Sign up

or Sign in

If you wish to use a different e-mail address than the one we used to send you this How-To, or already have a Dropbox account under a different e-mail address, please contact Kris Kleinschmidt to ensure we send the shared folder invite to the proper e-mail address.

**Step 3:** Once you log in, you will be prompted to download the Dropbox folder. Please do so by following the instructions on the screen. By downloading the "My Dropbox" folder to your computer, you will then have local access to files (once synced) without internet access, quicker and easier access to the files, as well as pop-up notifications when new files are added to the folder and you are online.



Now that you've installed Dropbox, there are two ways you can access your files.

**Option 1 (to be used at Council meetings):** By using the Dropbox application you downloaded, you can access your files like you would access any other file/folder on your system; by using the Windows Explorer interface.

**Option 2:** Via a web browser. While this option works perfectly fine to access your files, it really is only needed if you need to access your files on a public or someone else's device, where you cannot have the Dropbox application installed. You lose the benefit of instant access (as you'll have to log into the website) as well as notifications when new files are added/synced.

The next set of slides will detail how to access Dropbox and your files, using either option.

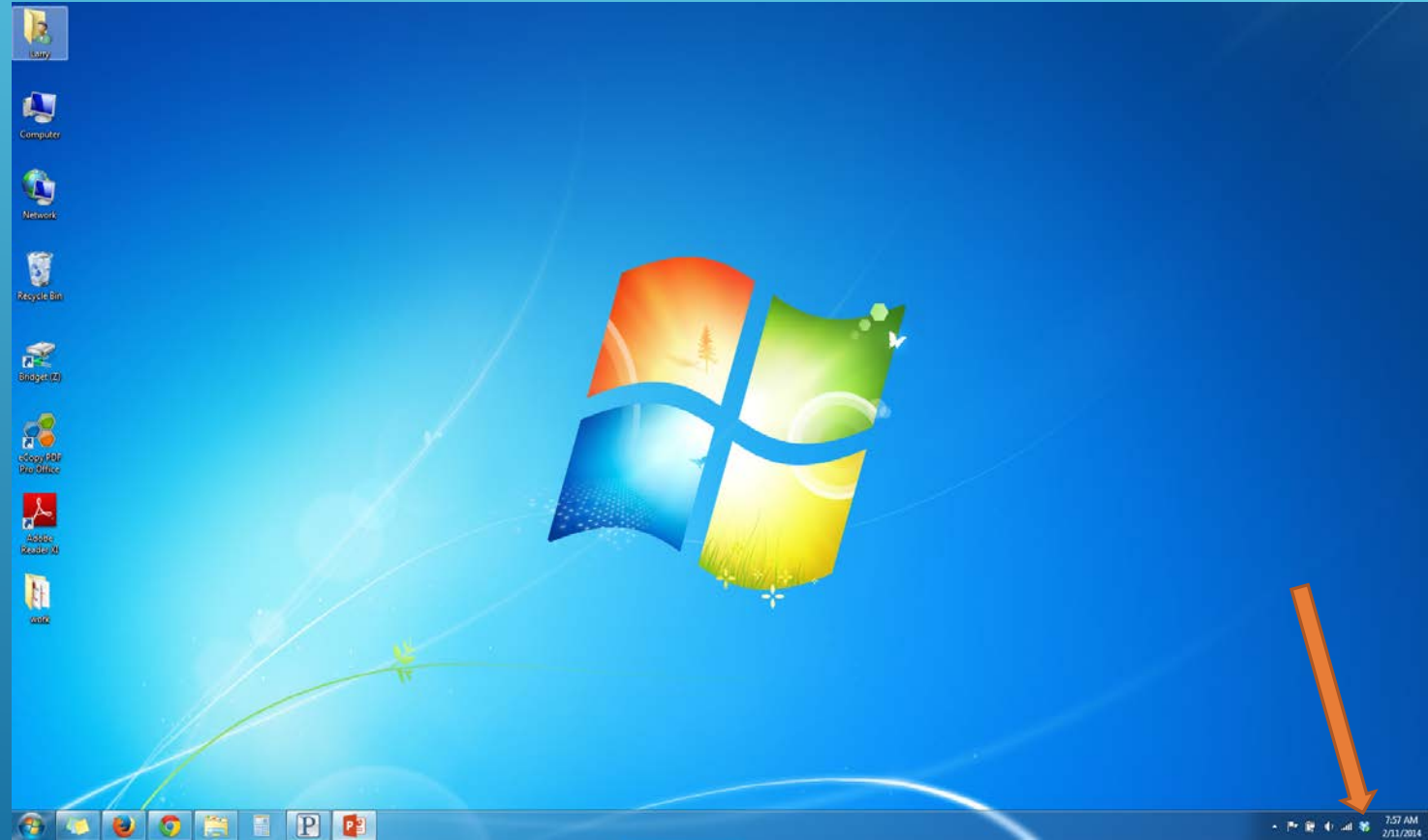
## Option 1:


Now that you've downloaded the My Dropbox application, you will see the Dropbox icon in your system tray in the bottom right corner of your screen.

When your Dropbox folder is 100% synced it will show a green circle with a check inside it.

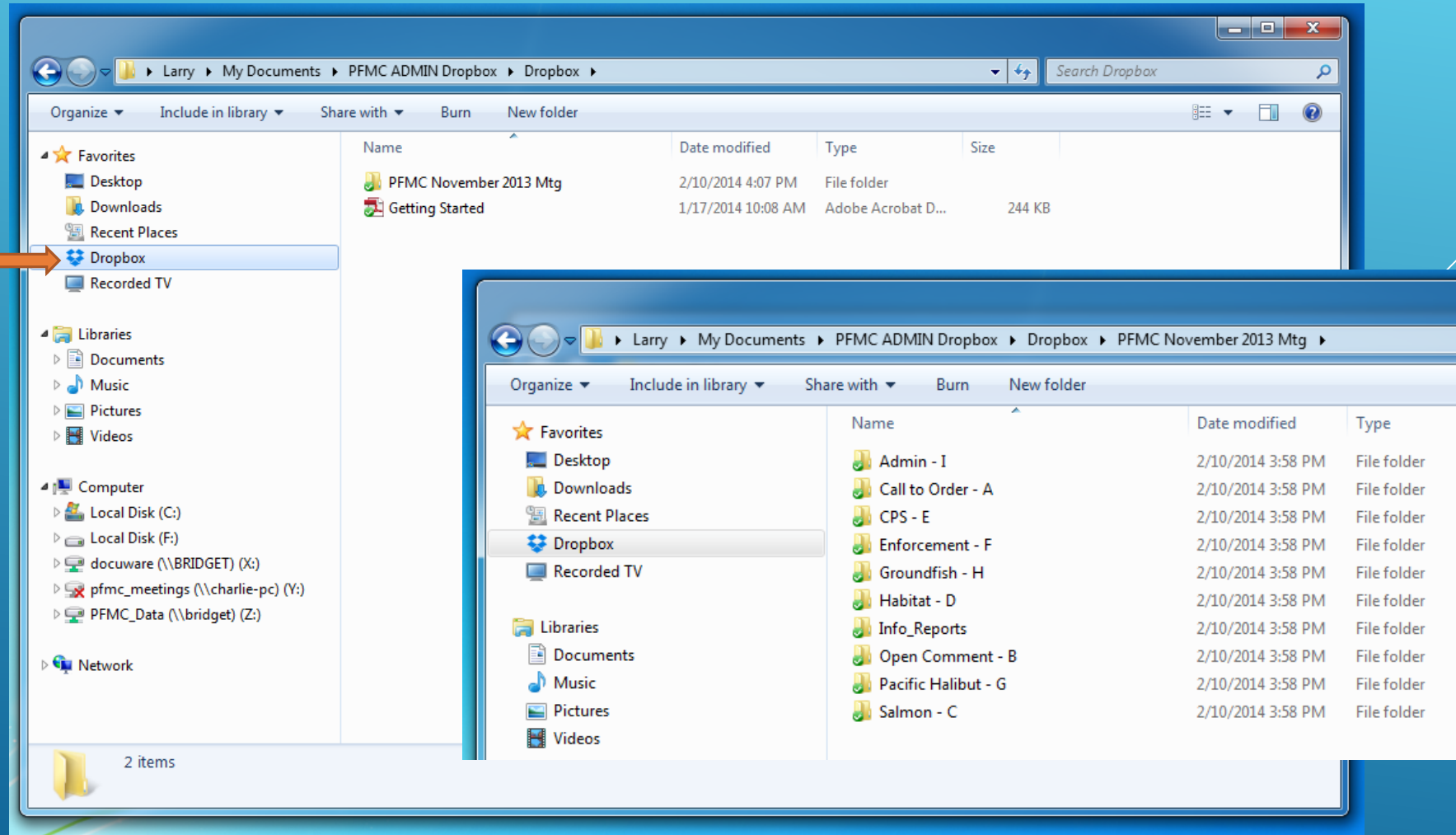


When something is added to your Dropbox folder and it is in the process of adding files, you will see a blue circle with an arrow spinning, indicating things are syncing.



You can double (left) click the Dropbox icon  in the system tray, to open it up in a windows folder view. Here it is organized in the same way as you see in the web browser.

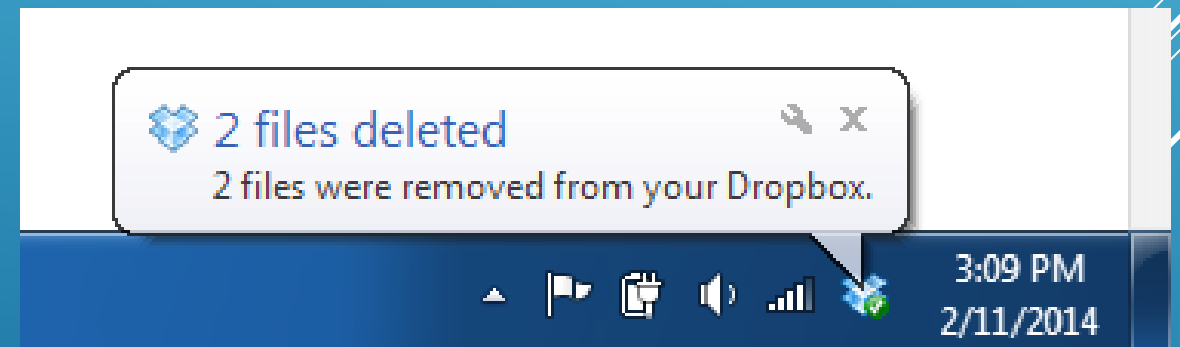
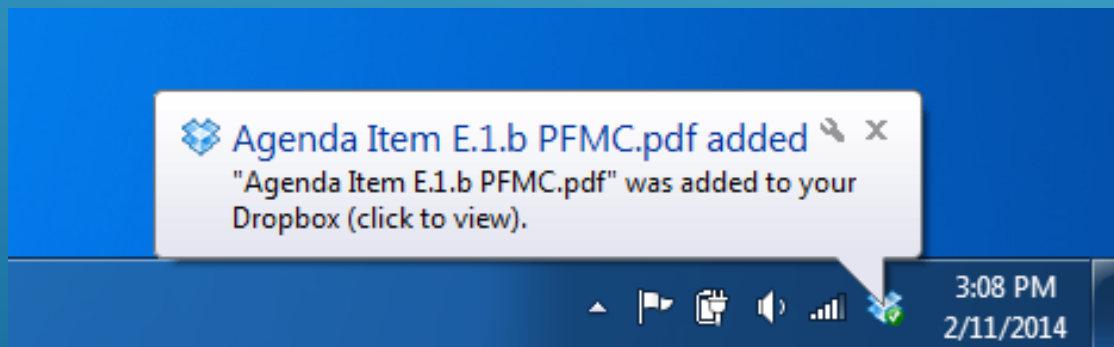
You'll also notice that on the left you see a directory for Dropbox amongst other folder locations on your computer. Using Windows Explorer you can also access your Dropbox folder. Note however, only the files saved in your Dropbox folder will be synced to the cloud and other devices.





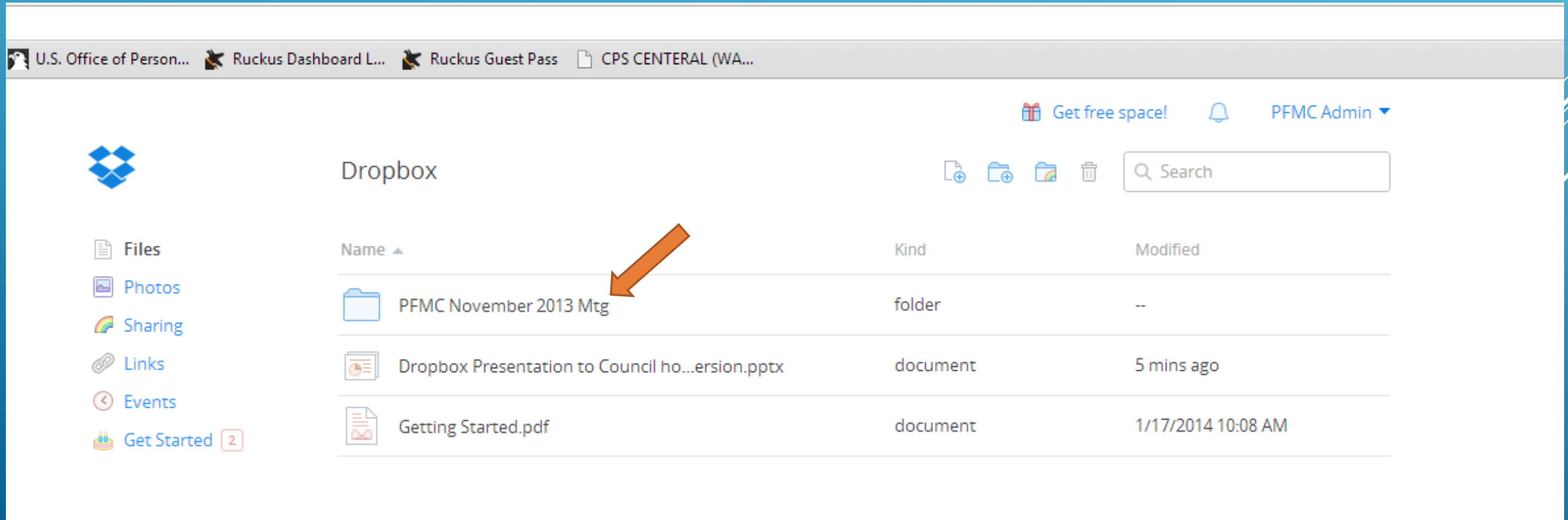
When utilizing the Dropbox application, you will receive notifications when new files are added to your account. This is a very convenient way of staying up to speed with newly added documents during a Council meeting.

The pop up notification will appear in the bottom right system tray, notifying you of what documents were recently added, and allow you to click the pop up notification to access the file directly. You will also see a notification when items have been deleted from the Dropbox account.






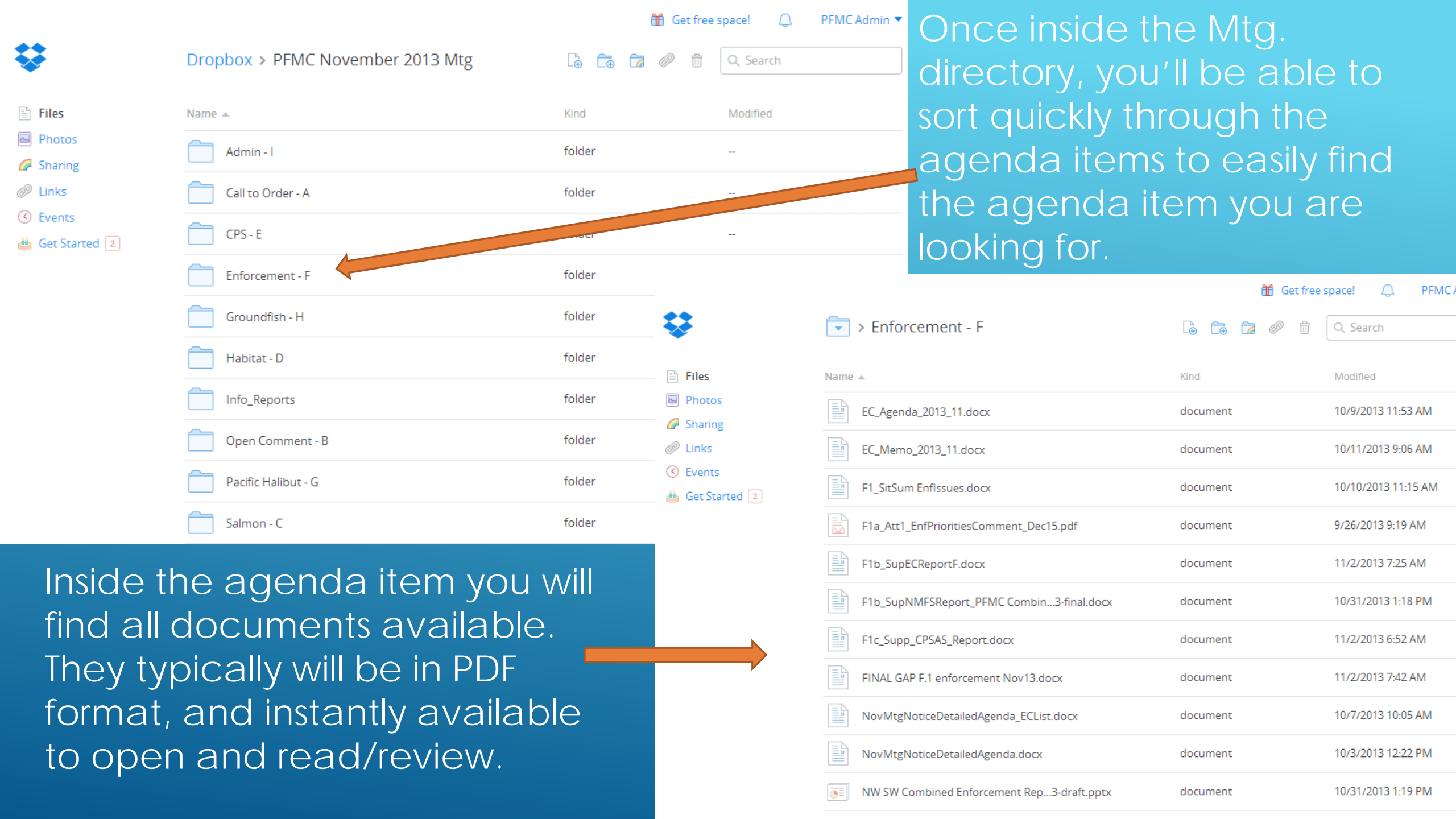
## Option 2-Web Browser View:

Now that you've created an account, and downloaded the Dropbox application your ready to go. If you ever need to access your files on a public machine or someone else's computer, you can log into your Dropbox account from anywhere with internet access. Once logged in, your main page **viewed through a web browser** will look something like this.



The screenshot shows the Dropbox web interface. At the top, there are browser tabs for "U.S. Office of Person...", "Ruckus Dashboard L...", "Ruckus Guest Pass", and "CPS CENTRAL (WA...". The interface includes a navigation sidebar on the left with options like "Files", "Photos", "Sharing", "Links", "Events", and "Get Started" (with a notification badge). The main content area displays a table of files and folders. An orange arrow points to the folder "PFMC November 2013 Mtg".

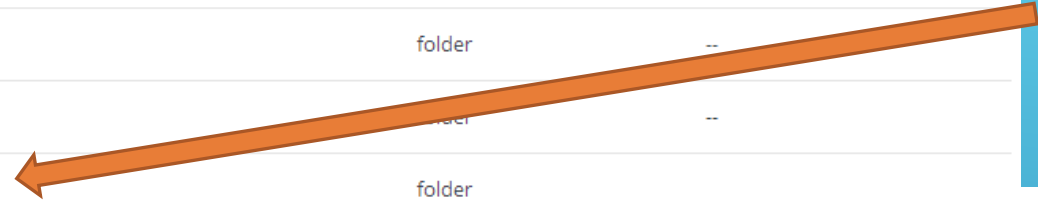
| Name ▲   | Kind     | Modified           |
|--|----------|--------------------|
|  PFMC November 2013 Mtg                           | folder   | --                 |
|  Dropbox Presentation to Council ho...ersion.pptx | document | 5 mins ago         |
|  Getting Started.pdf                              | document | 1/17/2014 10:08 AM |



Dropbox > PFMC November 2013 Mtg

| Name ▲              | Kind   | Modified |
|---------------------|--------|----------|
| Admin - I           | folder | --       |
| Call to Order - A   | folder | --       |
| CPS - E             | folder | --       |
| Enforcement - F     | folder | --       |
| Groundfish - H      | folder | --       |
| Habitat - D         | folder | --       |
| Info_Reports        | folder | --       |
| Open Comment - B    | folder | --       |
| Pacific Halibut - G | folder | --       |
| Salmon - C          | folder | --       |

Once inside the Mtg. directory, you'll be able to sort quickly through the agenda items to easily find the agenda item you are looking for.



> Enforcement - F

| Name ▲  | Kind     | Modified            |
|---|----------|---------------------|
| EC_Agenda_2013_11.docx                        | document | 10/9/2013 11:53 AM  |
| EC_Memo_2013_11.docx                          | document | 10/11/2013 9:06 AM  |
| F1_SitSum EnflIssues.docx                     | document | 10/10/2013 11:15 AM |
| F1a_Att1_EnfPrioritiesComment_Dec15.pdf       | document | 9/26/2013 9:19 AM   |
| F1b_SupECReportF.docx                         | document | 11/2/2013 7:25 AM   |
| F1b_SupNMFSReport_PFMC Combin...3-final.docx  | document | 10/31/2013 1:18 PM  |
| F1c_Supp_CPSAS_Report.docx                    | document | 11/2/2013 6:52 AM   |
| FINAL GAP F.1 enforcement Nov13.docx          | document | 11/2/2013 7:42 AM   |
| NovMtgNoticeDetailedAgenda_ECList.docx        | document | 10/7/2013 10:05 AM  |
| NovMtgNoticeDetailedAgenda.docx               | document | 10/3/2013 12:22 PM  |
| NW SW Combined Enforcement Rep...3-draft.pptx | document | 10/31/2013 1:19 PM  |

Inside the agenda item you will find all documents available. They typically will be in PDF format, and instantly available to open and read/review.



## IMPORTANT NOTE: PLEASE READ

By using the shared folder concept of Dropbox, it means that all users invited to share the same folder have full Read/Write capabilities to the folder. This means if one person adds or deletes a file in the folder, it adds or deletes that same file for everyone in our email distribution list. All files we share out will be in locked PDF versions to ensure no editing is possible, but again this will not keep users from being able to delete or move a file. So please treat this PFMC Shared folder as a Read Only application. Thank you!

## Final Note:

PFMC will allow access to the shared Meeting folder for one week Prior, and one week after that meeting.

After one week, the meeting folder will be removed from the Council Dropbox account, consequently that folder and all its content will automatically delete from your device as they are in sync with each other. This is done to save space and clutter. If you would like to keep these files longer, you can always copy the entire directory out of your Dropbox folder and paste it into a separate folder of your choice within the week after the Council meeting.

As always, documents related to the Council meetings, will be archived on our website for future reference.