

Use of Dropbox

The guitar group uses Dropbox as the primary source for the songlist. This document is intended to provide a summary of how to use Dropbox, and, in particular, the process used by the U3A Guitar Group.

Dropbox is a free file sharing application (App). It can be loaded on a PC and/or a tablet (even a smartphone). There is a subscriber version of Dropbox which provides additional features. Experience to-date indicates that the free version is just fine, so new users should take care not to subscribe.

Dropbox can be accessed on a PC at www.dropbox.com, or can be downloaded on a tablet from the AppStore, just search Dropbox. It is best used on a tablet so that the tablet can then be used at the sessions, avoiding the need to print over a hundred files.

Dropbox works by holding all files in the cloud (a remote internet based storage), and it allows the owner of the Dropbox file to invite others to join (have access to) the Dropbox file via an email invite. Once an invite is accepted then the new member will have access to all the songs (files) held in the Dropbox folder. Additionally, new members will automatically have access to any updates (song amendments and/or new songs). This does have the advantage that all members have the same songs and versions.

The U3A group uses two Dropbox folders:

U3A songlist4: this is the main folder and contains all the songs that the group are familiar with. This folder is setup so that only Glynn Emery and Bob Small have edit access. All other group members have view access.

U3A Guitar New Stuff: this folder is where we post new songs to try out. If we all feel that the song works then it is transferred to the main folder above. All group members have edit access to this folder, and all members are encouraged to post any songs that they wish to try out.

Users of Dropbox should note that it will be necessary to “make files available offline” if they wish to access the Dropbox content without internet access. Unfortunately, in the free version, it will be necessary to go thru each file in the folder, hit the 3 dots to the right of each file and select” make available offline”. This will take some time, but, the good news is, it only has to be done once, unless the file is updated. It is advised to make all files offline, as the availability of the Internet at the session venue cannot be guaranteed.

When the Dropbox is updated, (a new song or an update to an existing song), then all members will receive an email notification of the update. This is the prompt to make the new file entry offline.

When new songs or updated songs are posted then it is normal practice to email the songsheet so that those who use printed sheets have copies. Given that we now have over 120 songs , then Dropbox on a tablet is recommended.

Hope that’s reasonably clear. If not there’s plenty of Dropbox users at the session that can demonstrate the process