

How to Upload and Record Files in the STUG Shared Dropbox

LOG IN TO DROPBOX (This Dropbox is owned by Noreen Eckert, our editor.)

Open your browser and type this address: <https://www.dropbox.com/home/STUG>

UPLOAD YOUR CONTRIBUTION(S)

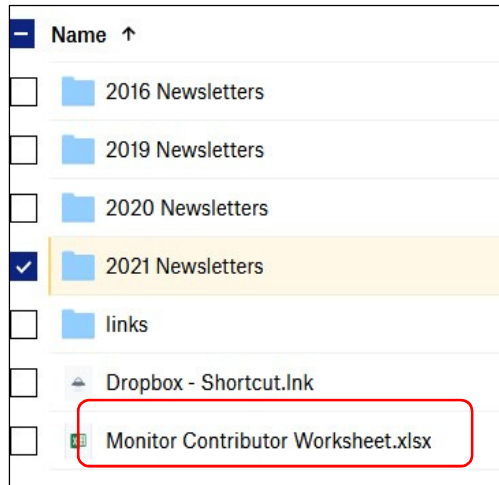


Figure 1

The first screen includes recent newsletters, as shown in figure 1. Click the **year** and then **month** the Monitor will be published. The deadline for contributions is the **third Friday before the Monitor is published.** (For example, you will upload a February Monitor contribution in January.)

On the right side of the screen, click **Upload files.** Your File Explorer will open. Find the file you want on your PC, click its name, and click Open.

Your file will appear in the list of files with a checked blue box next to it, but the “Upload files” on the right will disappear. To make it reappear, click the blue box. Repeat, as needed, if you have more to upload.

Hint: To save time, put all the items you want to upload into a single folder on your computer and upload the folder.

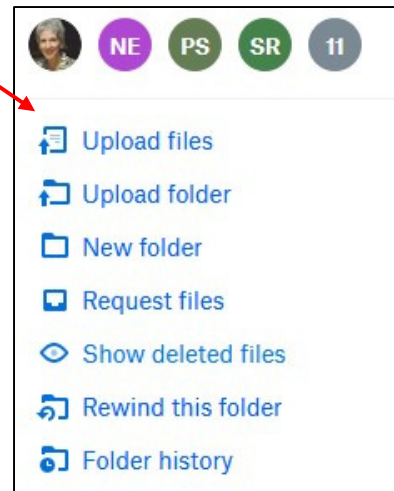


Figure 2

EDIT YOUR CONTRIBUTIONS, IF NECESSARY

At times, you may find a need to edit a file which you put into Dropbox. Rather than deleting the article and replacing it with a new one, you can open the article in Dropbox, edit, and save it. (Be sure to do this before it gets placed in the Monitor.)

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RECORD YOUR CONTRIBUTION(S)

The Monitor Contributor Worksheet is at the bottom of the Overview screen. (figure 1) Click the back arrow in top left corner until you get the Overview screen. Click the worksheet to open it. Double click in the cell where your article and appropriate month intersect.

Add a code to indicate the status of the article (! = My article is uploaded, or X = Skip it this month), and so on. (Options are listed in red below the worksheet.) Do not miss this step. The editor checks this worksheet each month to make sure she has all the articles she should have.

If your name is listed with an outdated item, delete that row. Add a row, if needed. Please delete any row with your name which is now obsolete.

Refurb Group Totals		2020 Monitor Deadline Dates (also at bottom)											
Content	Contributor	COPY DUE DATES		Dec. 14	Jan. 18	Feb. 15	Mar 15	April 19	May 15	June 19	July 17	August 21	S
		Type	Frequency	Jan	Feb	March	April	May	June	July	August	Sept	
Back to Basics	Cerny, Jim	column	monthly	!	!		!	!					
Forums	Cerny, Jim	info	monthly	!	!		!	None					
Apple News	Crowe, Bill	column	monthly	!	!	!							
Meeting Presentation	Crowe, Bill	info	monthly	!	!	!		!					
Class listings	DeMarte, Nancy	info	monthly	!	!	!	!	!					
Zoom Tips 2	Poplock, Hewie	info	once				!						
Intro to Online Stug Meetings	Poplock, Hewie	info	once/yr				!						
Class Calendar	DeMarte, Nancy	info	monthly	!	!	!	!	!					
STUG Business section	Dennis, Nancy	info	monthly	con	con	con	con	con					
New Members	Dennis, Nancy	info	monthly	c	c	c	c	c					
Amazon Smile	DuBois, Marshall	how-to	monthly										
Website Ad	DuBois, Marshall	ad	monthly										
Refurb Group Totals	Hutchinson, Mike	info	monthly	c	c	c	c	c	c				
Refurbishing Project	Hutchinson, Mike	column	monthly	c	con		con	con	con				
Door Prize winners	DeMarte, Nancy	info	monthly		!	!							
Paid ads	Orenstein, Dick	ad	monthly										
Slate of Directors	Orenstein, Dick	list	once/yr										
Full C Drive	Poplock, Hewie	article	once										
Volunteer shirt ad	Ross, Ann	ad	monthly										
President's Message	Ross, Ann	column	monthly	!	!	!	!	!					
Volunteers Needed ad	Ross, Ann	ad	monthly										
Volunteer Spotlight	Various authors	column	monthly	c	!		!						
Raffle	Rump, Sharon	info	quarterly										
Technical Thoughts	Sorrentino, Phil	column	monthly			!							
Meeting Photos		photos	monthly		!			!					
		COPY DUE DATES											
Content	Contributor	Type	Frequency	Dec. 14	Jan. 18	Feb. 15	Mar 15	April 19	May 15	June 19	July 17	August 21	S
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	

Contributors are responsible for submitting, changing or deleting their content each month.
 Enter a code on the sheet, as shown: ! = in this Monitor x = Not in Monitor c = Changes made to a repeated item n = new item/one month only con = same as last month

Figure 3 - Monitor Contributor Worksheet

LOG OUT OF DROPBOX

When you finish adding codes to the spreadsheet, click **“Save and Return to Dropbox”** in the green bar above the spreadsheet. To log out of Dropbox, click your name or photo in the top right corner of the screen, (figure 2) then click Sign Out in the menu.

If you have questions about anything in these instructions, please contact Nancy DeMarte, nanellend@gmail.com, or 941-376-2306.