File Sharing

Many different tools exist for sharing documents with others. These systems also work well for allowing accessing to documents on multiple computers, and for backing up documents since they are stored by the file sharing company as well as on the owner’s computer.

Drop Box and Google Drive are two of the most common file sharing systems, and they work in the same basic way. Installing either the Drop Box or Google Drive application on computer will create a folder for that application. Anything you place in this folder will be copied to the server and to any other computer where that account is logged in. You can then share files or folders with other people.

1. Go online and research both Google Drive and Drop Box. How much free space do you get with each program?
2. How much does it cost to obtain additional space with each program?
3. Sign up for a drop box account following all required steps
4. Launch drop box on your computer, and sign in.
5. Open Word, create a new document with your name and today’s date, then save it to your drop box folder.
6. Show your instructor when this is finished.
7. Now figure out how to share this file with your instructor. Hint: right clicking on the file can get you there.