

Accessing Dropbox, Google Drive and Microsoft SkyDrive with Window-Eyes

Dropbox, Google Drive and Microsoft SkyDrive are all examples of cloud storage solutions. These file hosting services offer free and reliable storage space and make it easier for you to keep your files organized across multiple devices including computers, smartphones and tablets.

Each file hosting service offers a feature rich website and platform specific applications (i.e. Windows, Android, iOS) for completing various file management tasks including uploading files, removing files, sharing files and much more.

This worksheet is a supplemental resource for the online training and can be used as a reference guide both during and after the webinar. This worksheet includes information on how to get started with Dropbox, Google Drive and Microsoft SkyDrive and also includes a number of helpful tips for getting the most out of these file hosting services.

Learning Objectives

After attending the training webinar and completing this worksheet, you will be able to:

- Identify the benefits of using cloud based storage solutions
- Identify the amount of free storage space offered by each service
- Describe the current accessibility issues related to each service
- Learn how to sign up for each file hosting service
- Learn how to download, install and configure the Windows client application for each file hosting service
- Learn how to open and move files into your Dropbox folder
- Learn how to copy and share a Dropbox file public link
- Learn how to open and move files into your Google Drive folder
- Learn how to navigate the Google Drive webpage
- Learn how to open and move files into your Microsoft SkyDrive folder

Review Questions

1. What are the three primary benefits of using a file hosting service like Dropbox, Google Drive or Microsoft SkyDrive?

Answer: keep your files organized on multiple devices, store files safely and securely, access your files from anywhere

2. How much free storage space does each file hosting service offer?

Answer: Dropbox offers 2GB, Google Drive offers 15GB and Microsoft SkyDrive offers 7GB

3. What is the most significant accessibility issue found in the Dropbox client for Windows (version 2.0.22 and higher)?

Answer: The primary context menu of the Dropbox item in the system tray does not offer any keyboard support and this makes it very difficult to change your preferences or exit the program. Note: a workaround has been identified that allows Window-Eyes users to access a hidden and keyboard accessible context menu. Perform a left or right mouse click on the system tray icon using the system tray dialog (Insert-S) and then press Enter.

4. Before using a file hosting service, you must first sign up for an account with the respective service provider. What are the URLs of the sign up web pages for Dropbox, Google and Microsoft?

Answer: Dropbox - <https://www.dropbox.com/gs>

Google - <https://accounts.google.com/SignUp>

Microsoft - <https://signup.live.com/>

5. After setting up an account with a file hosting service, you will want to install the Windows desktop application on your PC. What are the URLs of the Windows desktop application web pages for Dropbox, Google Drive and Microsoft SkyDrive?

Answer: Dropbox - <https://www.dropbox.com/install2>

Google Drive - <https://tools.google.com/dlpage/drive>

Microsoft SkyDrive - <http://windows.microsoft.com/en-us/skydrive/download>

6. If Dropbox is already running on your PC, what happens when you open the Dropbox desktop shortcut?

Answer: The contents of your Dropbox folder are displayed in Windows Explorer (Windows XP/Vista/7) or File Explorer (Windows 8).

7. Public links and Dropbox links allow you to share your Dropbox files with others, even non-Dropbox users. How can you copy a Dropbox file's public link or Dropbox link to your clipboard?

Answer: Select the file in your Dropbox folder, open the file's context menu using the Application Key and press Enter on "Copy public link" or "Share Dropbox link"

8. The Google Drive web page located at <https://drive.google.com/> offers extensive keyboard support and behaves more like an application than a webpage. What Window-Eyes feature do you need to turn off in order to use the built in Google Drive keyboard shortcuts?

Answer: Browse Mode (press Control-Shift-A to toggle on and off)

9. What are the Go to keyboard shortcuts available on the Google Drive web page?

Answer: Navigation panel - G then N

Folders – G then F

Items view – G then L

Details pane – G then D

Top Google bar – G then T

10. What are the Google Drive web page Menus keyboard shortcuts?

Answer: Create – C

Upload – U

More actions – A

Sort – R

Settings – T

11. What is the keyboard shortcut to select/unselect a file in your Items view on the Google Drive webpage?

Answer: X