

## **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:

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

Answer:

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

Answer:

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:

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

Answer:

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

Answer:

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:

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:

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

Answer:

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

Answer:

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

Answer: