

WORKING WITH DROPBOX ONLINE

Guide to Microsoft Word Online

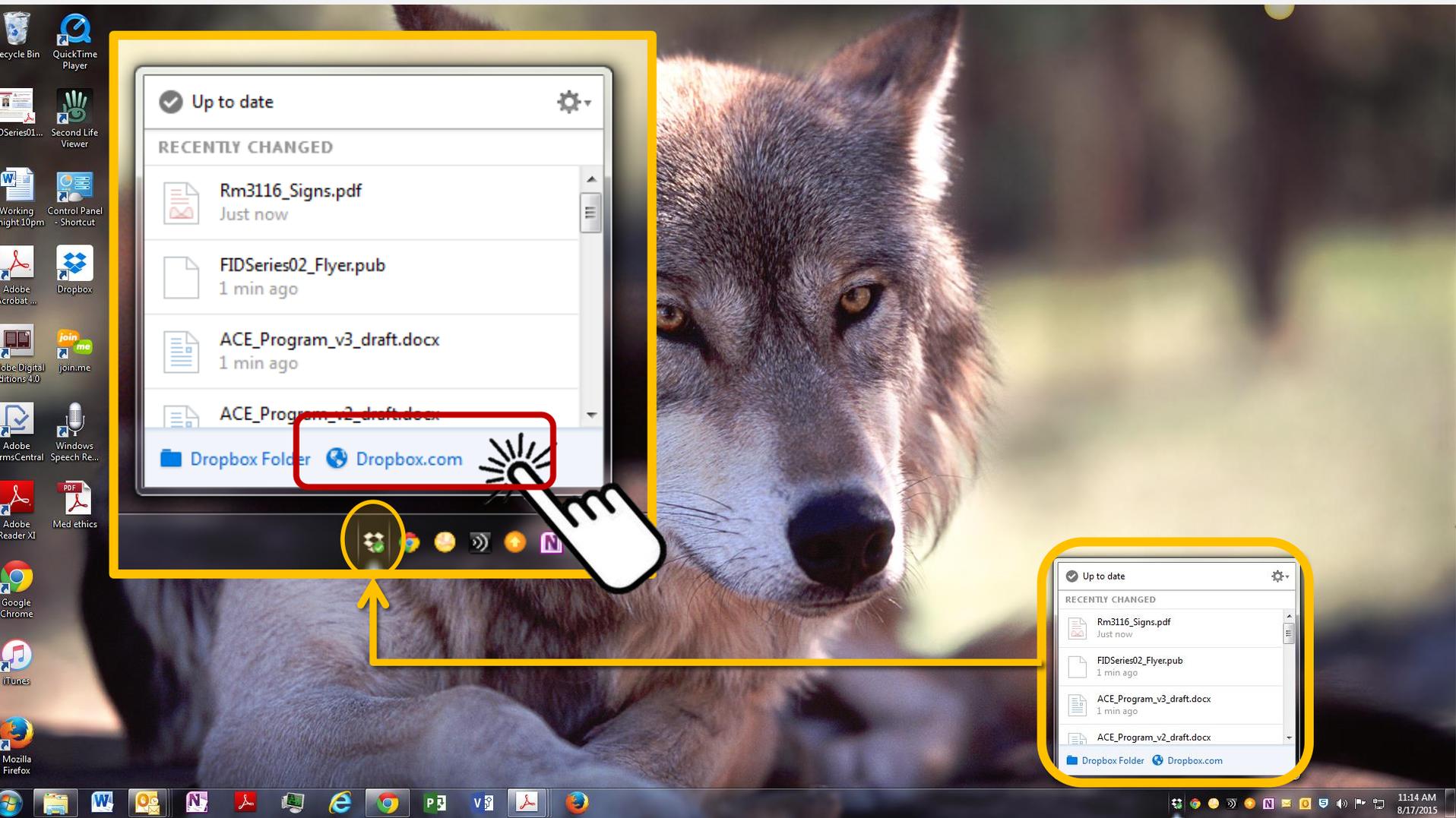
SOS Program Materials

Karen Spear Ellinwood, PhD, JD

Director, Faculty Instructional Development

1

Go to icon for Dropbox, lower right corner of desktop





- Files
- Photos
- Sharing
- Links
- Events
- File requests

ACE_Program_v2.docx [Open](#) [Comment](#) [Delete...](#) [Rename](#) [Move...](#) [More](#) 878.03 KB

2 Select File (Double Click)

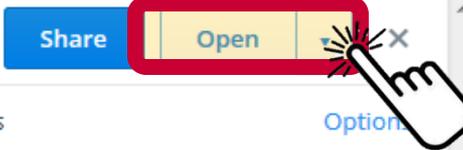
ACE_cover.pub	2/7/2014 9:41 AM	--
ACE_faculty.xlsx	10/13/2014 2:10 PM	--
ACE_Newsletter_No2_May2014.pdf	5/6/2014 11:51 AM	--
ACE_Newsletter.pdf	12/20/2013 2:20 PM	--
ACE_Program_v2.docx	12/9/2013 2:59 PM	Share
ACE_Program_v2.pdf	2/17/2014 5:45 PM	--
ACE_Program_v3 (2).docx	2/17/2014 5:45 PM	--
ACE_Program_v3.docx	7/6/2015 4:35 PM	--
ACE_Program_v3.pdf	7/6/2015 4:35 PM	--
ACE-Program_CurriculumOutline_2013 (2).docx	12/9/2013 2:46 PM	--



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3 In this view, Click on triangle next to word "OPEN"



2013

Affiliate Clinical Educator Program



Comments Options



Post a comment to start a discussion. @Mention someone to notify them.

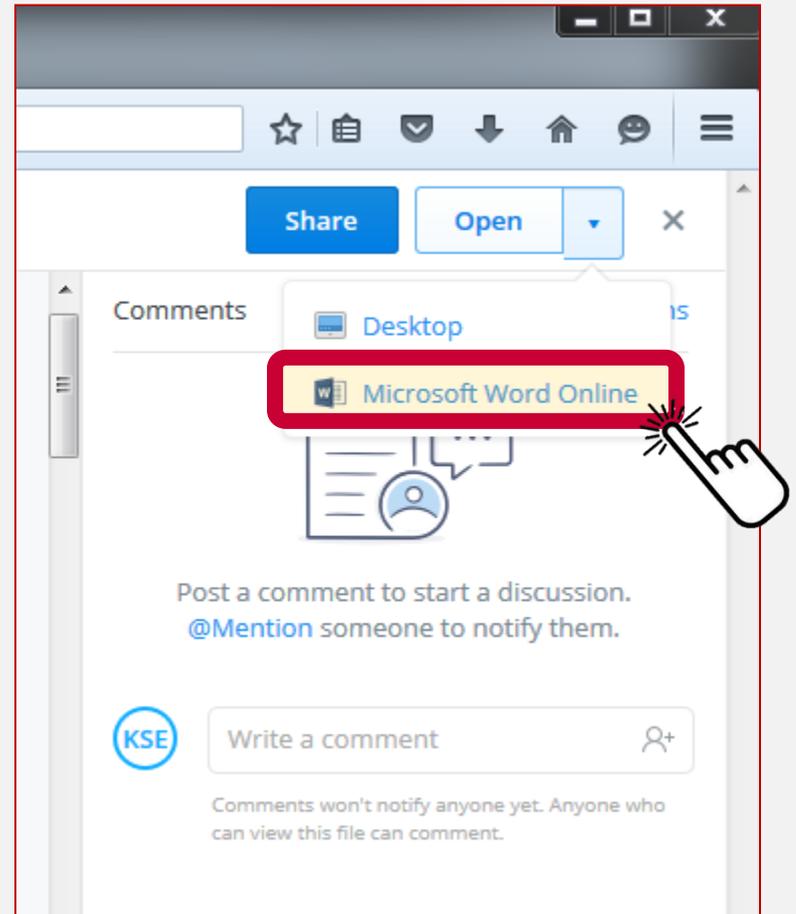
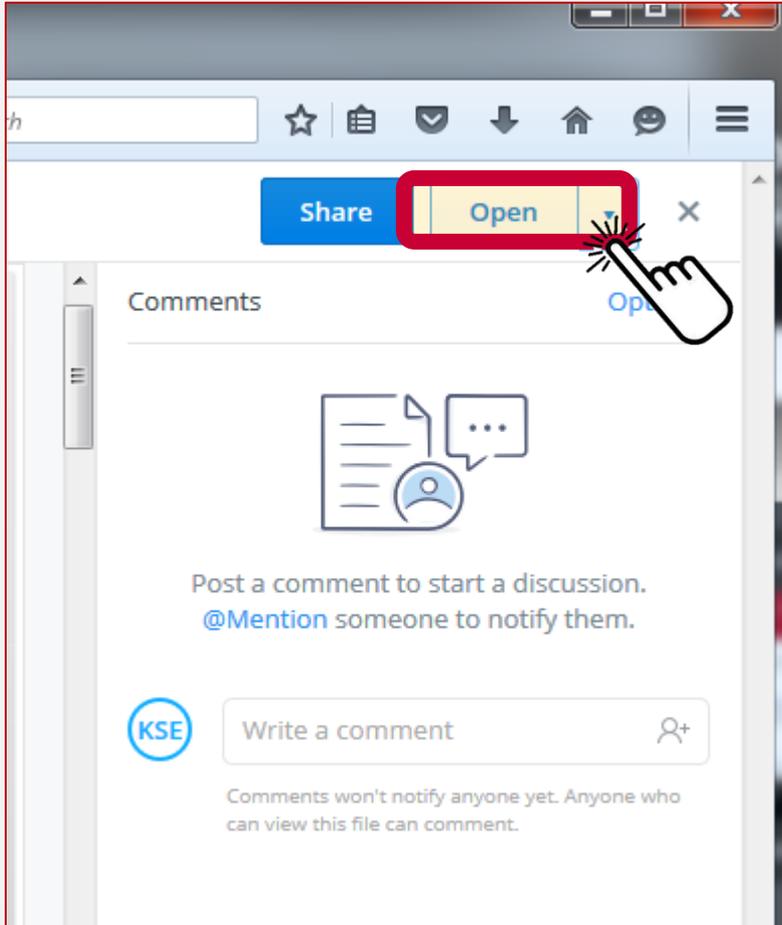
KSE

Write a comment

Comments won't notify anyone yet. Anyone who can view this file can comment.

4

Click Microsoft Word Online



5

Edit document using Microsoft Word Online

The screenshot displays the Microsoft Word Online interface. At the top, the browser address bar shows the URL: https://www.dropbox.com/ow/msft/edit/home/1-ACE - Copy/ACE_Program_v2.docx?hpt_cli. The Word Online ribbon is visible, with the 'HOME' tab selected. The ribbon includes sections for Font, Paragraph, Styles, and Editing. The main document area contains a red banner with the text 'Affiliate Clinical Educator Program' and a grey box with the year '2013'. The status bar at the bottom indicates 'PAGE 1 OF 6', 'ABOUT 903 WORDS', 'ENGLISH (U.S.)', 'SAVED TO DROPBOX', and '100% HELP IMPROVE OFFICE'.

Word Online Save and return to Dropbox ▸ 1-ACE - Copy ACE_Program_v2 Share Karen Spear Ellinwood

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do

Undo Paste Copy Format Painter Clipboard Font Paragraph Styles Editing Find Replace

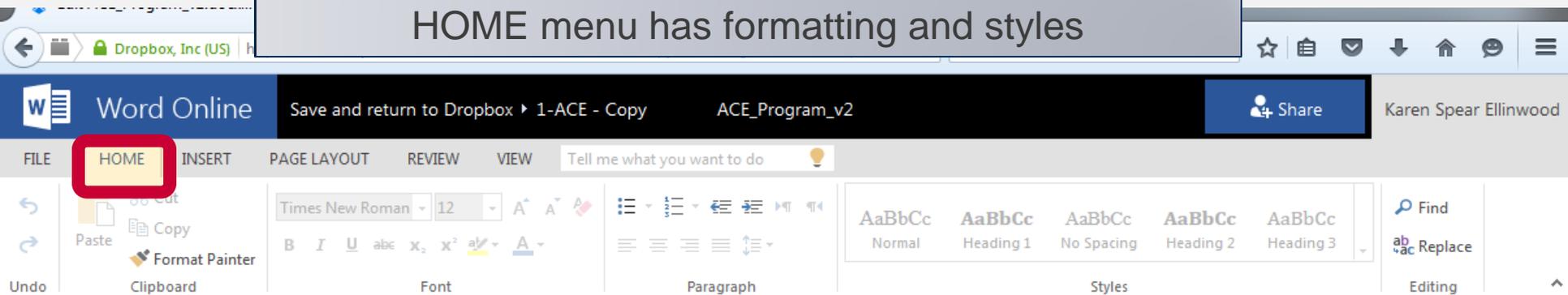
Affiliate Clinical Educator Program

2013

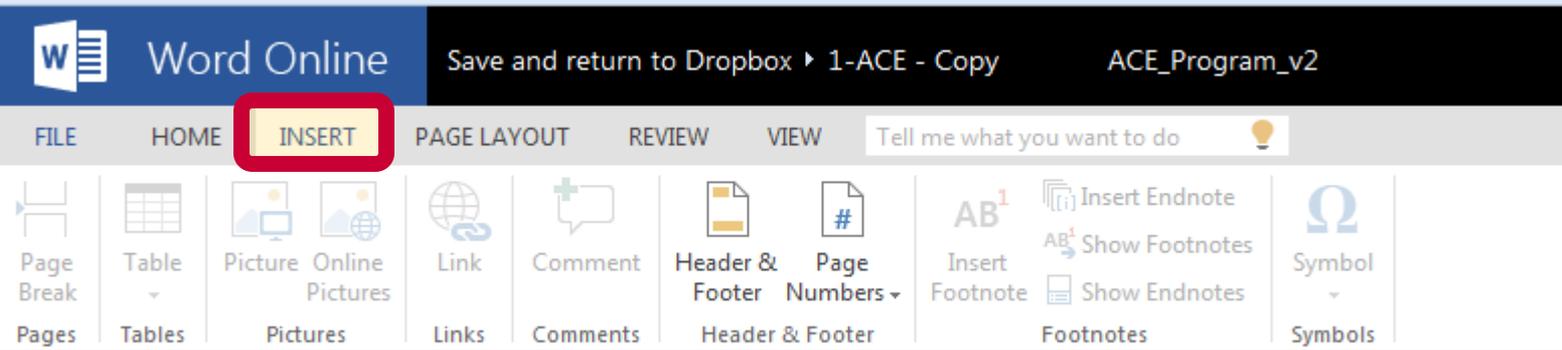
PAGE 1 OF 6 ABOUT 903 WORDS ENGLISH (U.S.) SAVED TO DROPBOX 100% HELP IMPROVE OFFICE

Note the toolbars are similar and have most of the functions of Word on your computer.

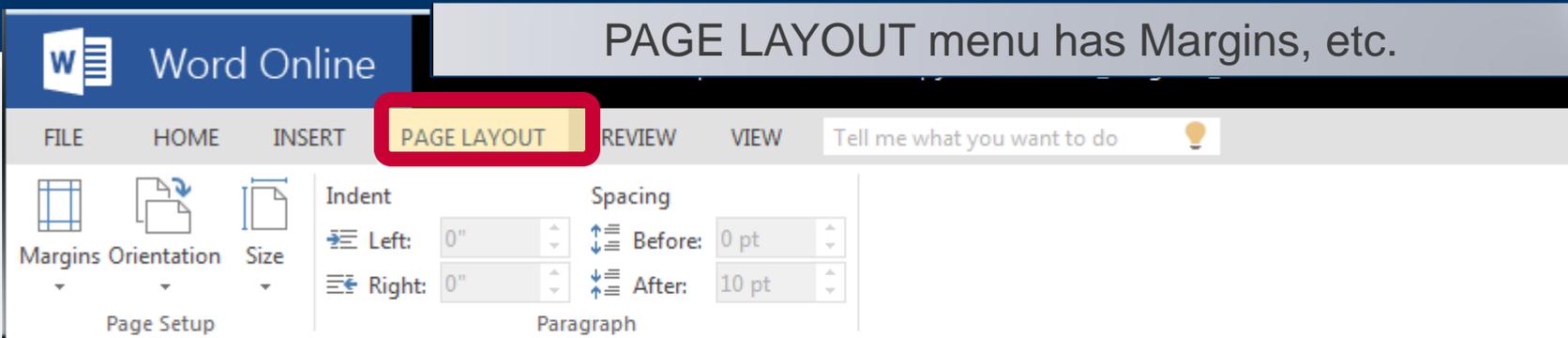
HOME menu has formatting and styles



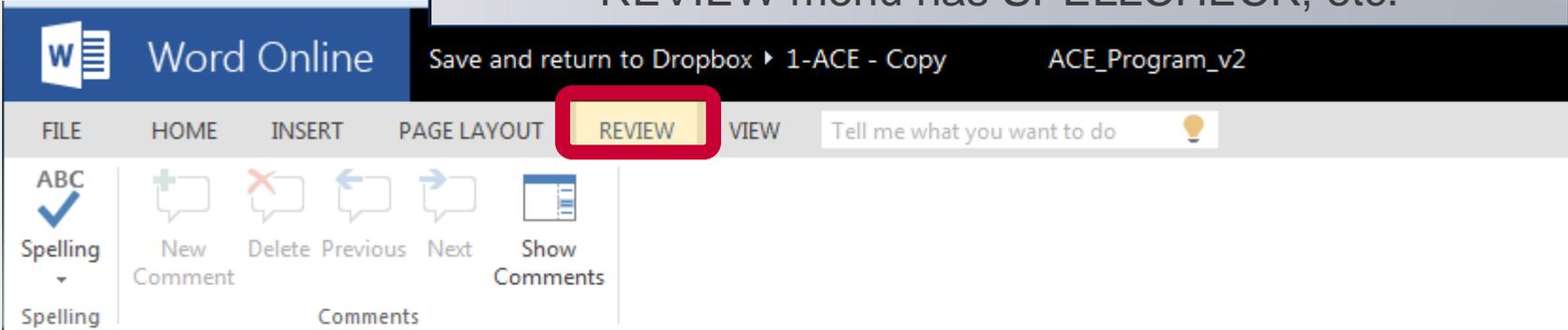
INSERT menu has headers, page numbering, etc.



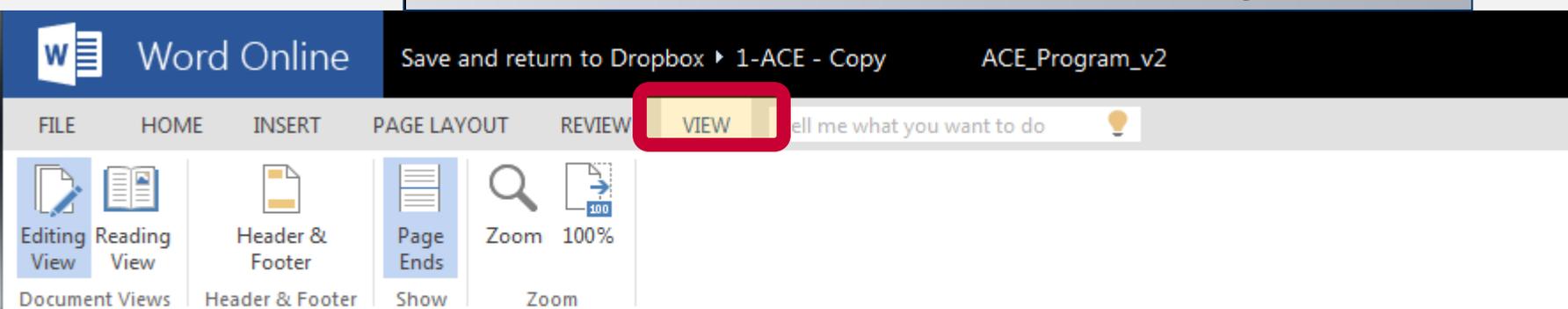
PAGE LAYOUT menu has Margins, etc.



REVIEW menu has SPELLCHECK, etc.

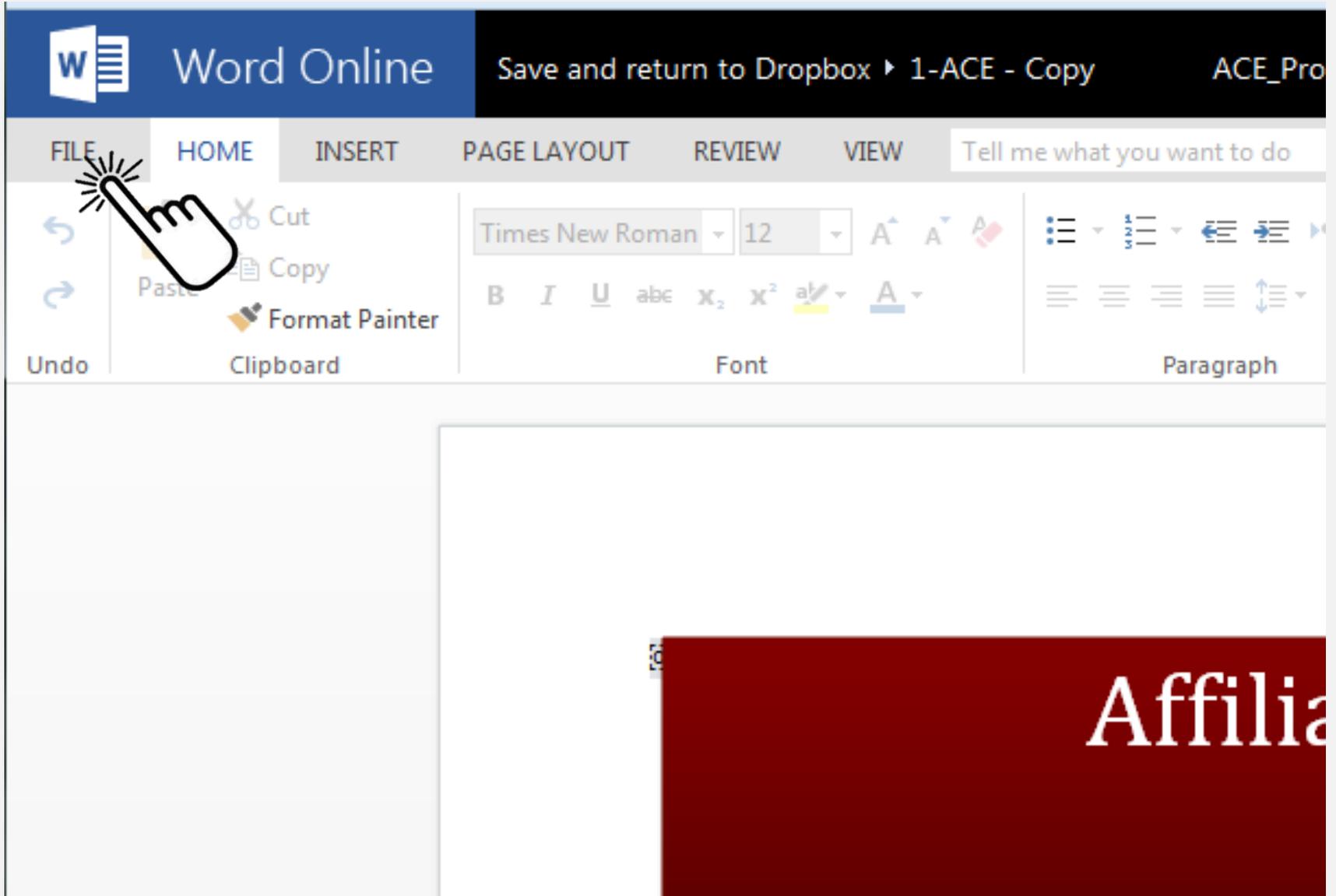


VIEW menu has similar view settings.



6

NO NEED TO SAVE document when done. If you click FILE, you will see...



- **The message from Dropbox is that it SAVES your file for you.** When you CLOSE the file and return to the Dropbox file folder ONLINE, the updated file will be there.
- If Dropbox is installed on computers of those who share this file (AND they have space on their hard drives), their Dropbox folders on their computers will also be **automatically updated with the new changes.**
- They could download a copy or convert to PDF from the FILE menu and save to their computers, if necessary.

The image shows a split-screen view of Microsoft Word. On the left is the 'Save As' dialog box, and on the right is the document editor.

Save As Dialog:

- Back arrow icon
- Save As (selected)
- Print
- Share
- About
- Help
- Exit

Save As Options:

- Rename**
Rename this file.
- Download a Copy**
Download a copy to your computer.
- Download as PDF**
Download a copy of this document to your computer as a PDF file.
- Download as ODT**
Download a copy of this document to your computer as an ODT file.

Yellow Callout Box:

Where's the Save Button?
There's no Save button because we're automatically saving your document.

Document Editor:

- Share button (top right)
- User name: Karen Spear Ellinwood
- Styles: AaBbCc Heading 1, AaBbCc No Spacing, AaBbCc Heading 2, AaBbCc Heading 3
- Editing: Find, Replace
- Document content: Technical Educator Program, 3
- Footer: 100% HELP IMPROVE OFFICE