What is Cloud Storage?

Hi! I'm Kate, and I'm here to talk about storing files in The Cloud. We'll follow along with Michelle, who wants to learn more about her storage options.

Normally, files are stored on physical hardware that you own, like a computer's built-in hard drive, a flash drive, or a CD. Cloud storage means storing files through the Internet instead of directly on your own equipment.

If you use email or share photos in Facebook, you might already be using a type of cloud storage without realizing it! The emails you send or photos you post are stored on the website, not directly on your computer.

With cloud storage, you can get to your files from any computer with an Internet connection, simply by logging in to your account. That way you can start working on one computer, save your file, and pick up where you left off at a different computer.

Storing files in the Cloud is also a good way to make a backup copy of your files, in case something happens to your computer or flash drive.

Finally, cloud storage makes sharing files with others and collaborating together as a group much easier.

Think about some of the alternatives to cloud storage.

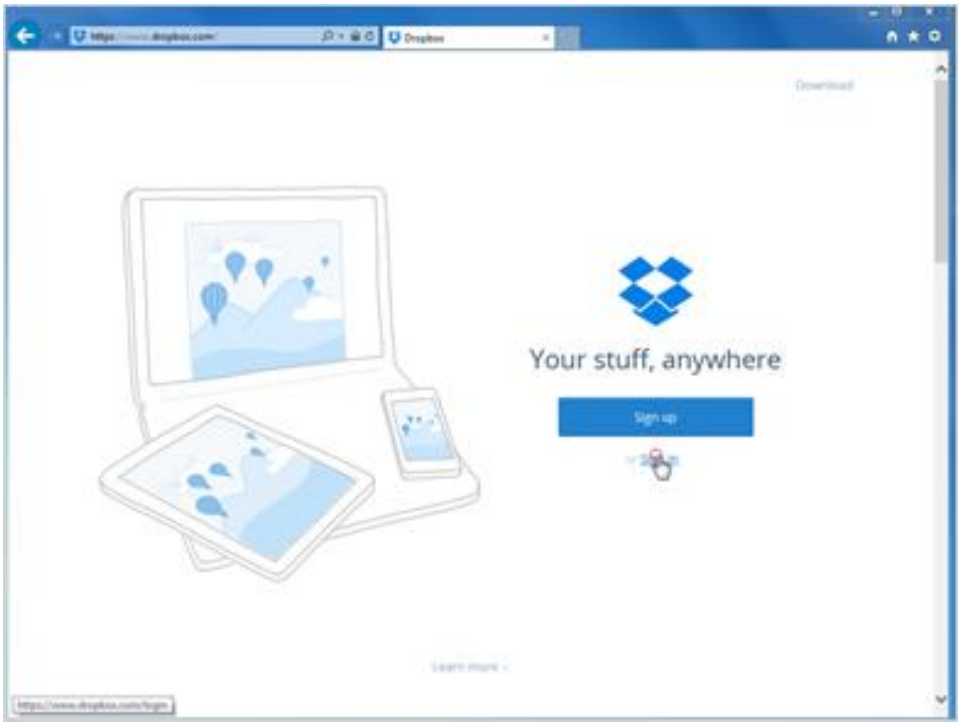
First, you could take files from one place to another with a flash drive. But you have to carry the flash drive around with you, it's easy to lose, and sometimes you'll end up with several versions of the same file: one on your computer, and one on the flash drive. Then you have to remember which version is the most up-to-date. With cloud storage, you don't have to carry anything with you, and you're always working with the same file.

Another method is to email files to share them. Let's say Michelle emails her friend John a file. John downloads the file to his computer, makes some changes, then sends it back in a new email. Then Michelle proofreads it and sends John the final copy. They each now have several different versions of the file, which can get confusing.

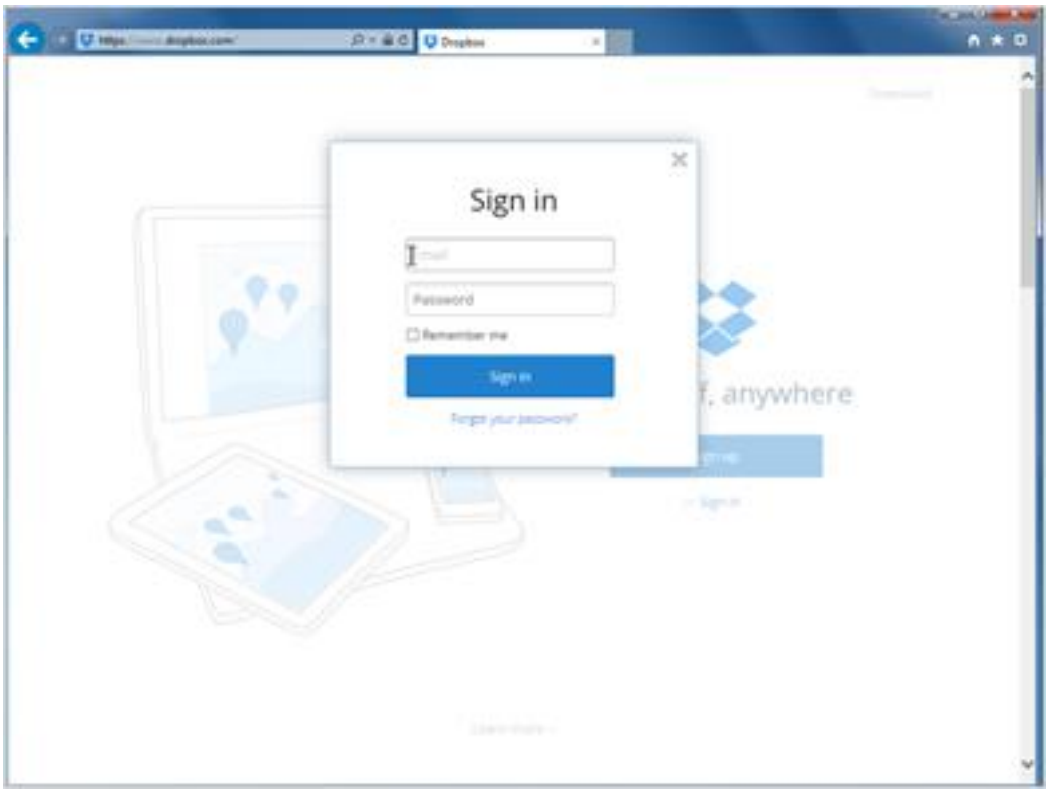
With cloud storage, Michelle and John could work simultaneously on one copy of the file, without even having to download and upload it each time!

Small amounts of cloud storage space are available for free from many different services. Three of the most popular services are Dropbox, Google Drive, and SkyDrive. We'll look at these today. Each services gives you several gigabytes of free storage space, with additional space available for a charge. a

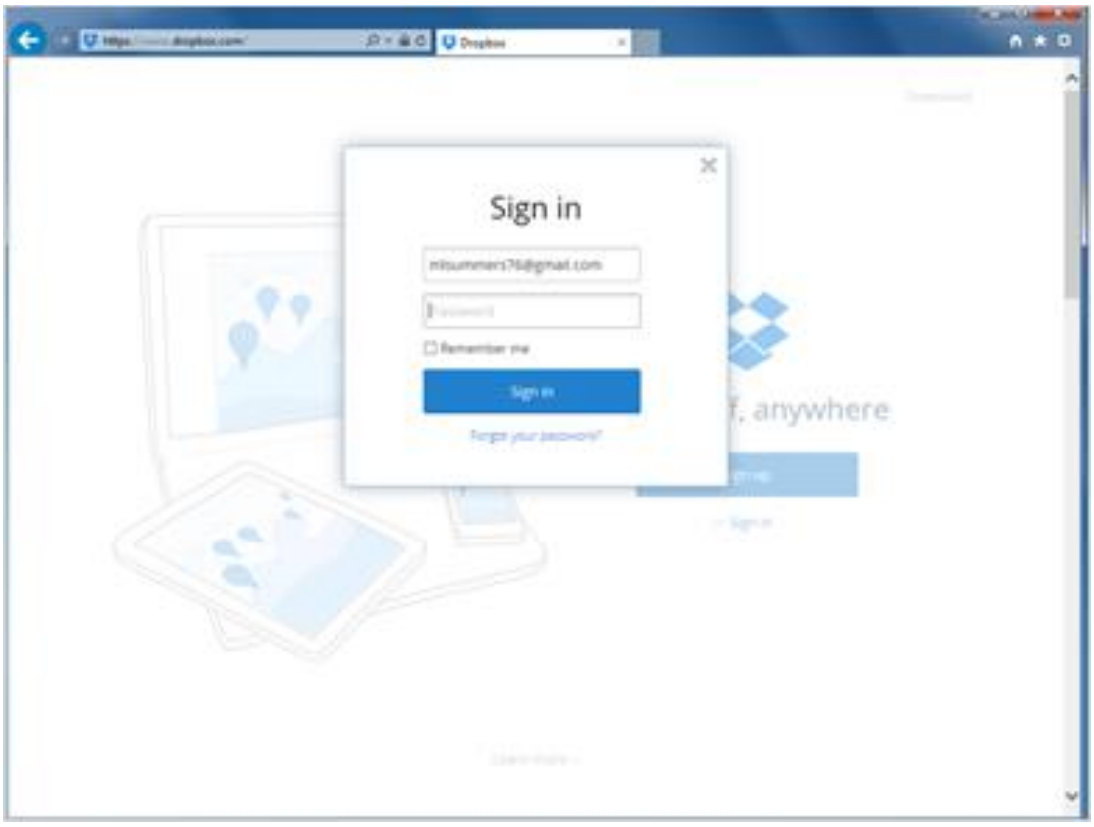
Dropbox

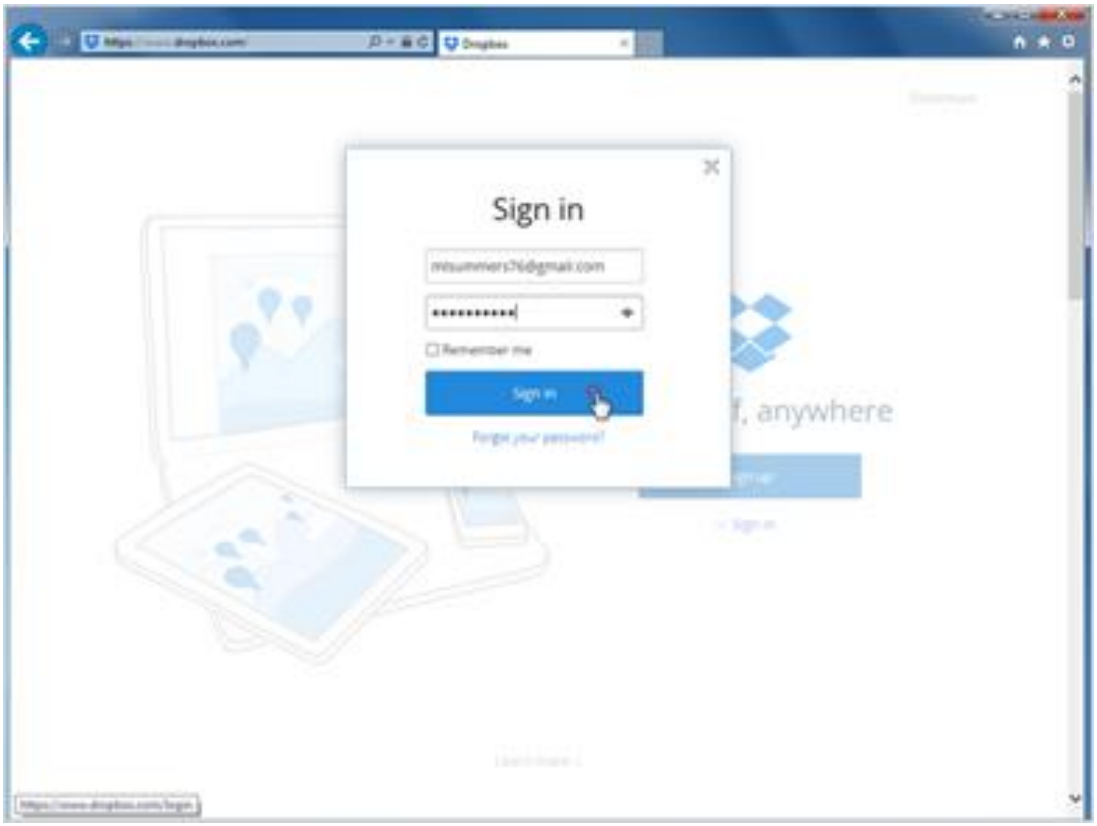


Michelle will look at the Dropbox website first, because it is quick and easy to get started with. She already has an account, so she clicks on Sign In.



Then she types out her username and password and clicks on Sign In at the bottom.


Sign in
Remember me
Sign in
Forgot your password?
anywhere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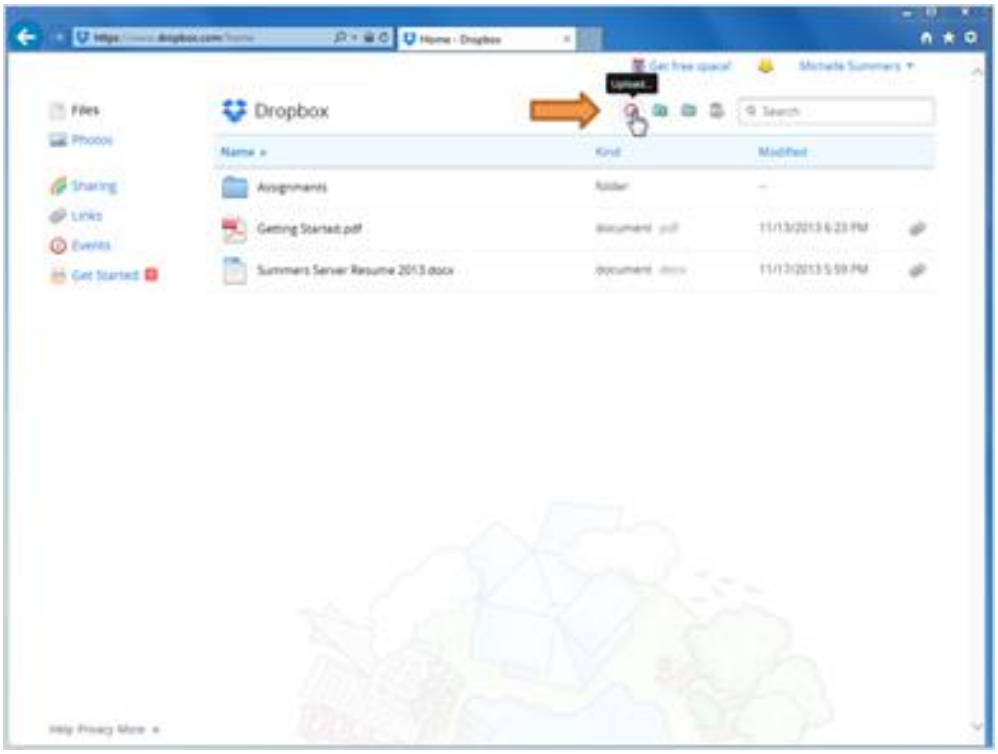
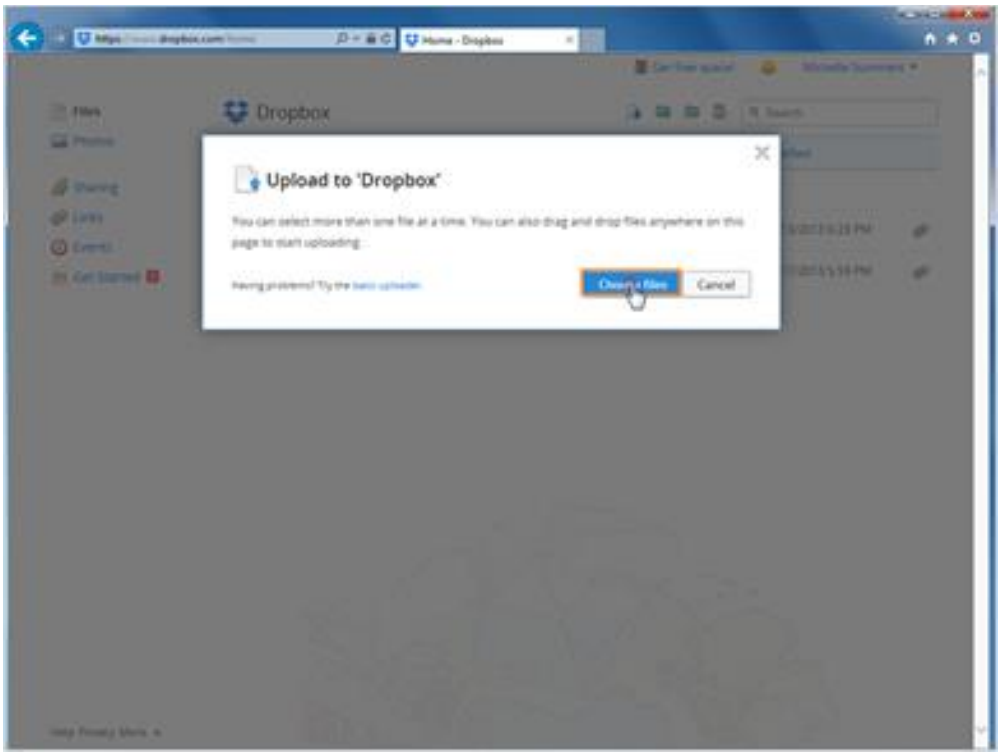


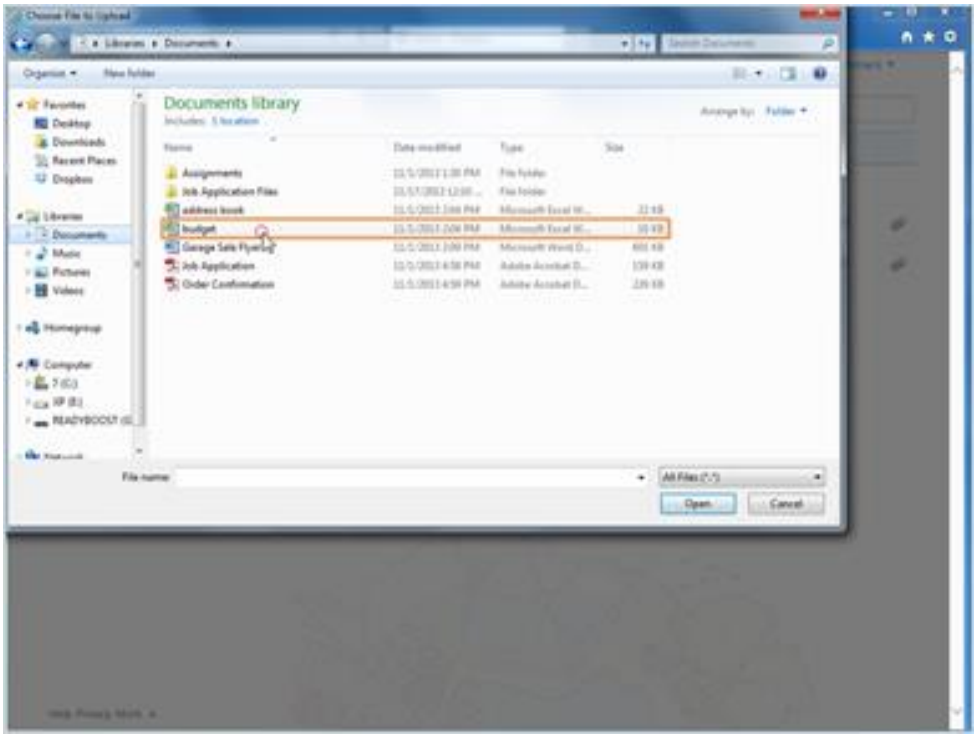
Now that she's logged in, Michelle can upload files to store them on Dropbox's website, or download files to move them to her computer.

She can also organize her files into folders.

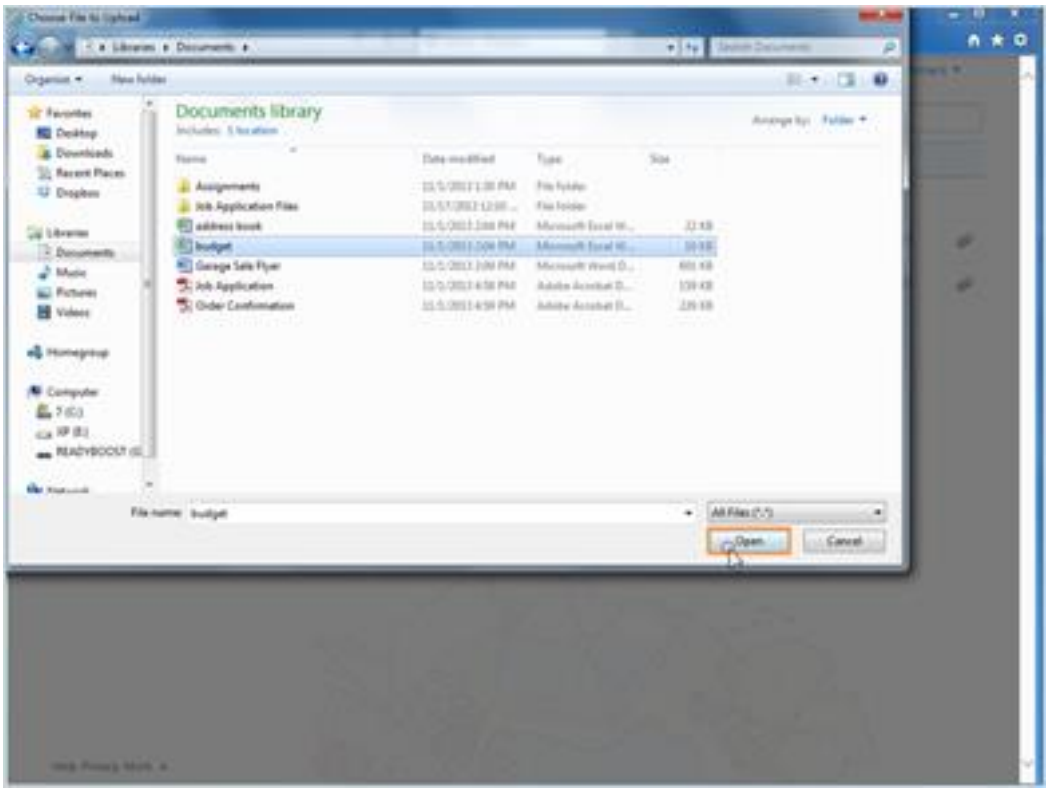
She clicks on the Upload icons and adds a new document.



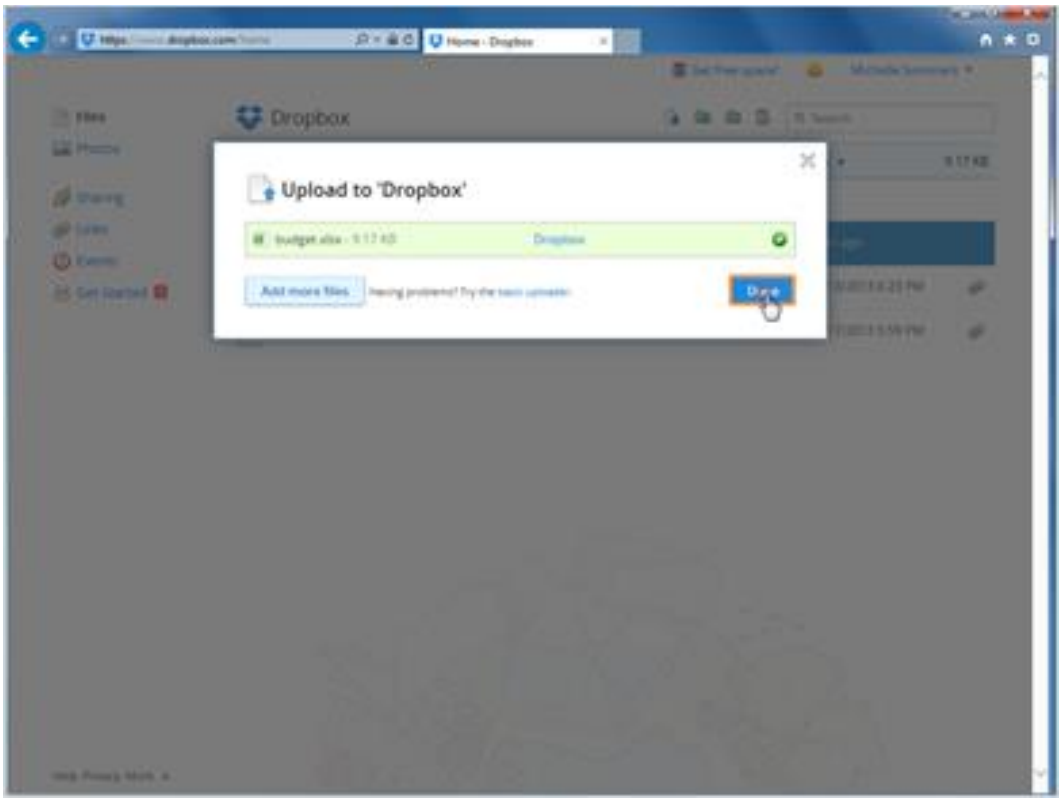
Then she'll click on Choose Files.



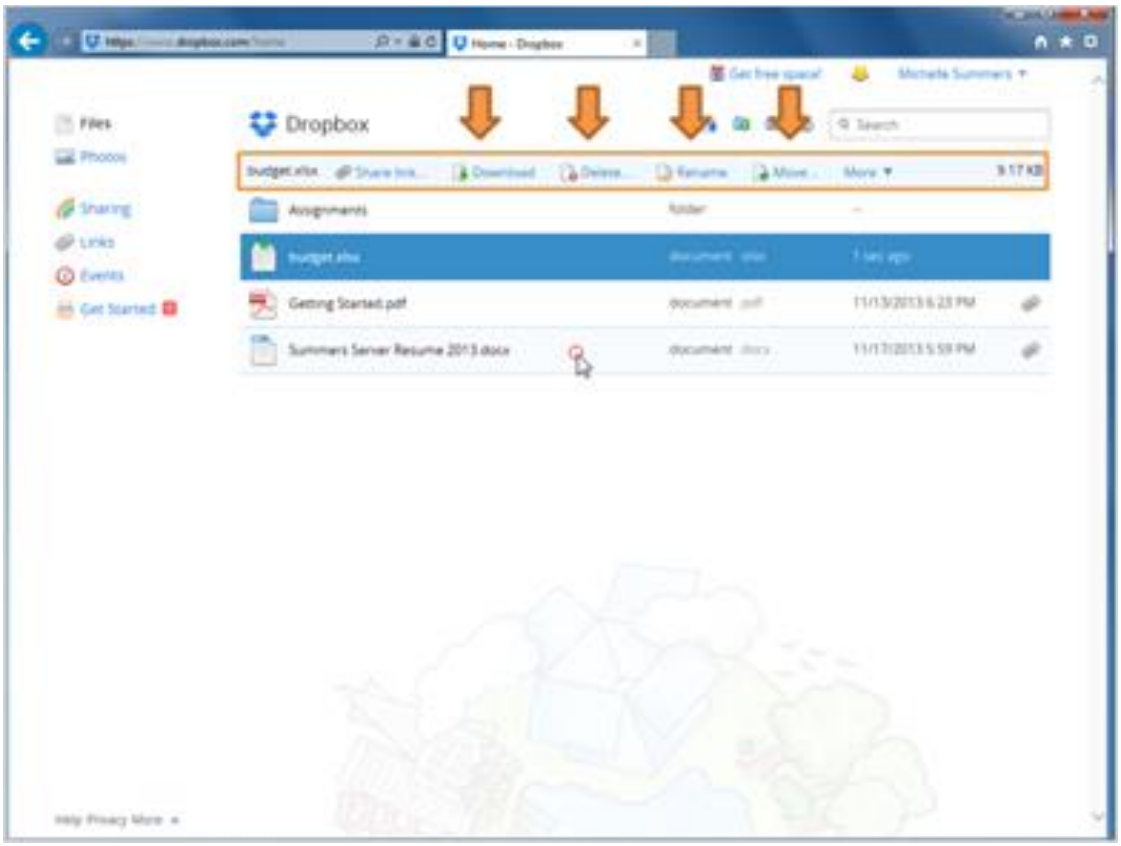
Now she'll find the file on her computer. Here in the documents library, she'll click on Budget once to select it.



Then she'll click on open.



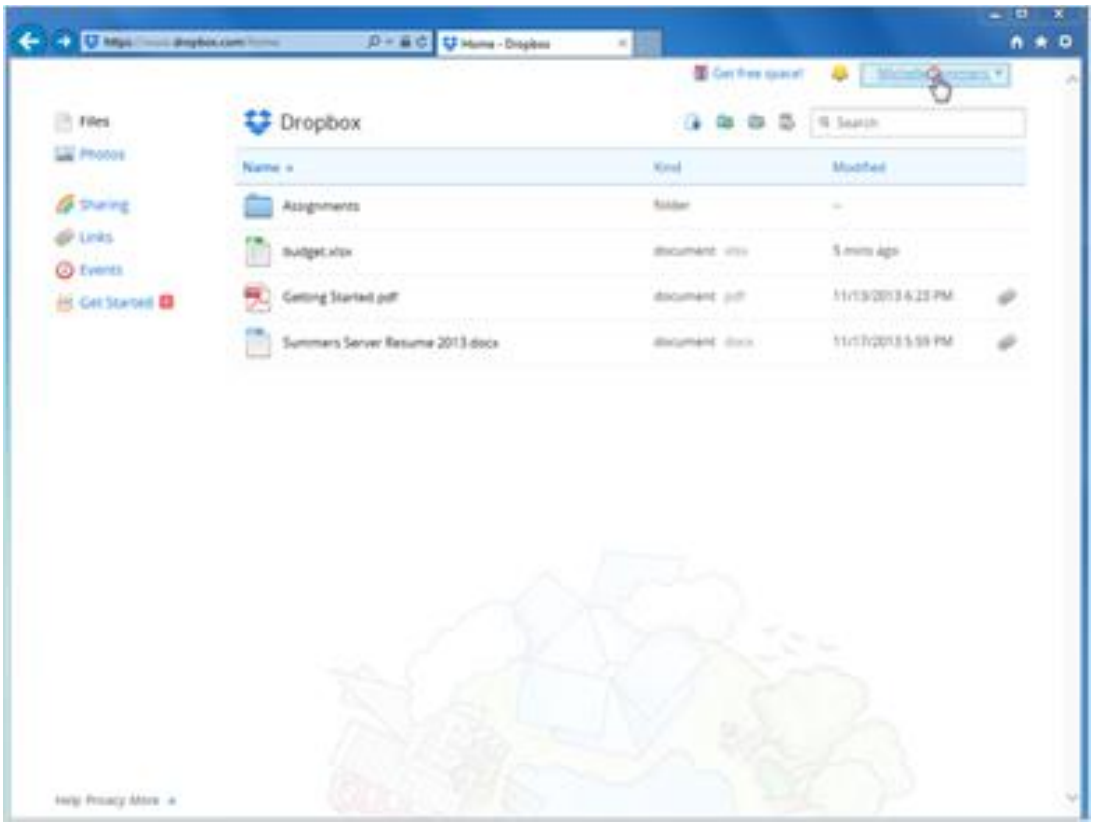
She could upload more files, but Michelle clicks on Done for now.



Now we see the new file in the list. To select a different document, Michelle clicks just to the right of the file name.

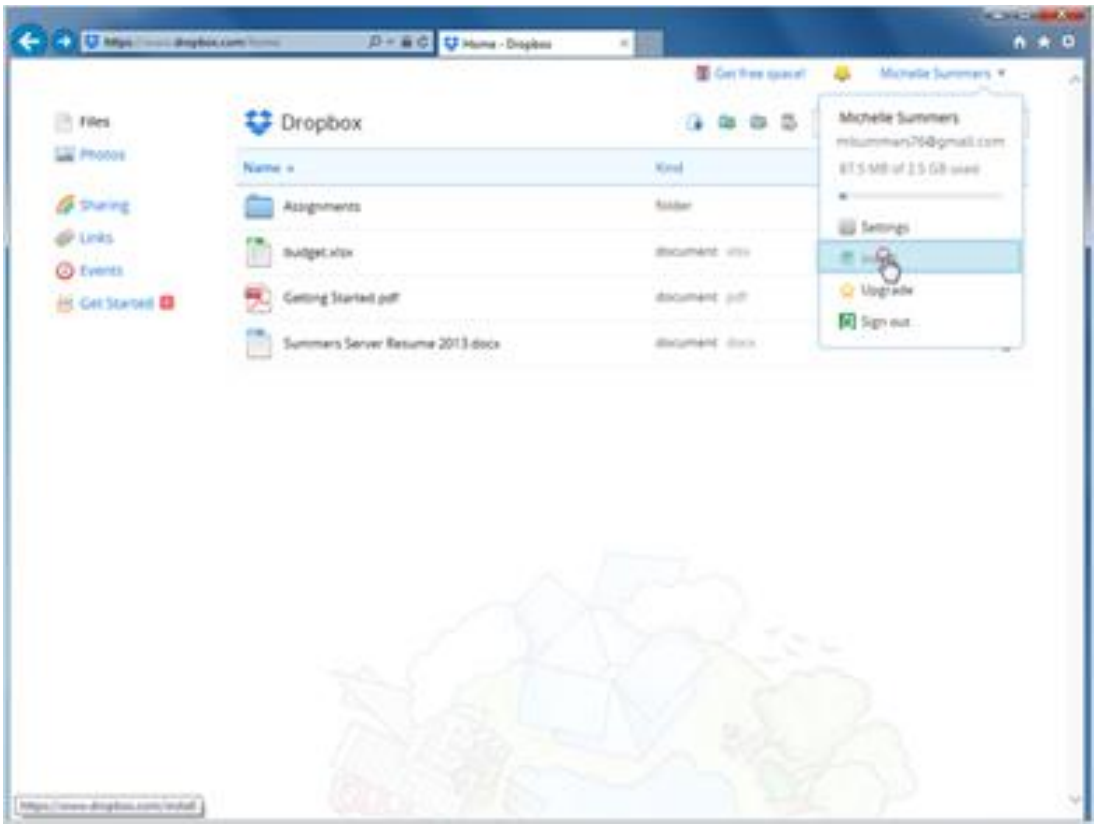
Now she can see her options for this file at the top: she can share it with someone else, download it to her computer, delete it, or change the name.

She can't edit her files straight from the Dropbox website. One way to edit a file is to download it to the computer, make your changes, and upload it again-- but there's a better way to work with the file.



Cloud storage services usually offer a way to synchronize files on your computer. That way you can edit things inside of Dropbox just like any other file, without even having to log in to the website. We'll see how this works with Dropbox.

First, Michelle clicks on her name to see a menu.



Then she'll click on Install.

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Now she can download and install the Dropbox software to her computer. She clicks on the Free Download button.

Any time you download something, the computer will show a message asking for permission. Michelle could click on "run" or "save" at the bottom.

But since this is a program installation file, it just needs to be run one time--not saved permanently.

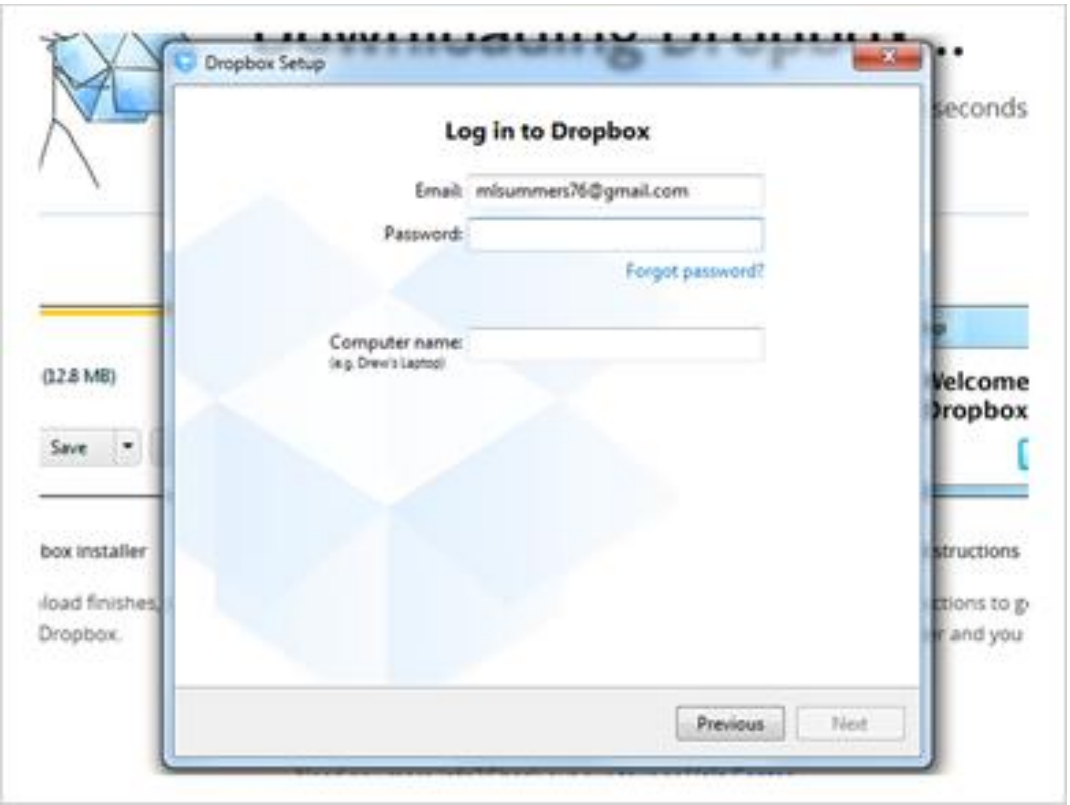
She'll click on run. The computer may ask for permission one more time after this step.

Next, the dropbox setup wizard appears. The wizard walks us through to process of installing dropbox, step-by-step. Michelle clicks on Install to see the next step.

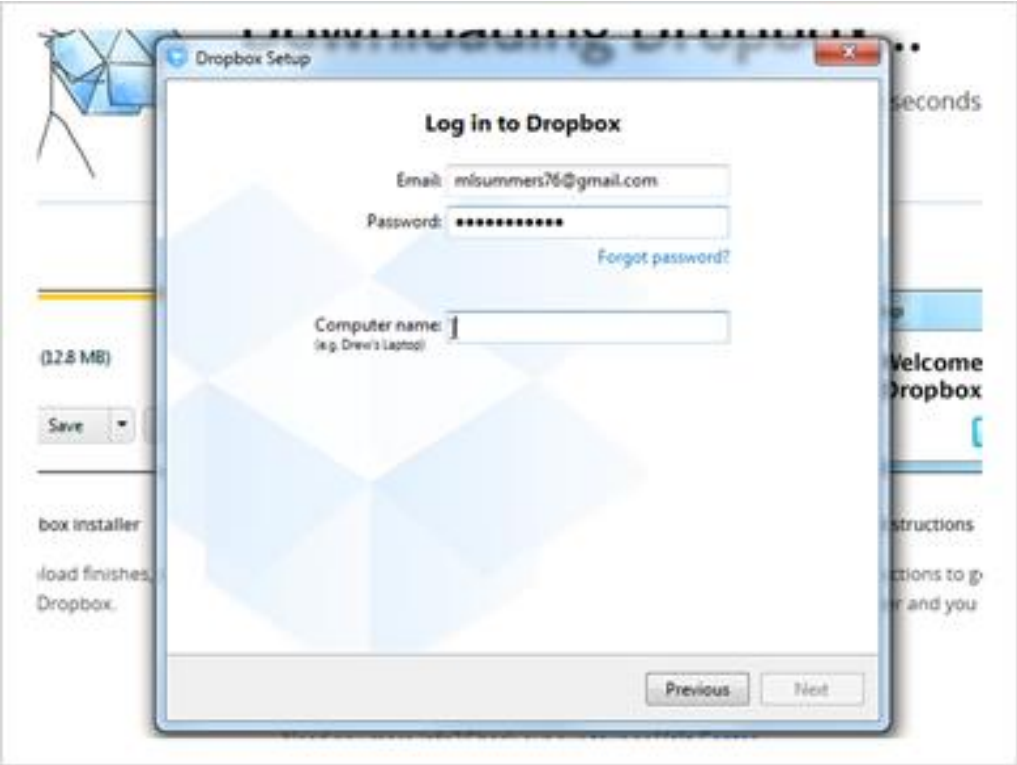
Now Dropbox needs to connect to a dropbox account.

Michelle can use the same account that she used on the website earlier.

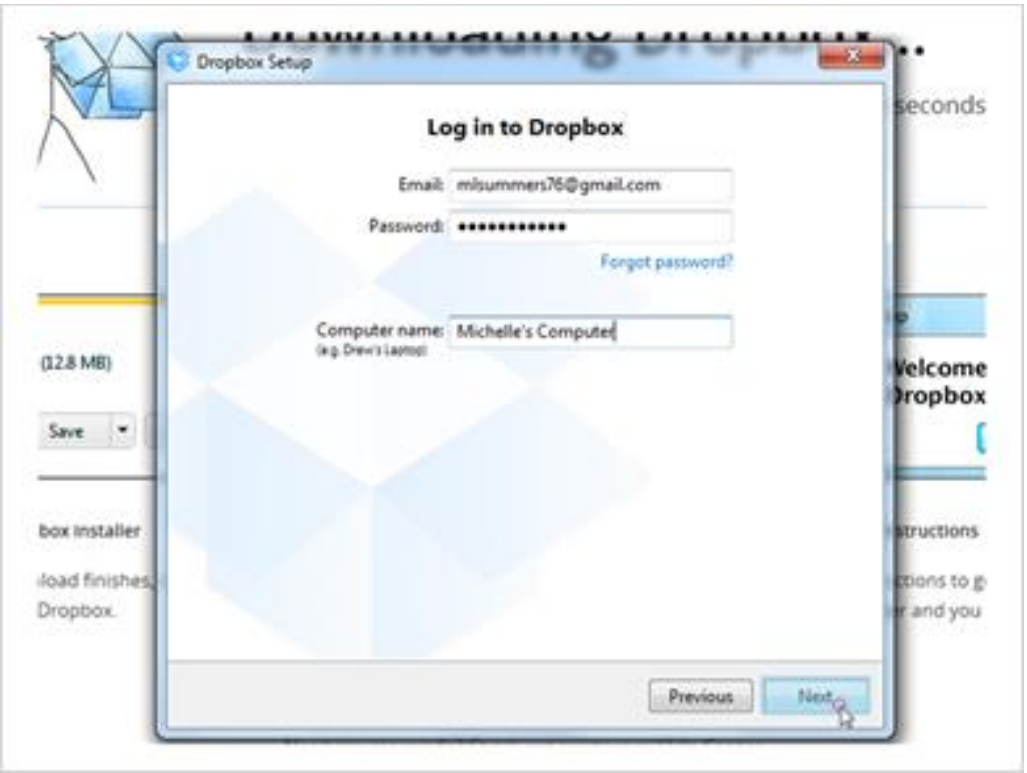
She clicks next to I already have a Dropbox Account, and then clicks on the button at the bottom.



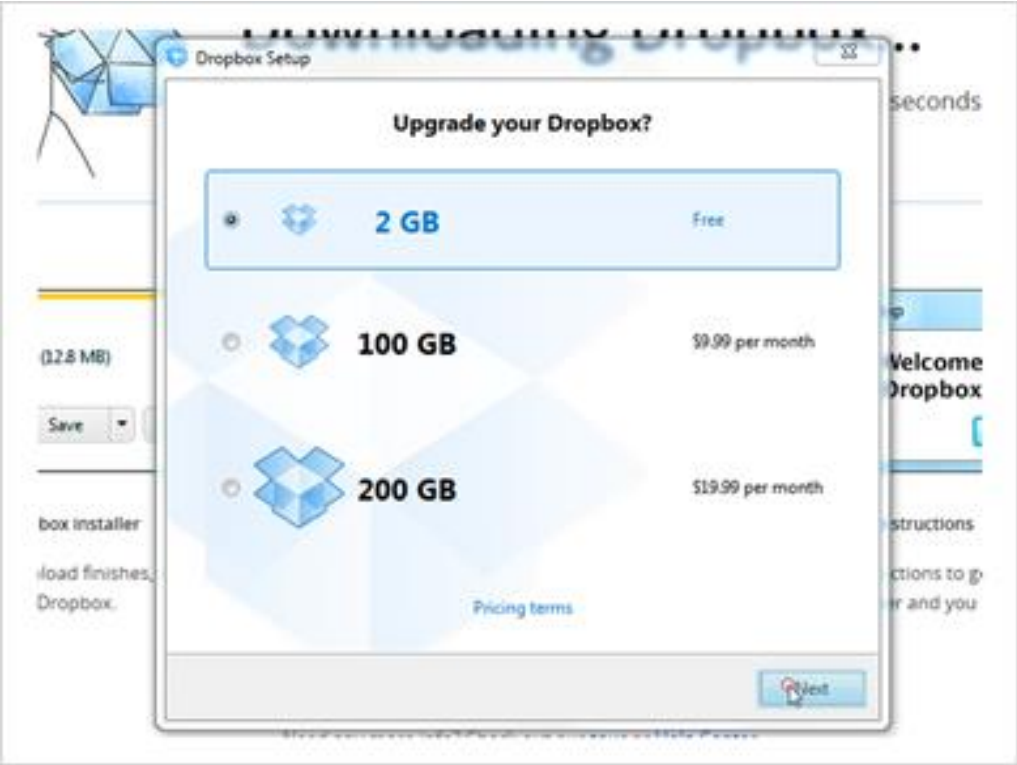
She'll type out her username and her password.



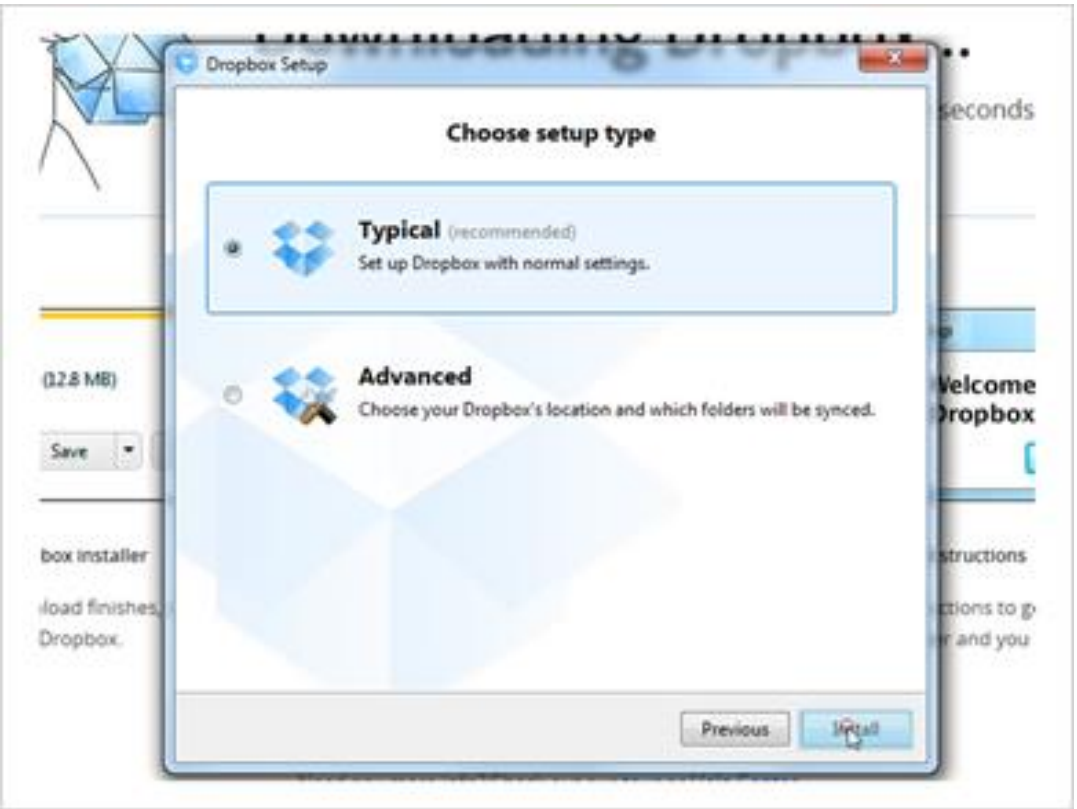
Dropbox can be installed on many different computers, all connected to the same account. Michelle types in a name for the computer she is using right now.



Then she'll click on next.



After checking the username and password, Dropbox asks how much storage space she wants. 2 gigabytes is free, but Michelle could purchase additional storage as well. She'll click on Next.



Michelle will continue with a typical setup and click on Install.

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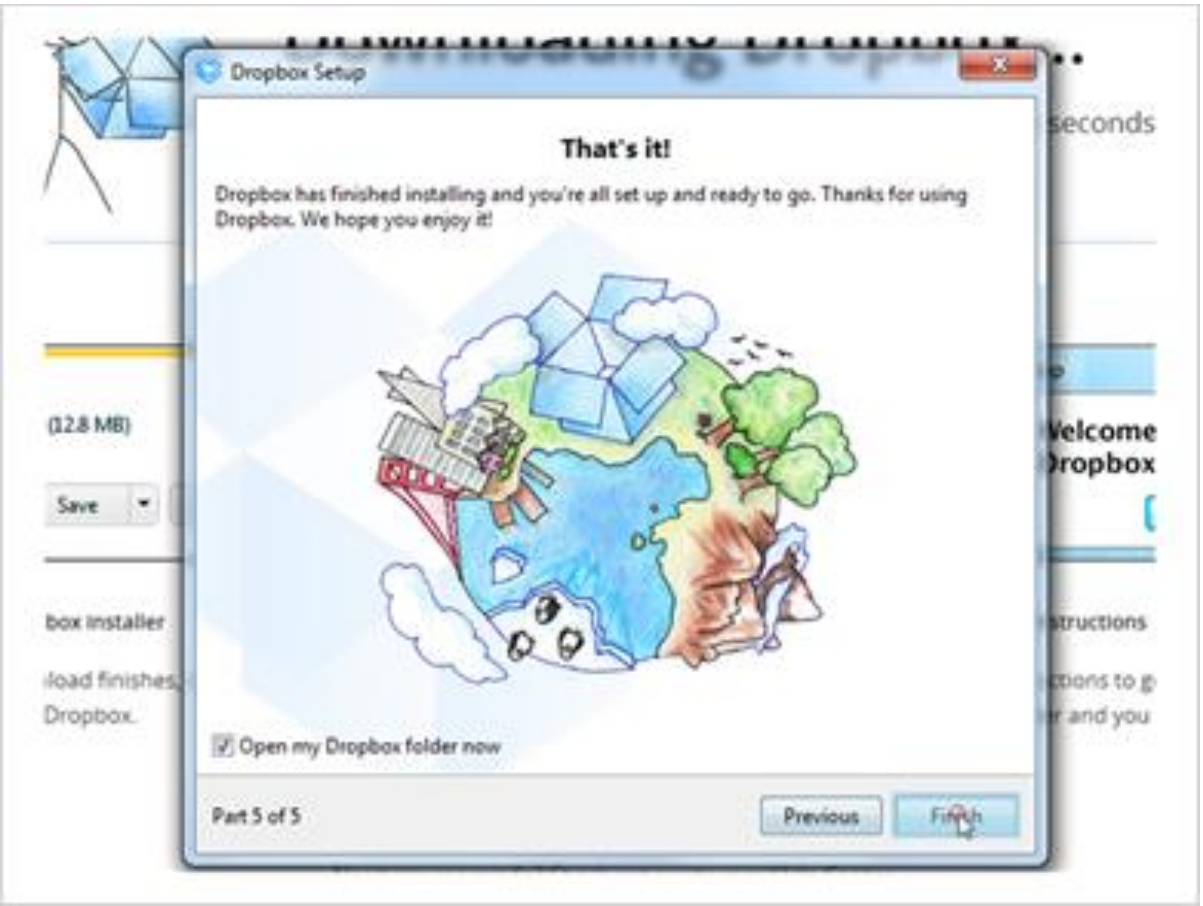
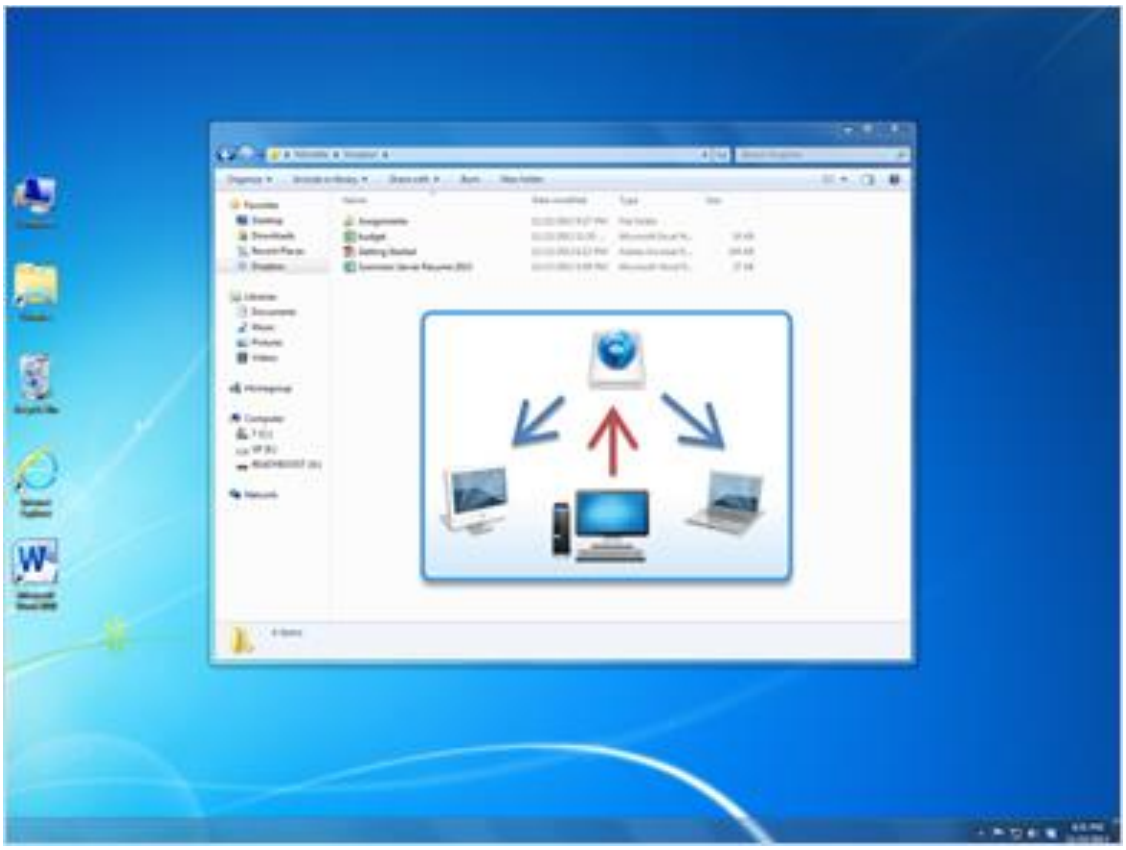
If Michelle has a smartphone, she could put in her phone number here. It would send her a text message to help her install the dropbox app on her phone.

After setting up Dropbox, it shows a tour of the software. Michelle will skip the tour, and we'll look at it ourselves.



Great! Now dropbox is set up. Michelle can click on Finish to view the files in her dropbox folder.



A new, synced folder has been created for the Dropbox files, so Michelle can work with them just like she would any other files on her computer.

Michelle can double click on files to open them, make her changes, and save them.

After she updates a file, those changes are sent back through her Internet connection to the Dropbox server.

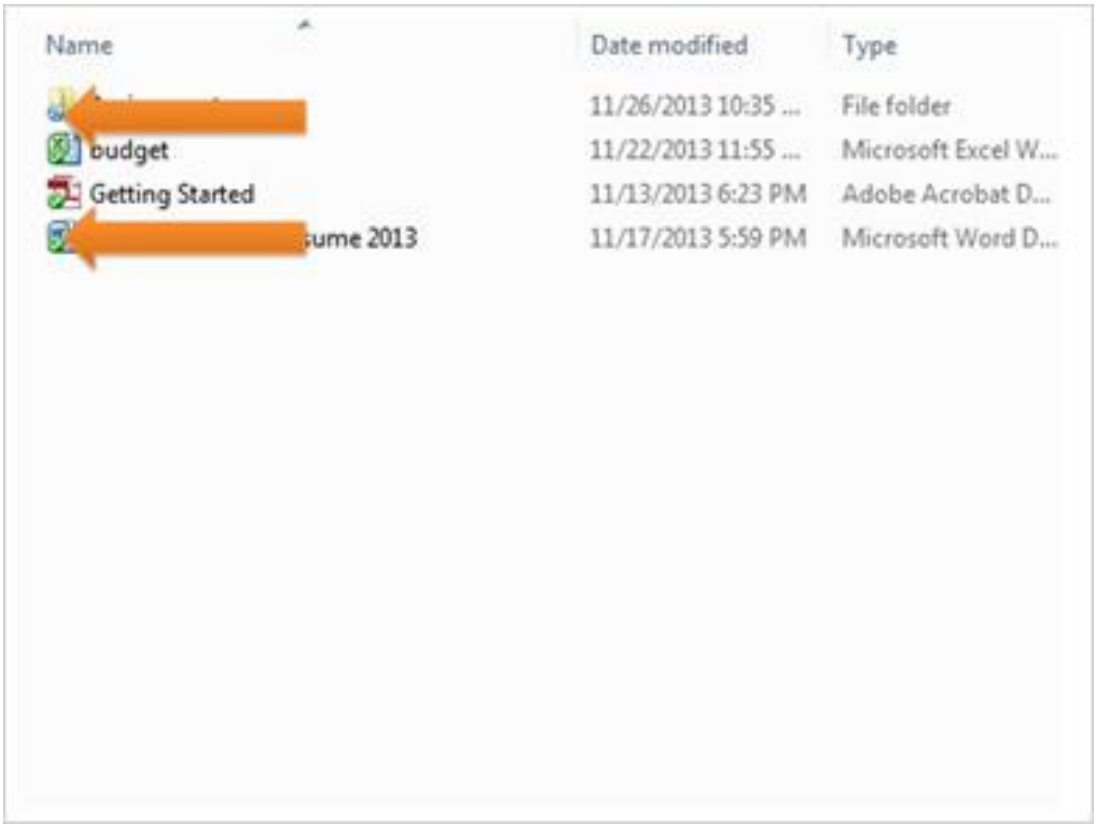
Then they'll be automatically synchronized with any other device that is connected to her account.

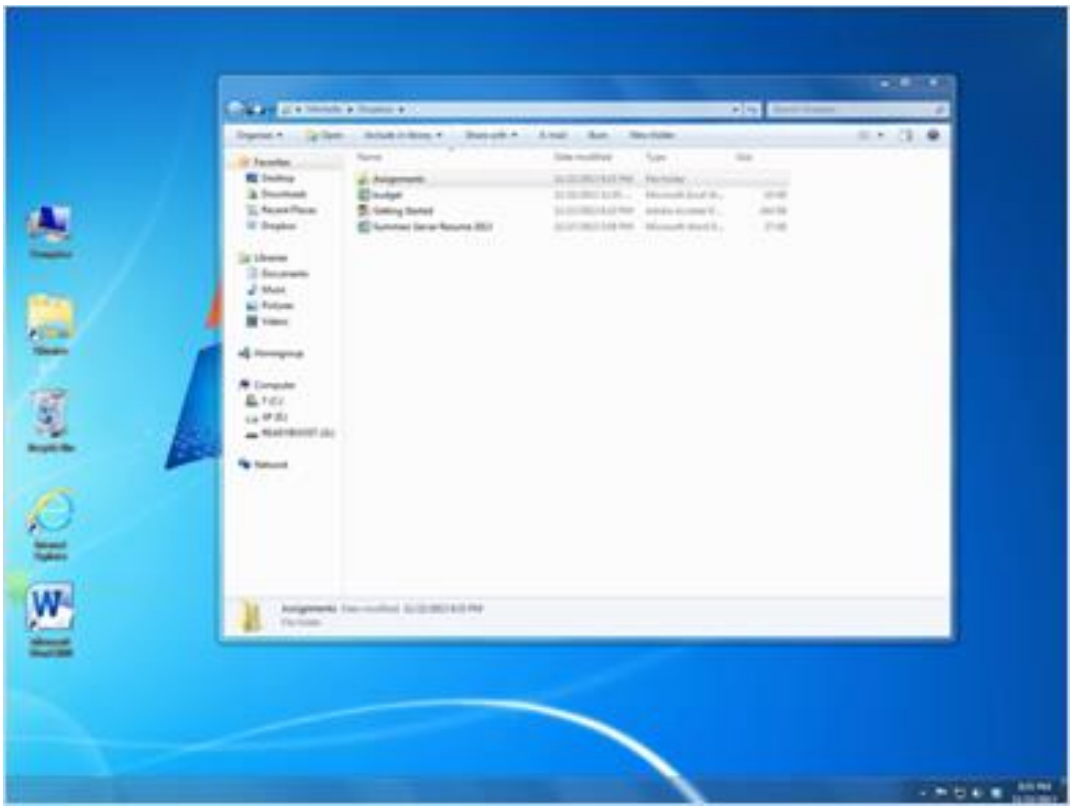
While the files are updating, she'll see a blue spinning circle, like the one next to her assignments folder. The green checkmarks by the other files mean that they are already synchronized.

If Michelle loses her Internet connection, she can still get to her files, but she'll be unable to send her updates to the Dropbox website until she re-

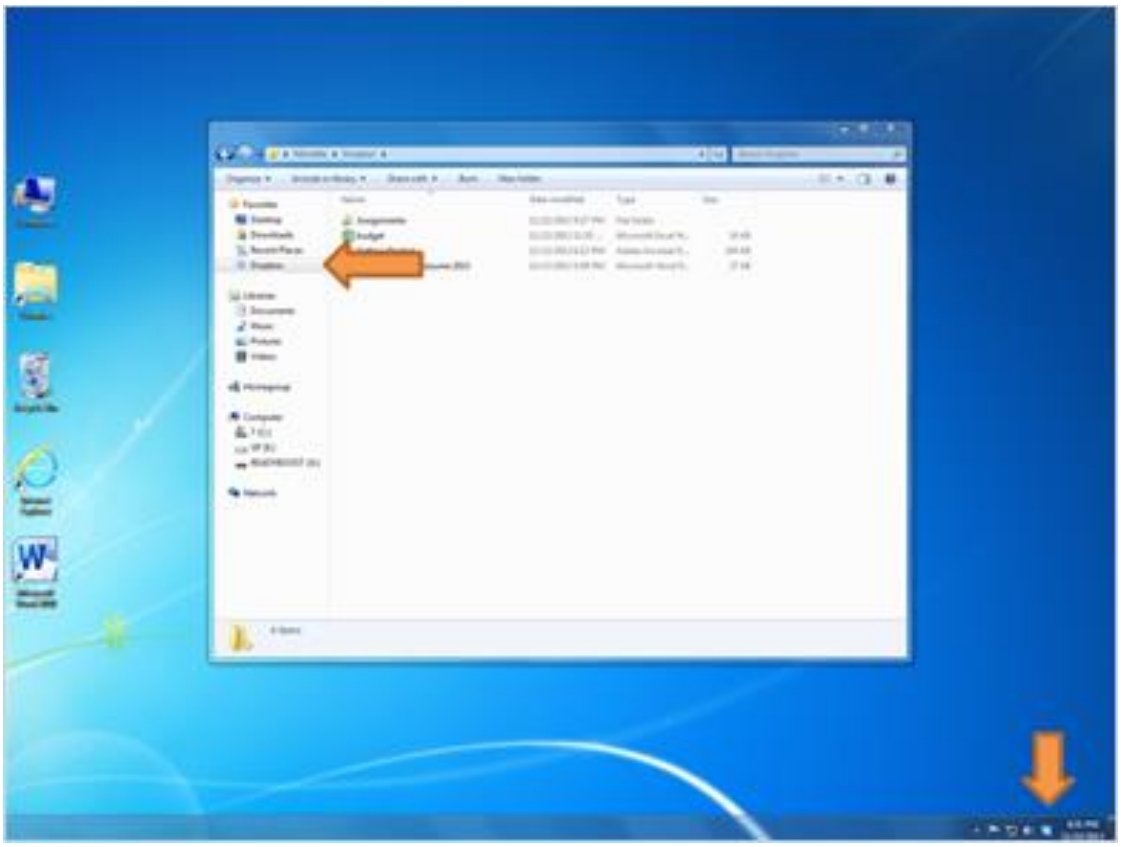
connects.

When Dropbox installs, it also adds a shortcut in the Navigation pane on the left, and an icon in the Notifications Area at the bottom, making it easy to get back to these files later.





If she added a file to this folder from a different computer, it will appear in the list automatically. Then a message will pop up in the bottom right corner to notify her of the change.



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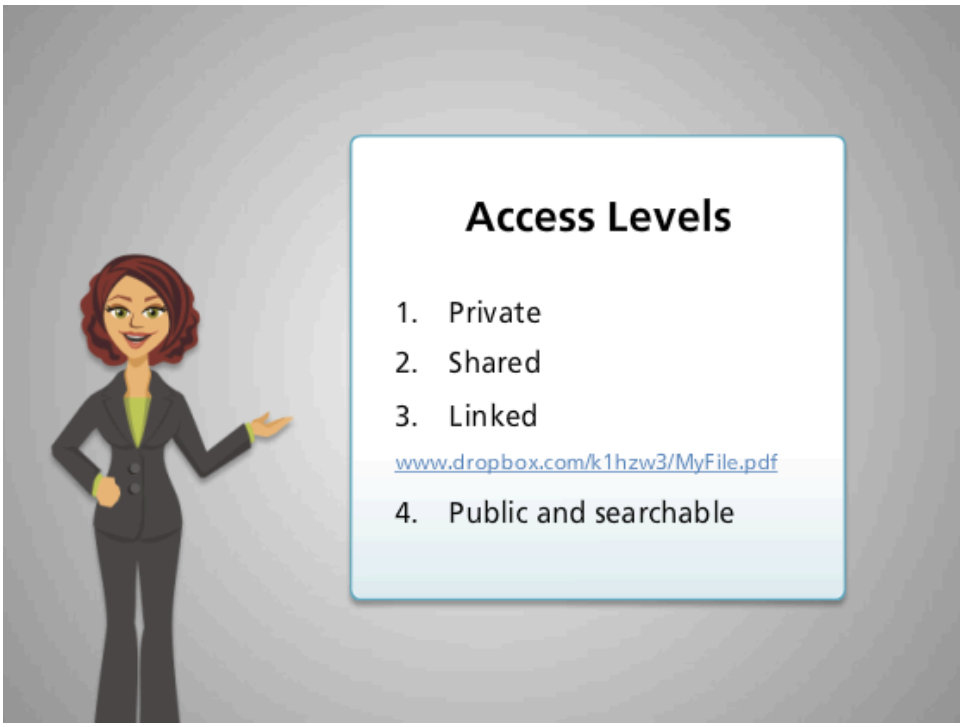
Sharing



Let's take a look at sharing files in the cloud. When sharing files, you can decide who has access to the file, and who can make changes to it.

Although each service is different, there are usually several levels of privacy to choose from. These are sometimes called access levels.

First, you have completely private: only you can see it, and you'd have to type in your username and password at some point. This is the default, so you don't have to make a change to keep something private.

Then, you could share it with specific people using their email addresses, and they would have to log in with their own accounts to see it.

You could also create a public link to a file: anyone that has the link can visit it and would not have to sign in. Although you can choose who you give the link to, it would be possible for them to share that link with others without asking you.

Finally, you could make the file truly public. Then people could search for it and might come across the file even if they haven't been given the link.

There are also several common levels of file permissions, which controls whether or not people can make changes to your file.

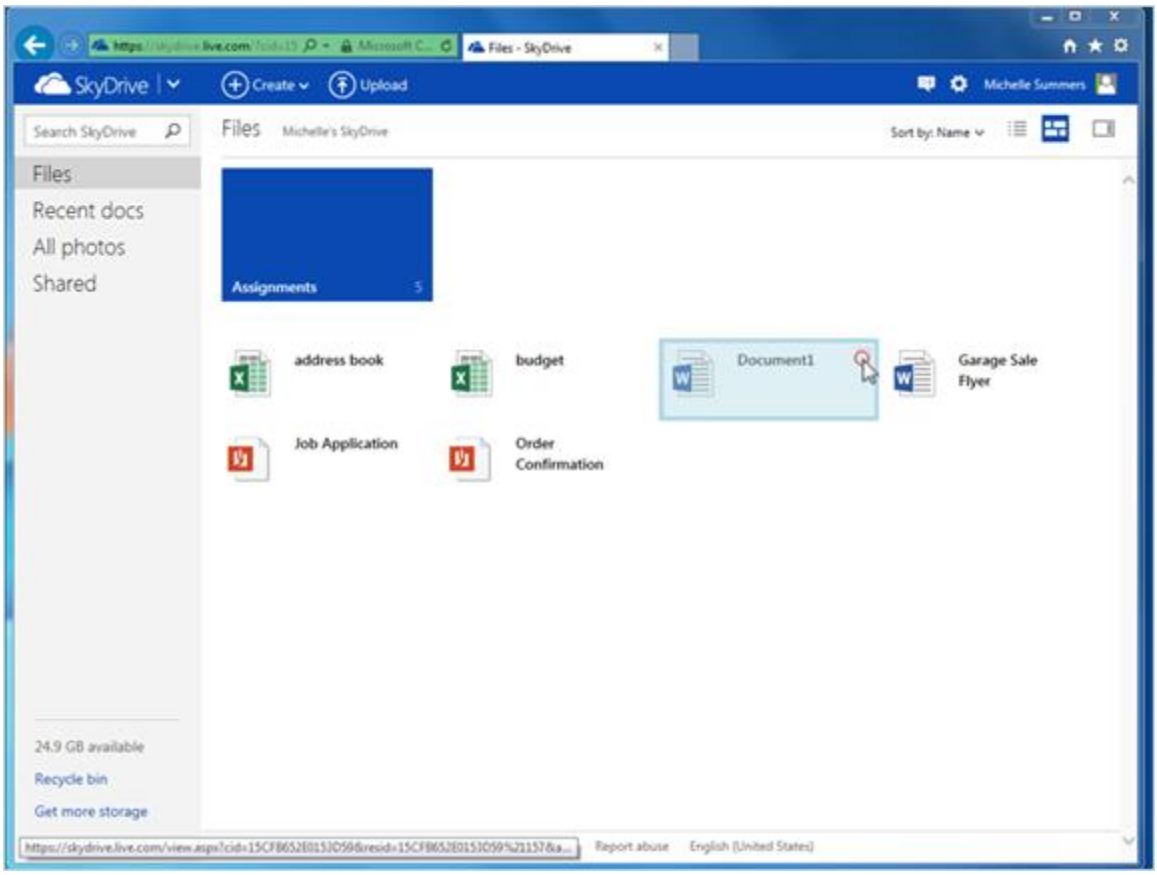
First is a “read-only” file. That means they can read it, save it, print it, but they can’t make any changes to your copy of the file.

Some services have a “comment only” setting. They can add comments to your file, but they can’t change what you’ve written.

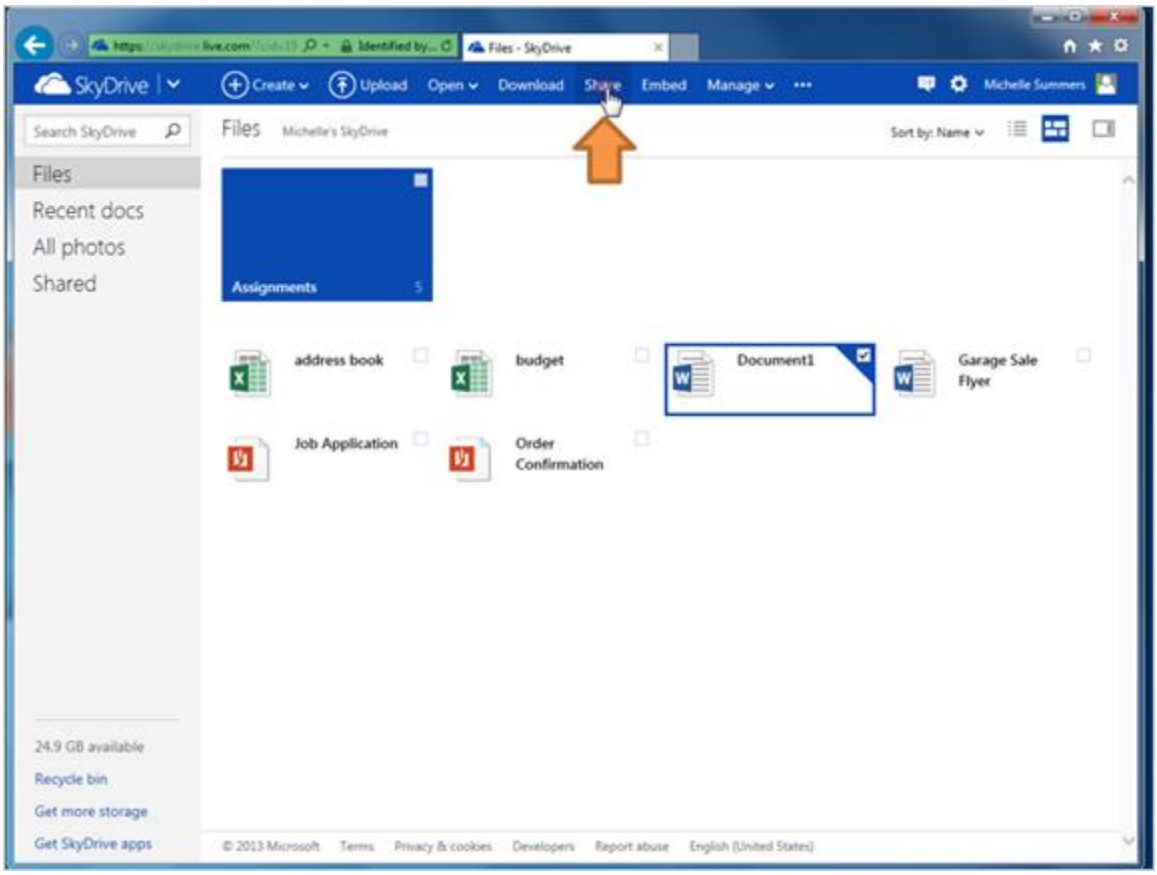
Next, they could have full editing privileges. They can change the text, but they can’t delete the file completely.

Finally, some services let you share ownership. Then they could delete files completely or sometimes add their own files to a shared location.

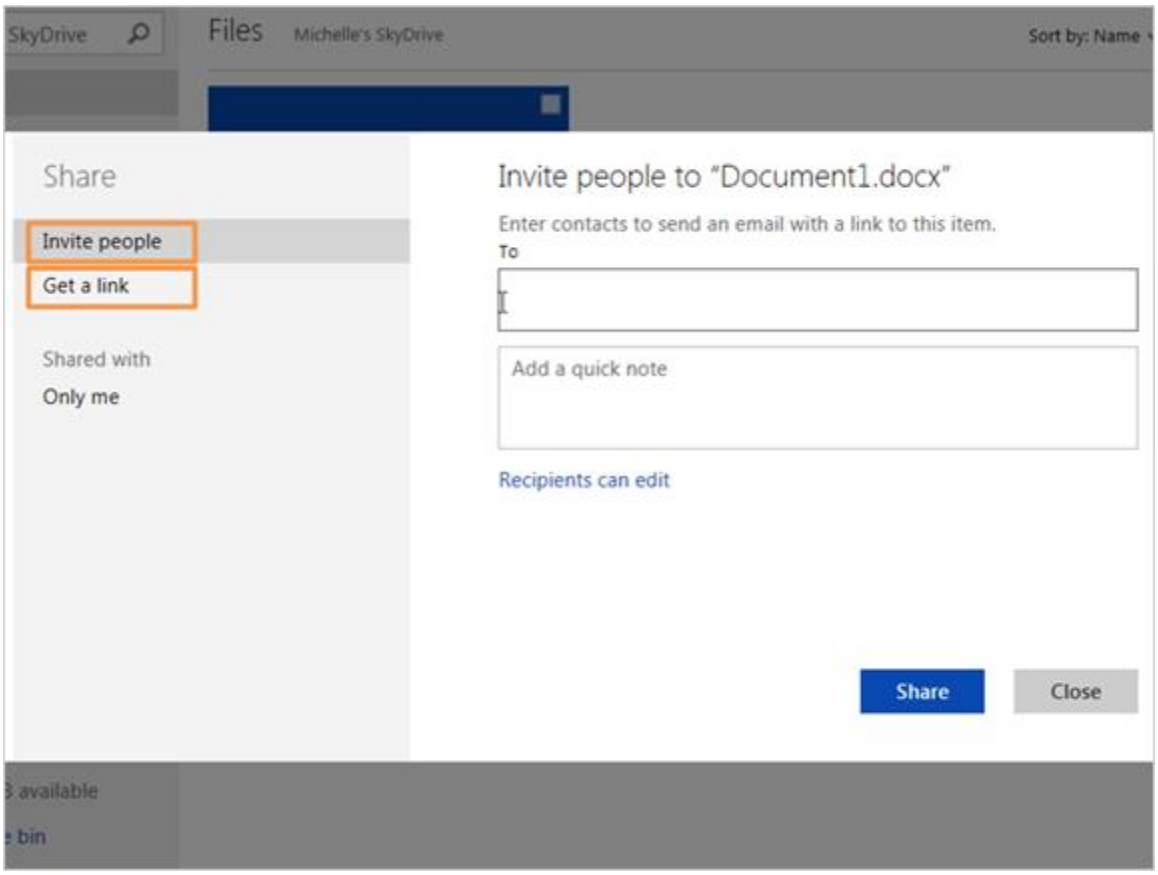
In case files are accidentally deleted, or you don't like the changes someone has made, cloud storage services usually let you recover the old versions of a file.



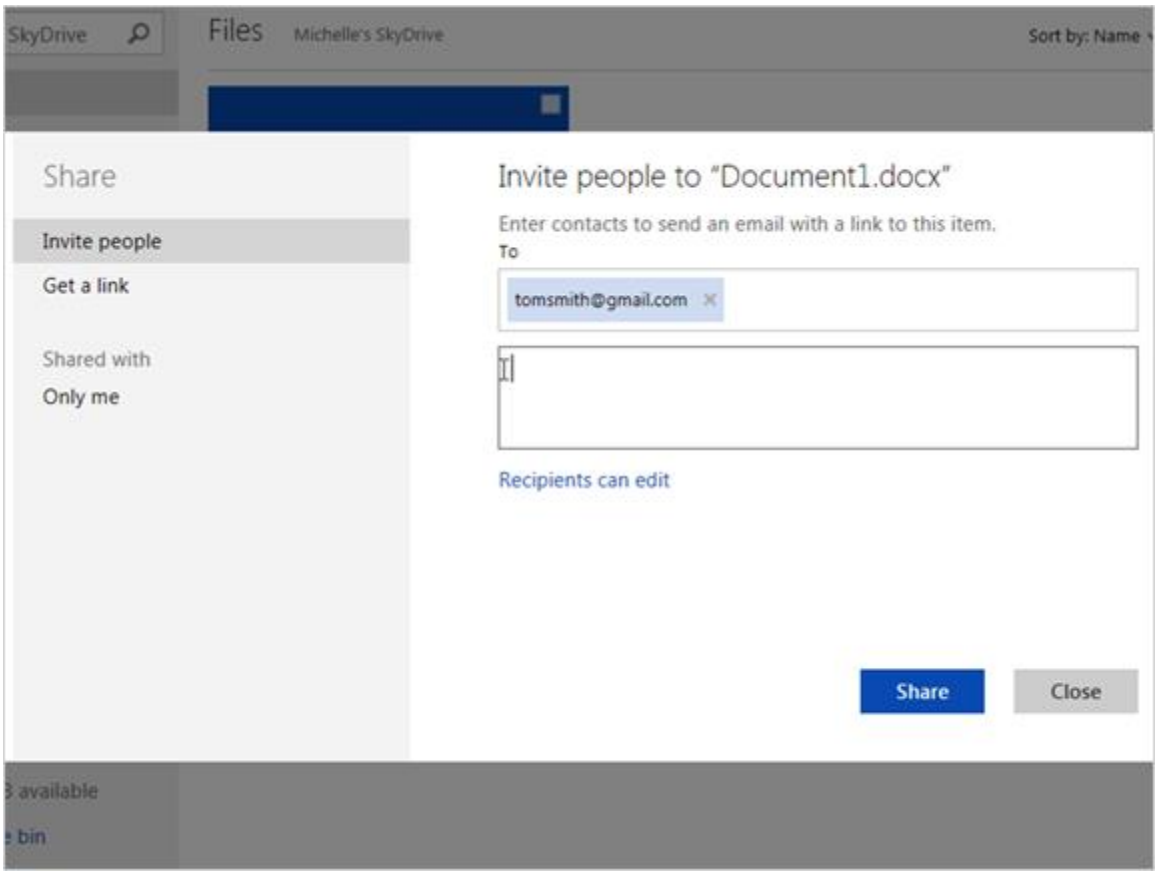
Let's look at SkyDrive first. Michelle clicks on the checkmark by a document to select it.



Then she'll click on Share at the top to see her options.



Now she could Invite specific people, or get a public link to share. We'll look at sharing with a specific person. She'll type an email address out in the To field.



She can write a note about the file to be included in the email.

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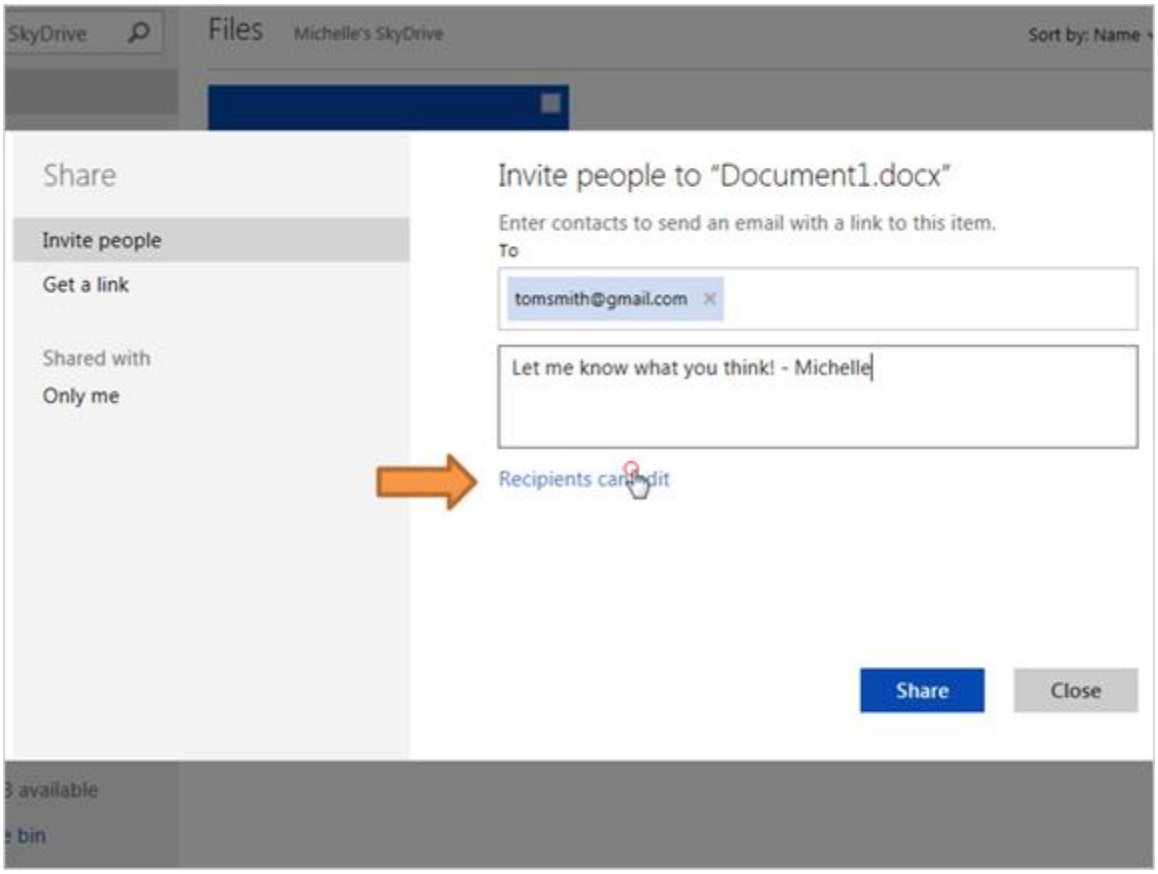
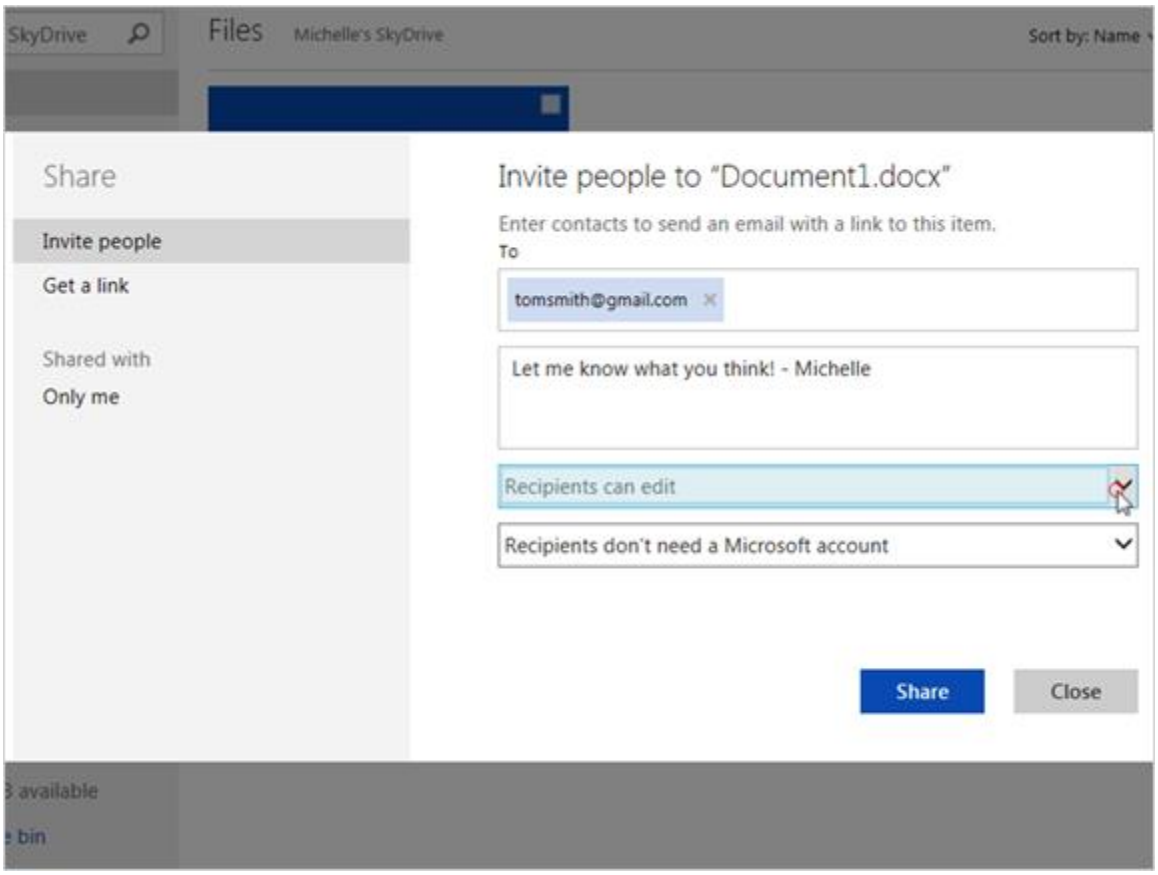
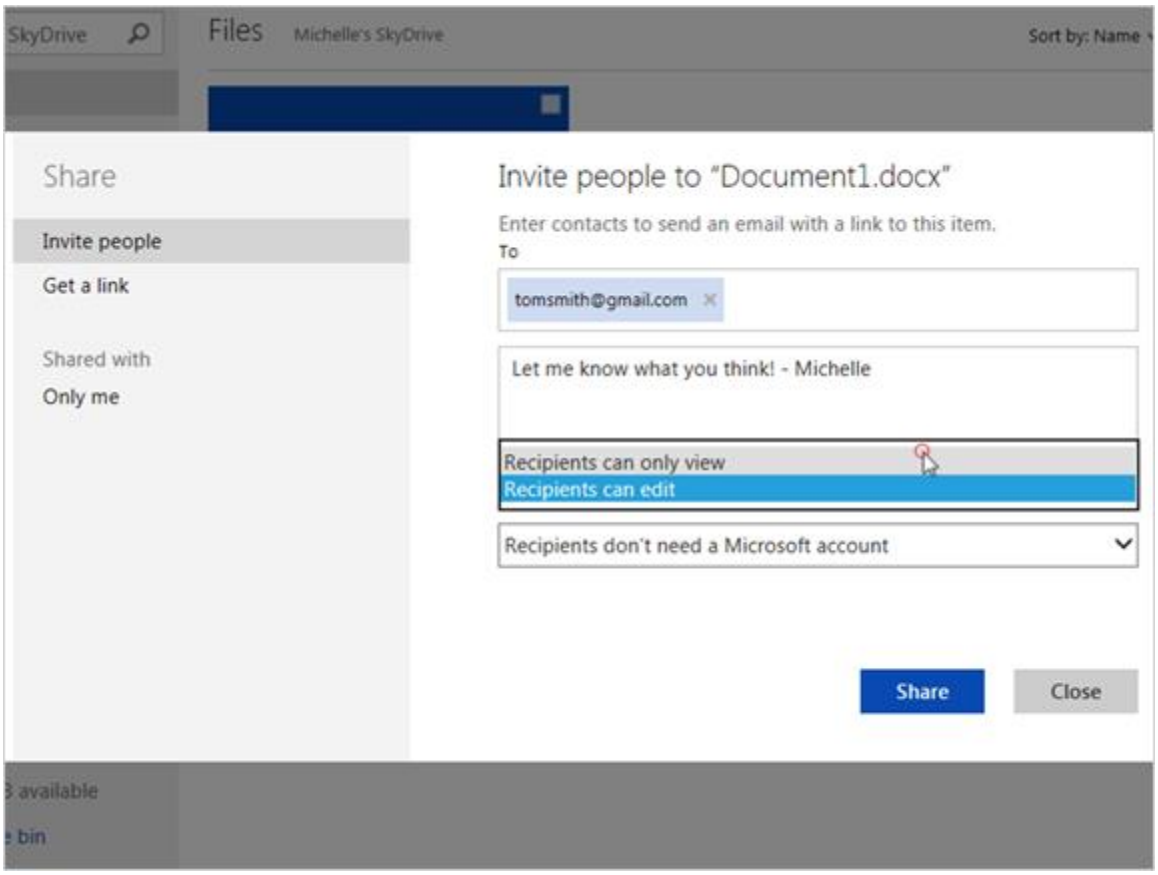


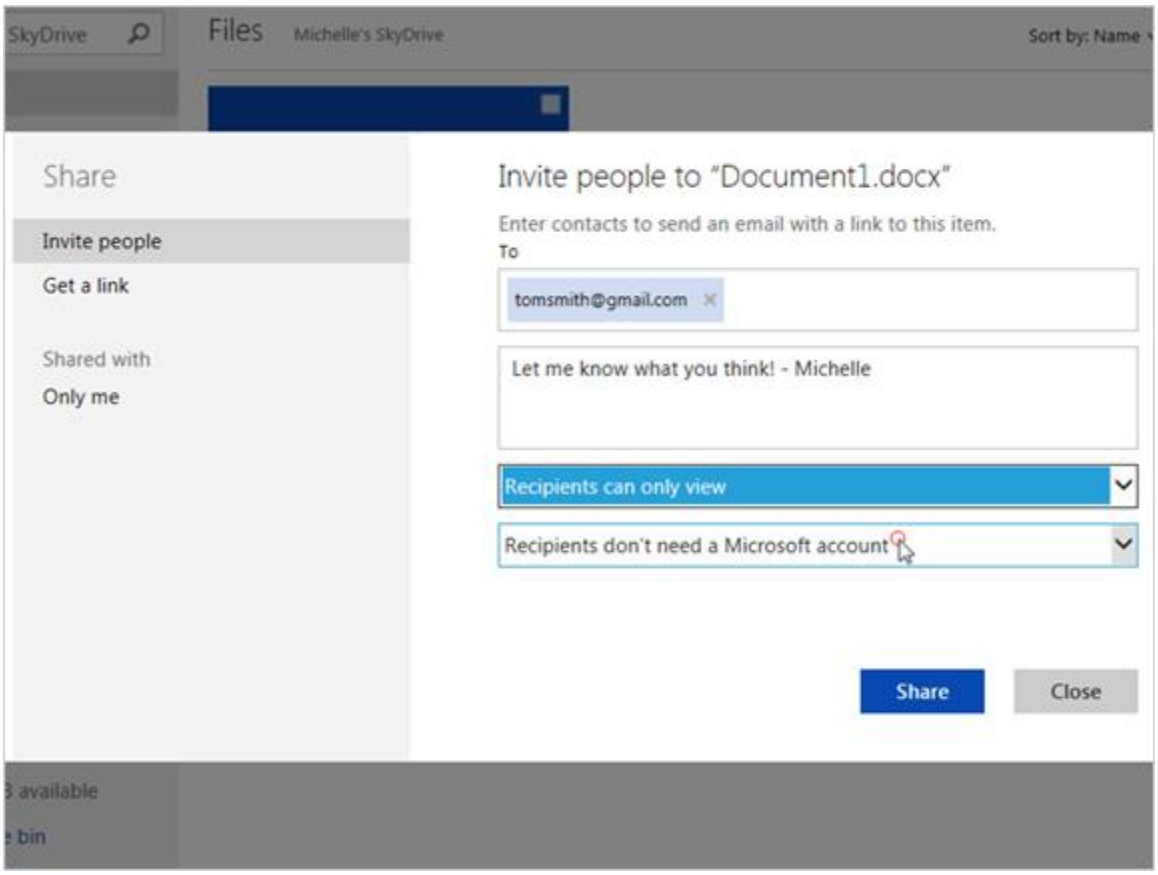
By default, they'll be able to edit the file. Michelle clicks on the link to see her other options.



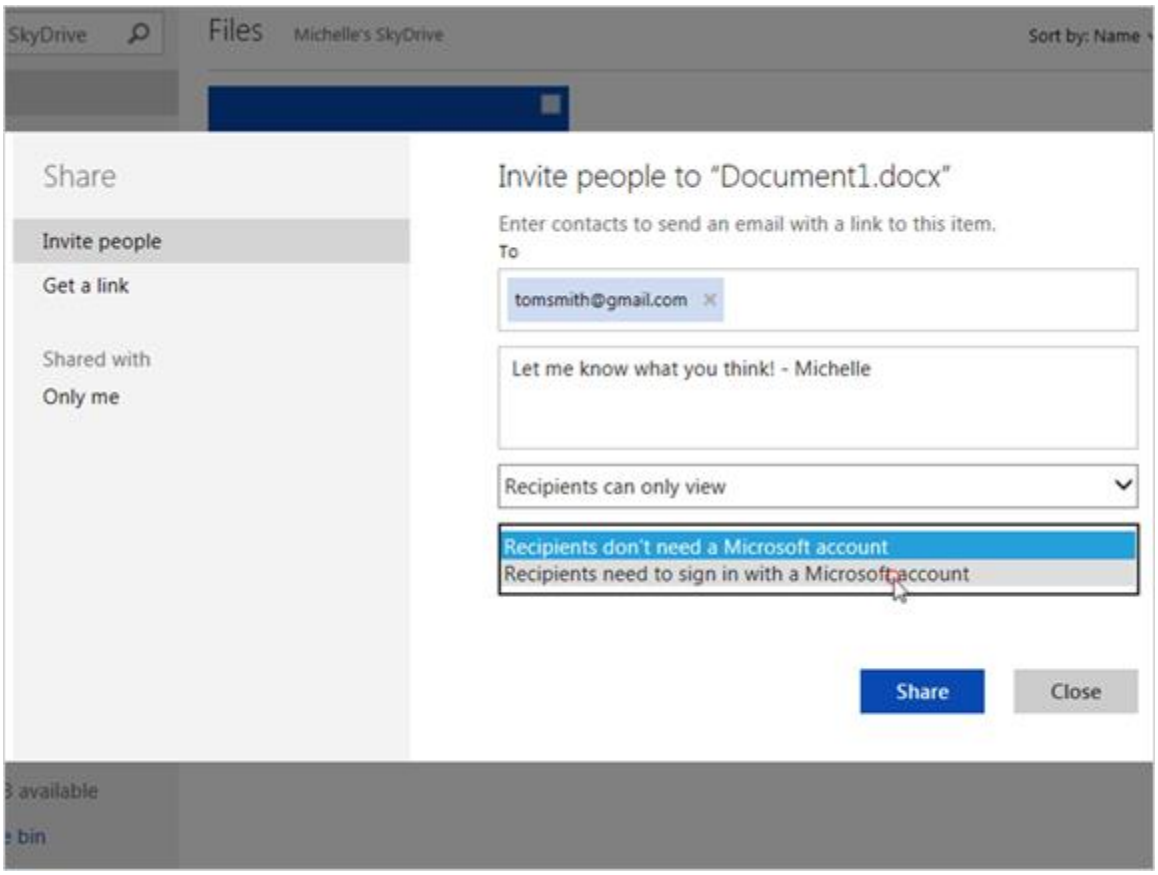
Now she'll click on the down arrow.



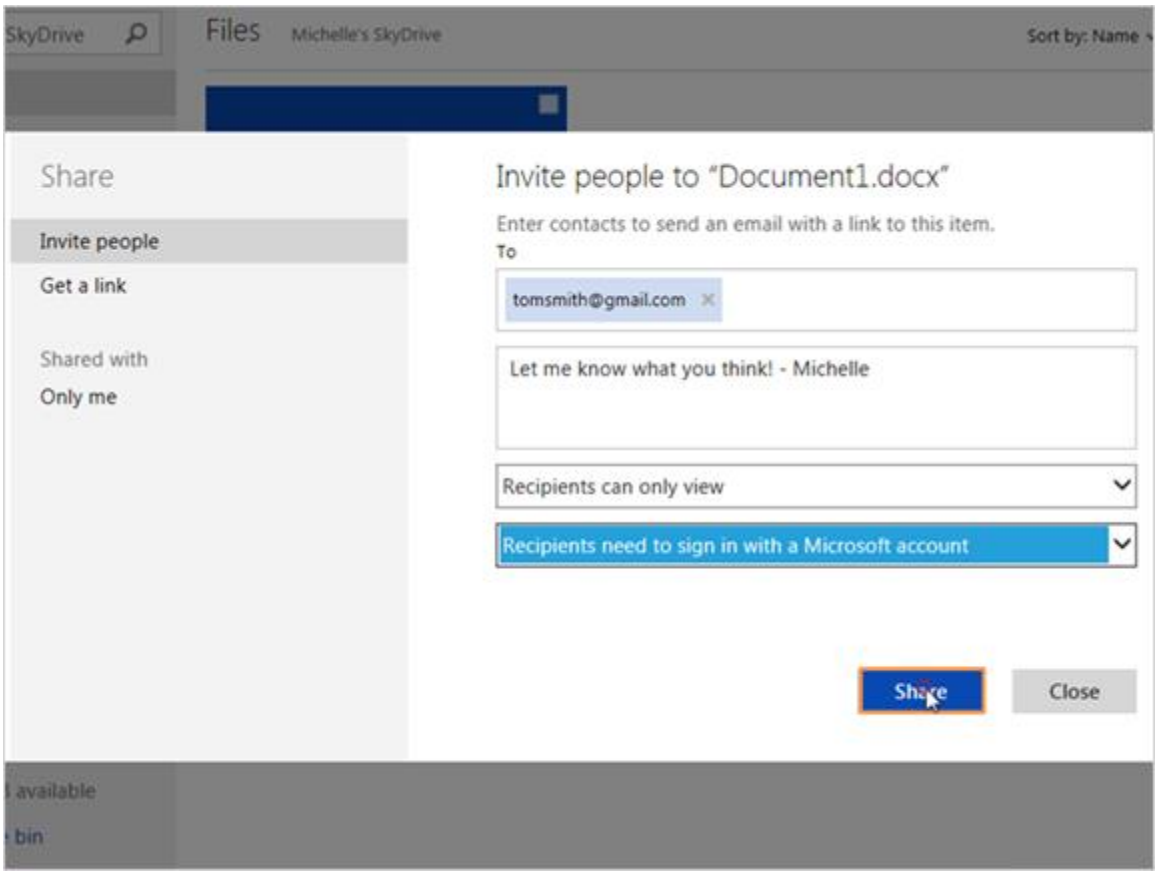
She could change it to “Recipients can only view,” which would mean it is a “read-only” file.



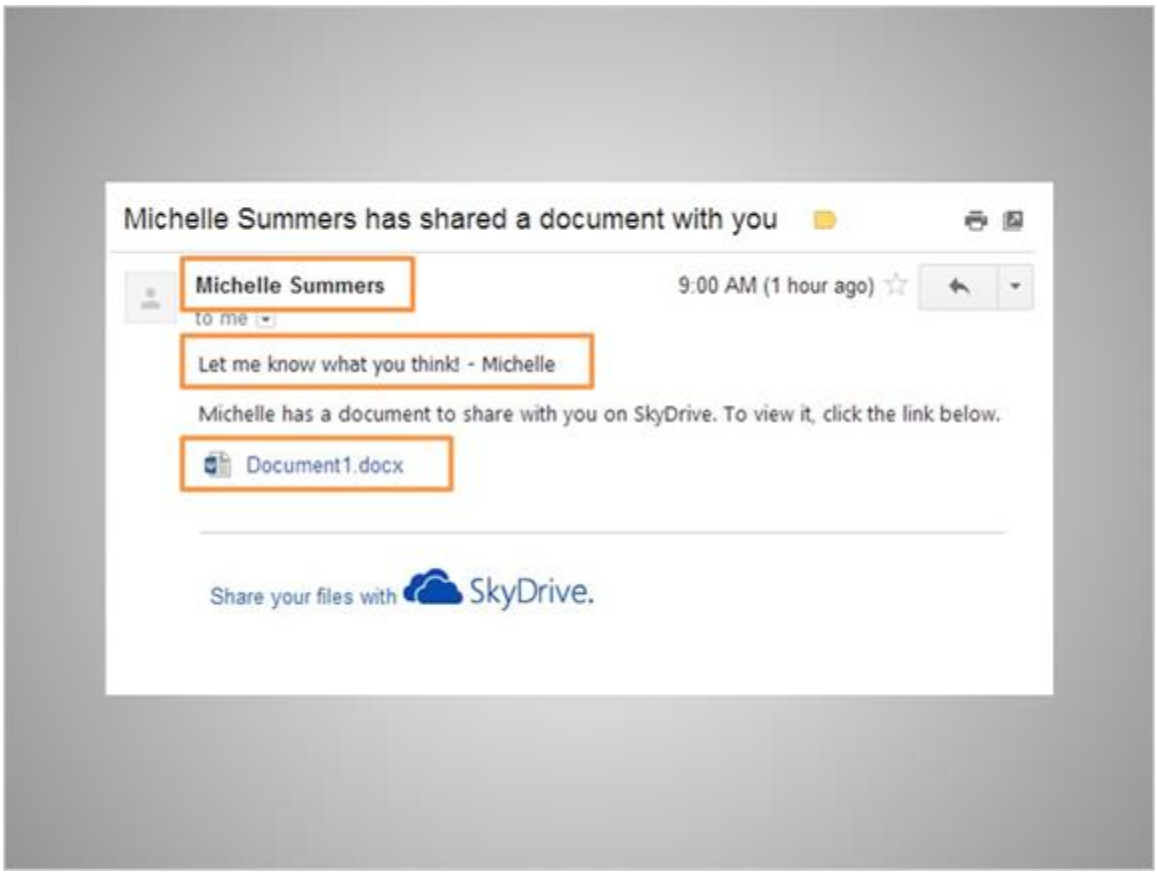
Then she can choose whether or not they need to have their own Microsoft Account, which is the same as a SkyDrive account.



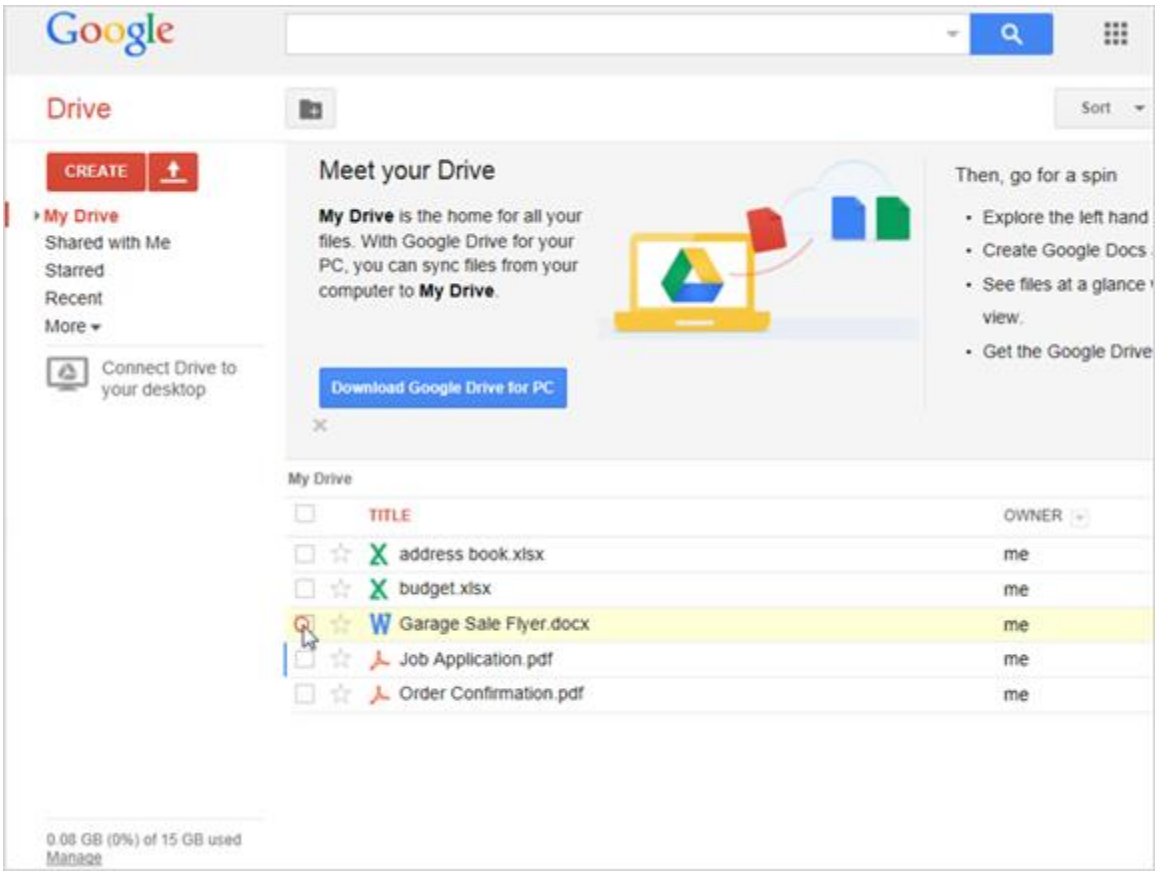
She decides to make them sign in with a Microsoft account.



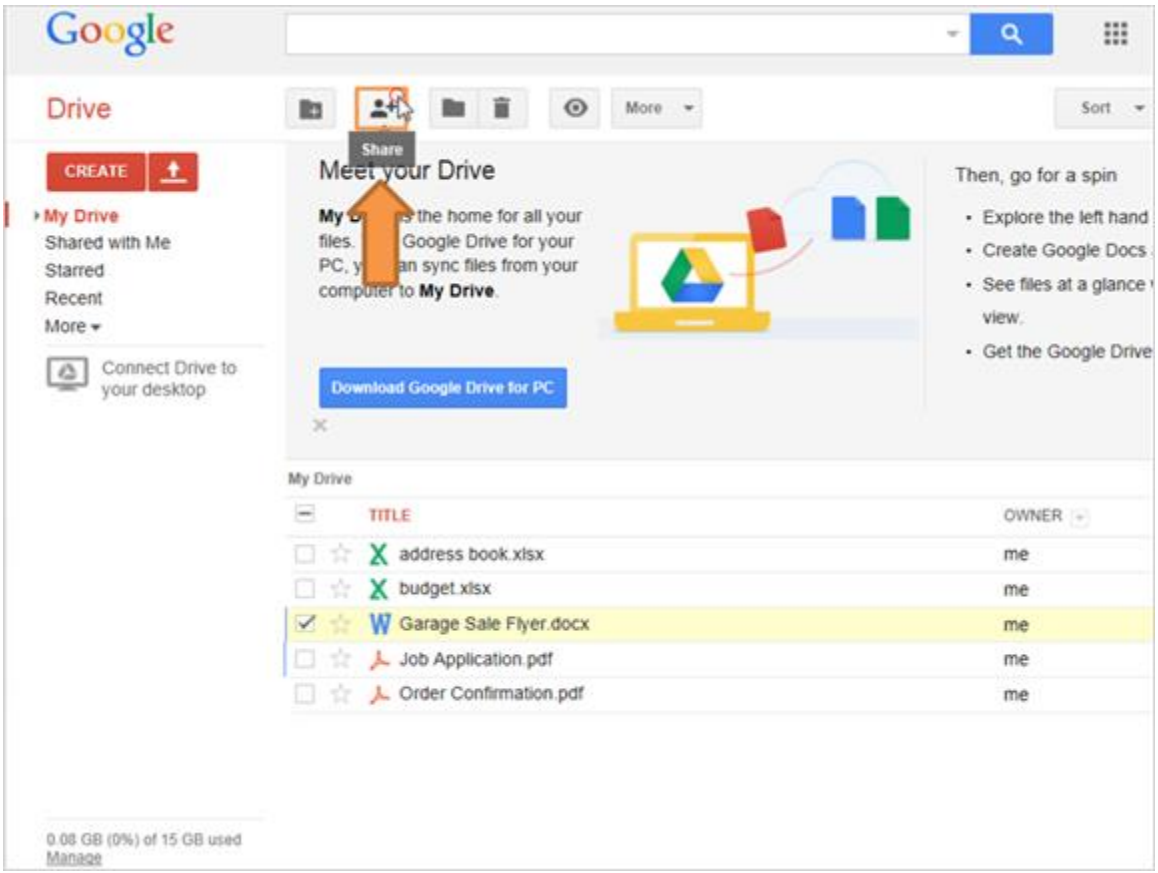
Then she'll click on Share.



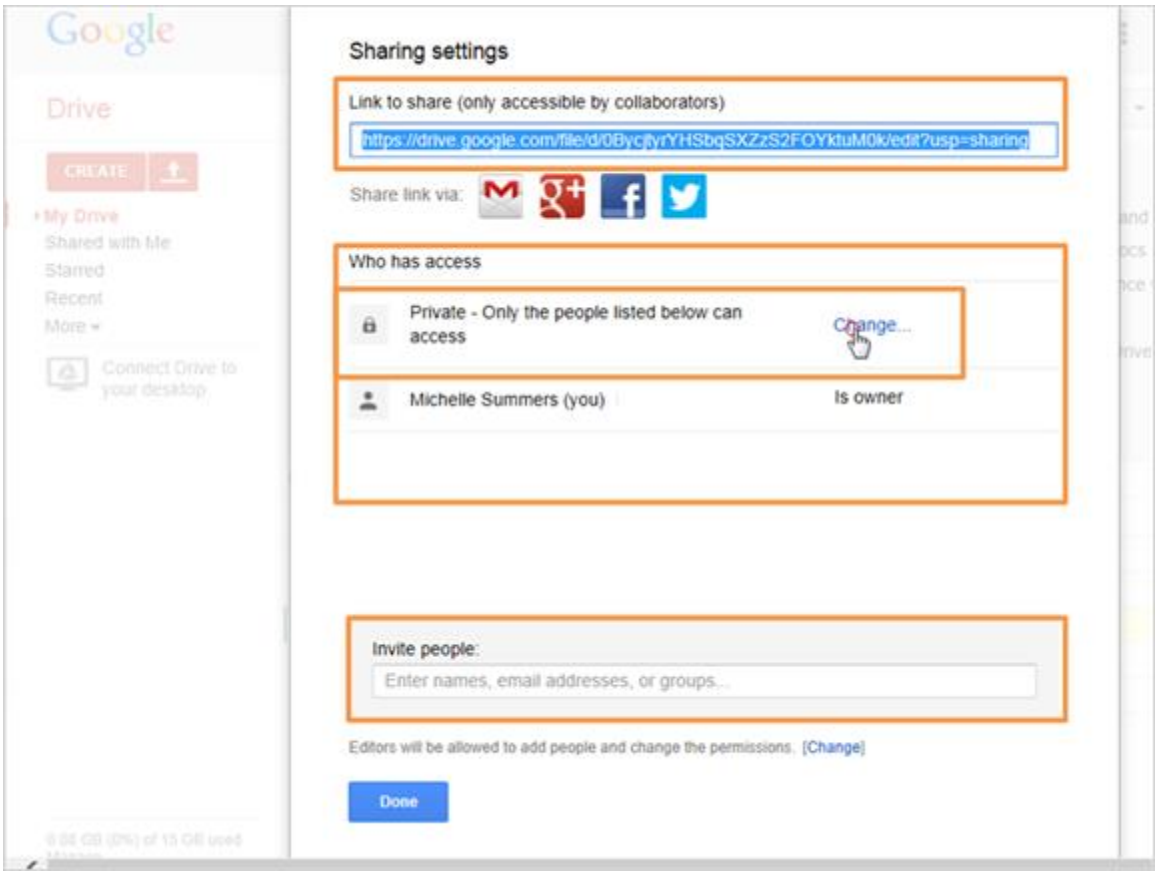
The person she sends it to will receive an email like this one. They can see who it is from and read the note that Michelle added. Then they could click on the link to see the file.



Now we'll look at getting a link for a file in Google Drive. First, Michelle clicks in the checkbox to select a file.



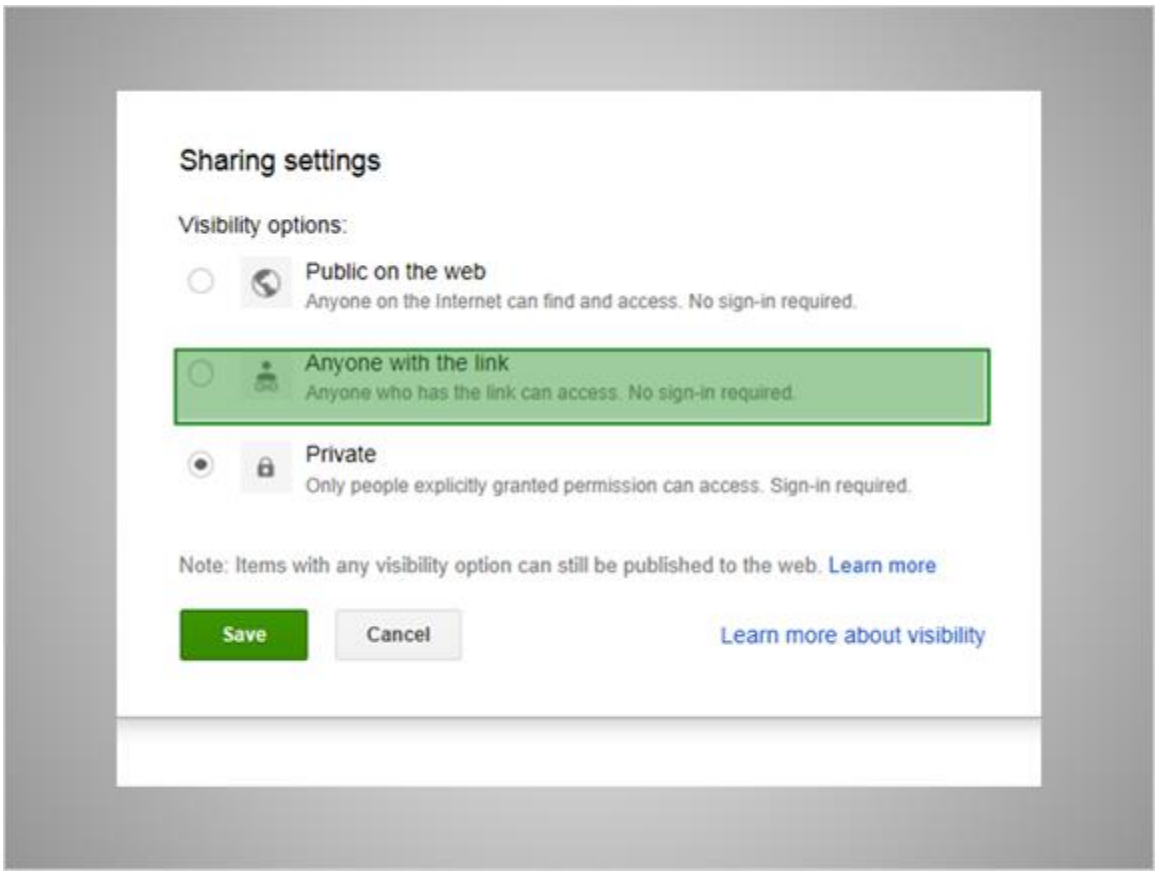
Then she'll click on the Share icon, which looks like a person with a plus sign.



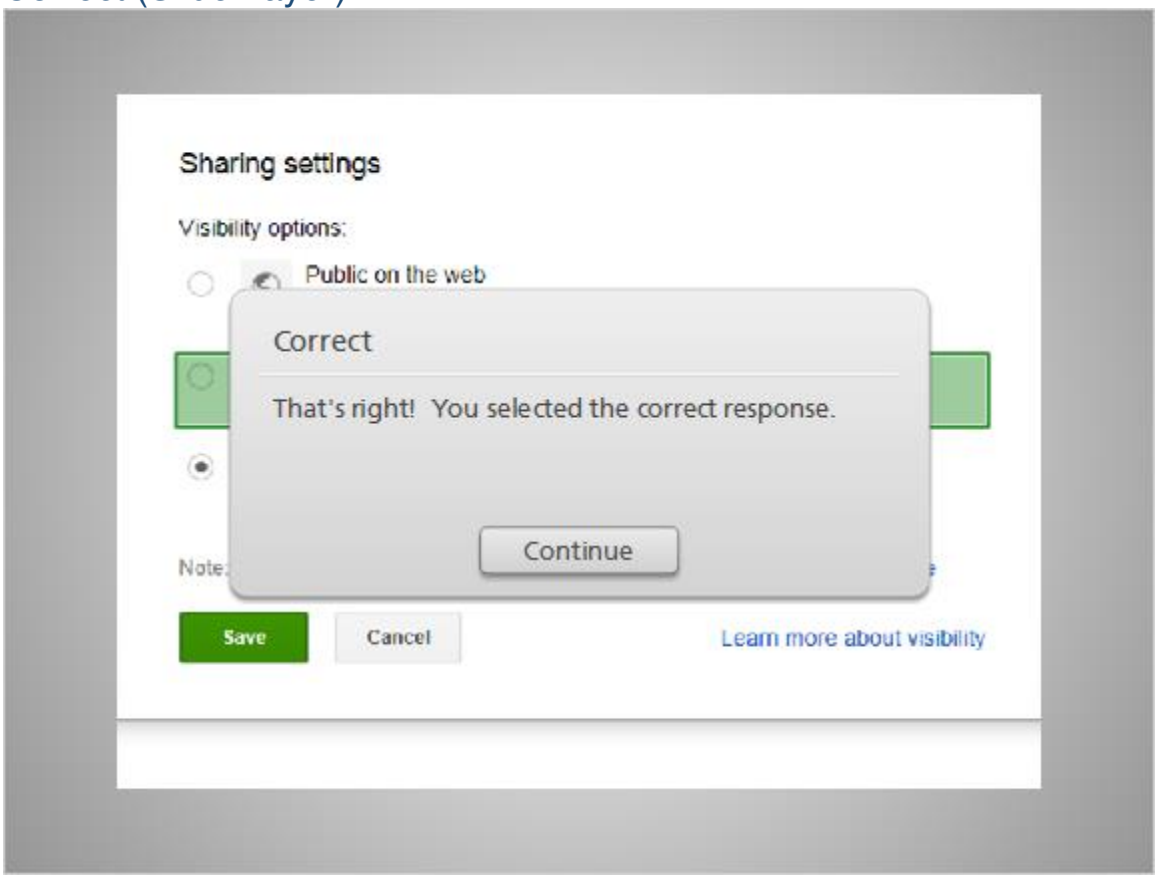
The link is already at the top, and people who have access are listed below. Michelle is the only one right now. She could add other people at the bottom by typing in their email addresses, just like she did in SkyDrive.

Right now, only people who are listed can see the file, even with the link. That's because it's set to Private by default.

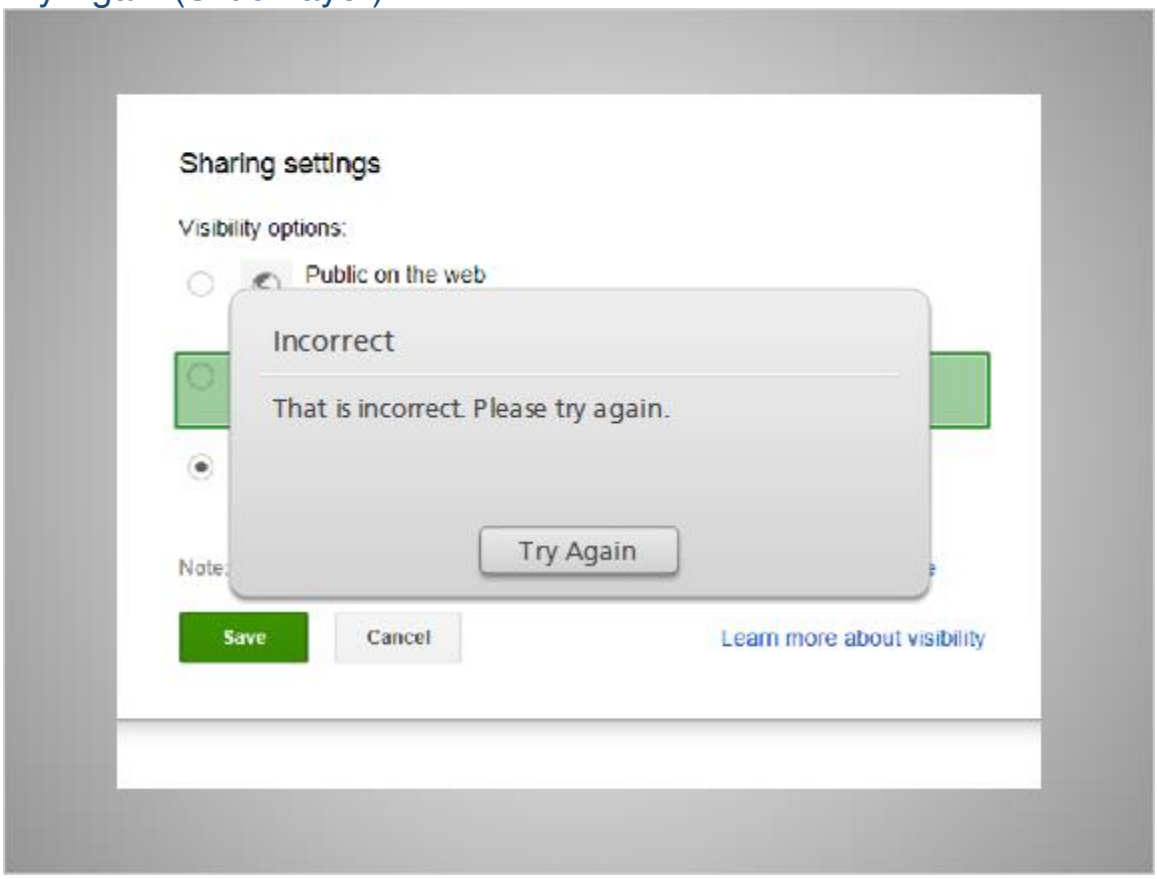
Michelle clicks on Change to see her other options.

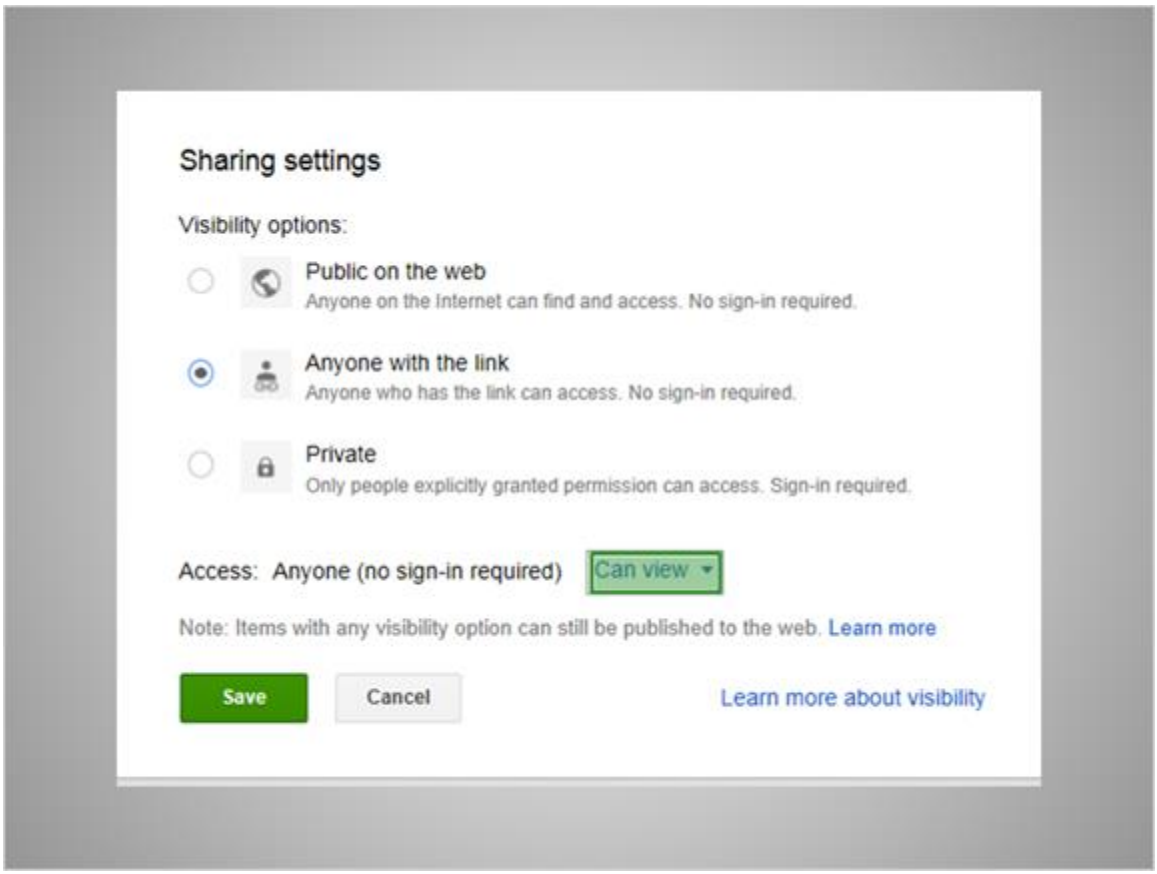

Sharing settings
Visibility options:
Public on the web
Anyone on the Internet can find and access. No sign-in required.
Anyone with the link
Anyone who has the link can access. No sign-in required.
Private
Only people explicitly granted permission can access. Sign-in required.
Note: Items with any visibility option can still be published to the web. Learn more
Save
Cancel
Learn more about visibility

Correct (Slide Layer)



Try Again (Slide Layer)




Sharing settings
Visibility options:
Public on the web
Anyone on the Internet can find and access. No sign-in required.
Anyone with the link
Anyone who has the link can access. No sign-in required.
Private
Only people explicitly granted permission can access. Sign-in required.
Access: Anyone (no sign-in required)
Can view
Note: Items with any visibility option can still be published to the web. Learn more
Save
Cancel
Learn more about visibility

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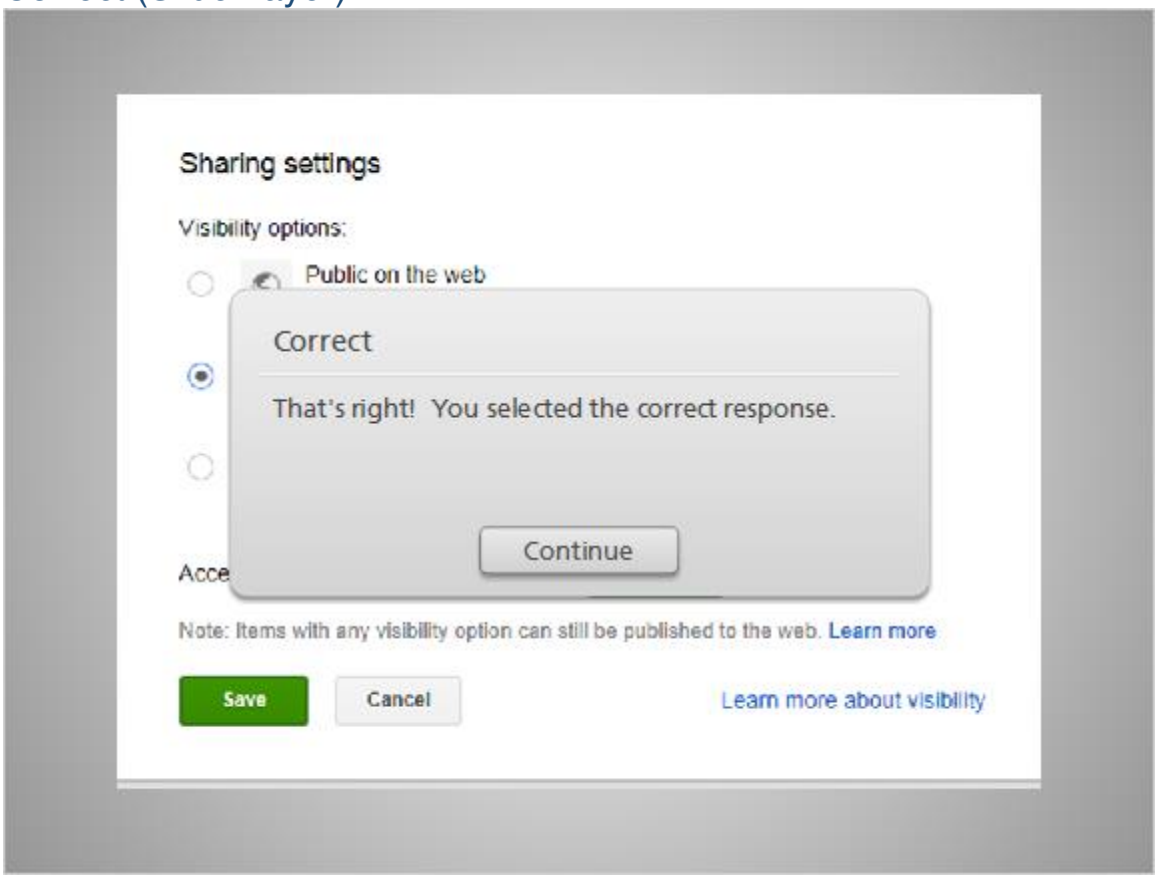

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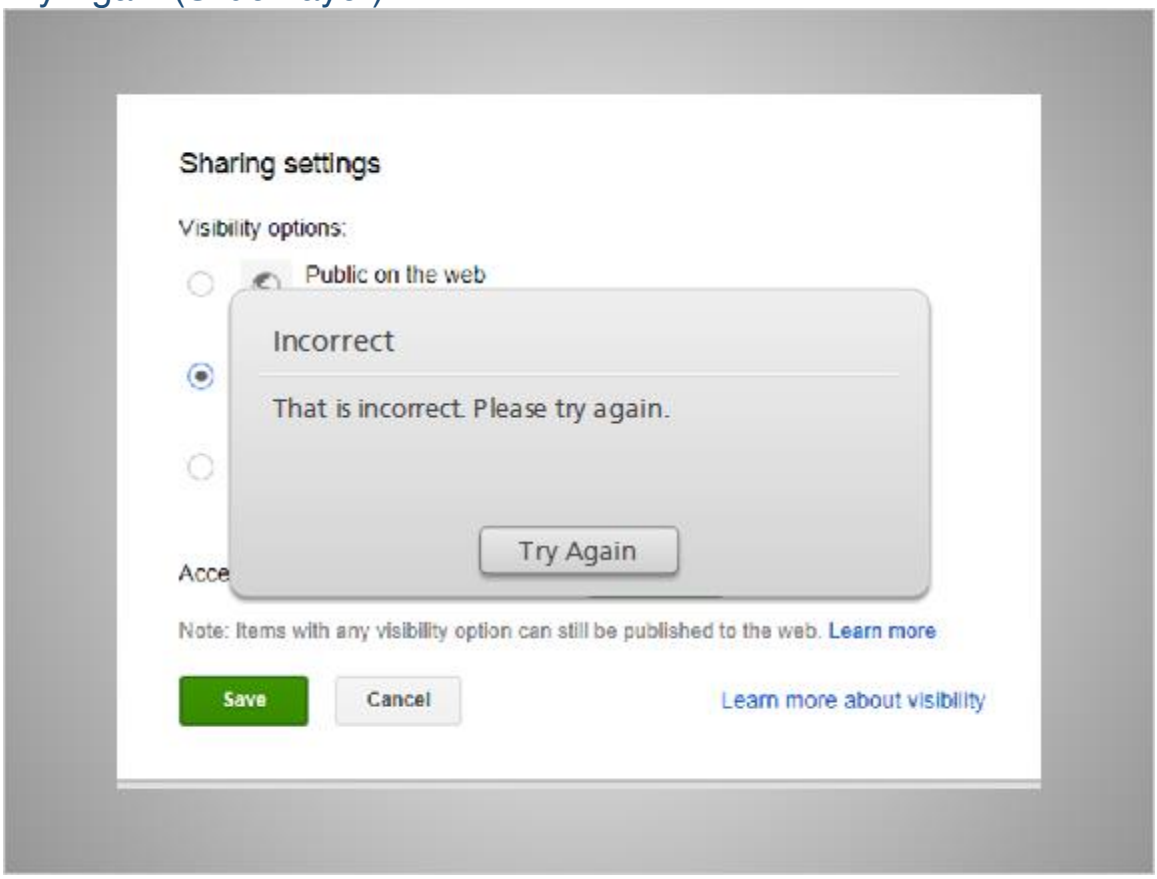

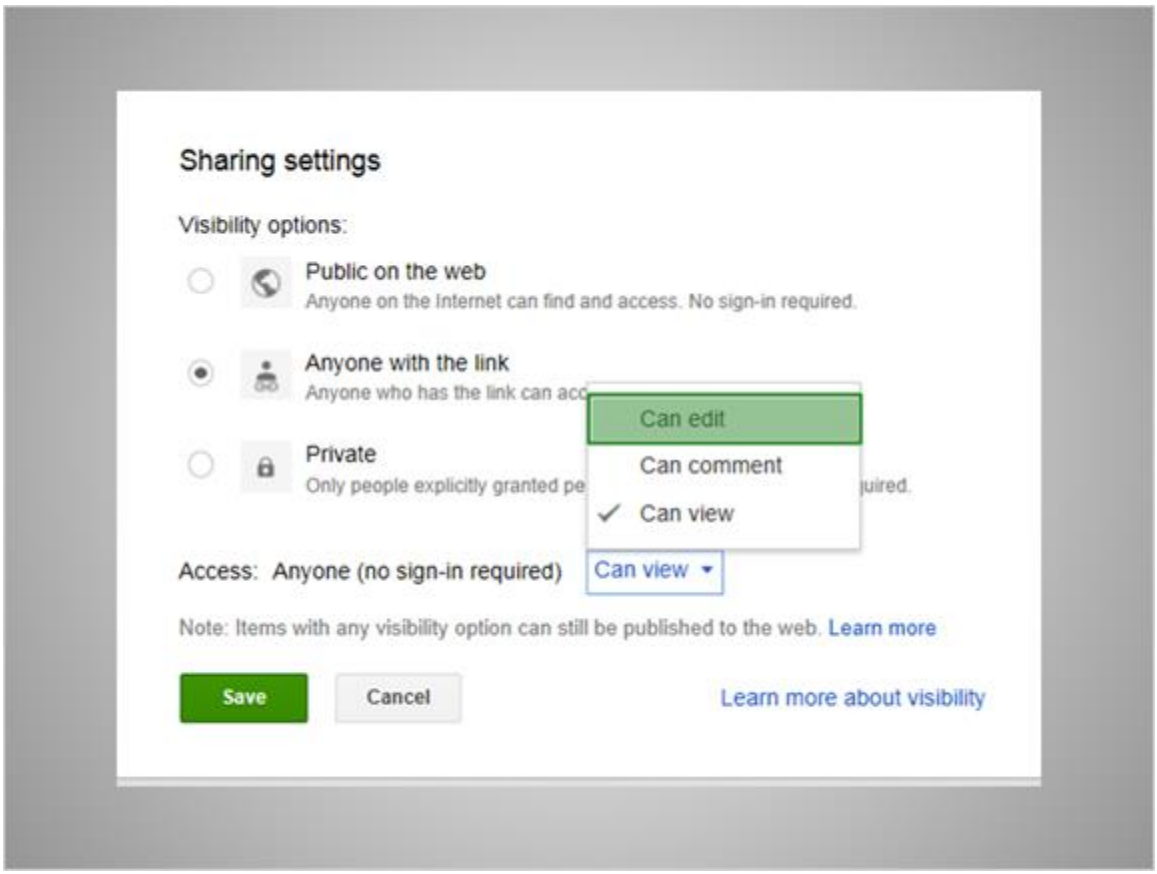

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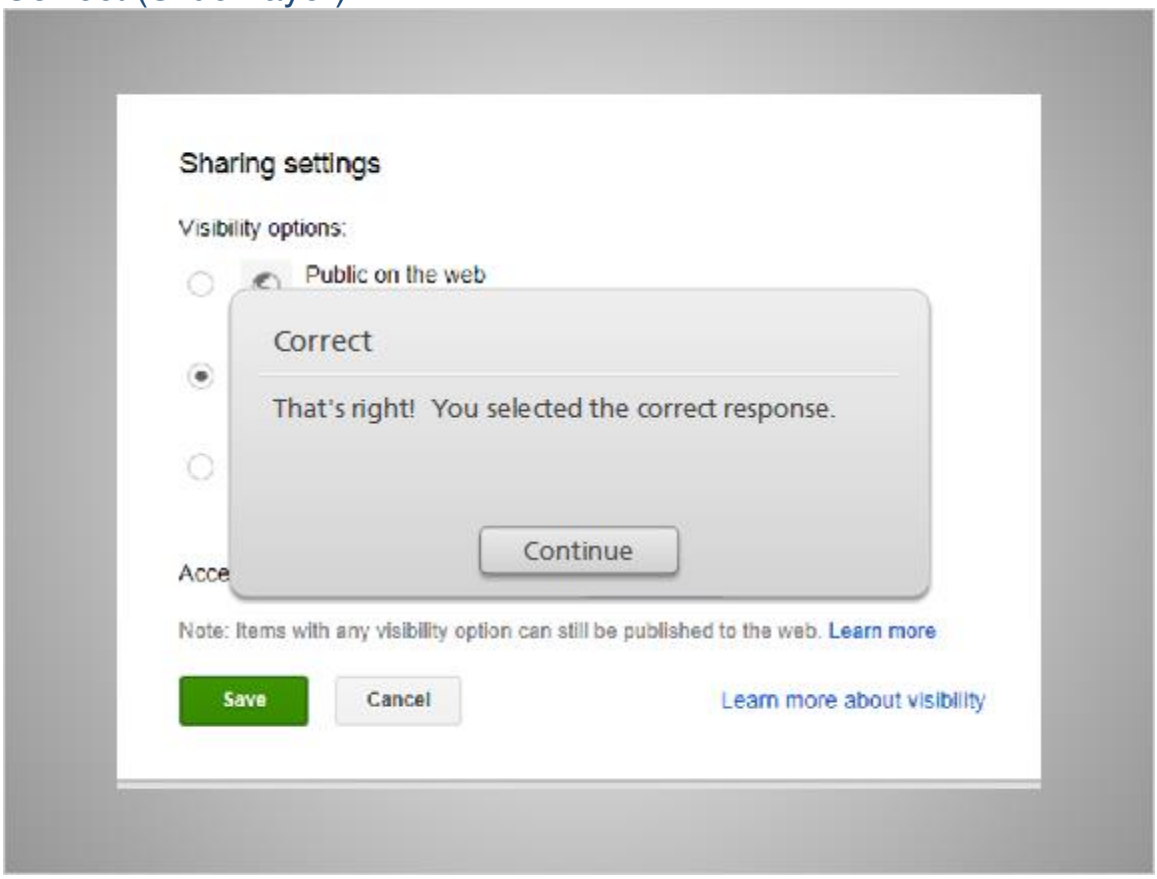
Correct (Slide Layer)



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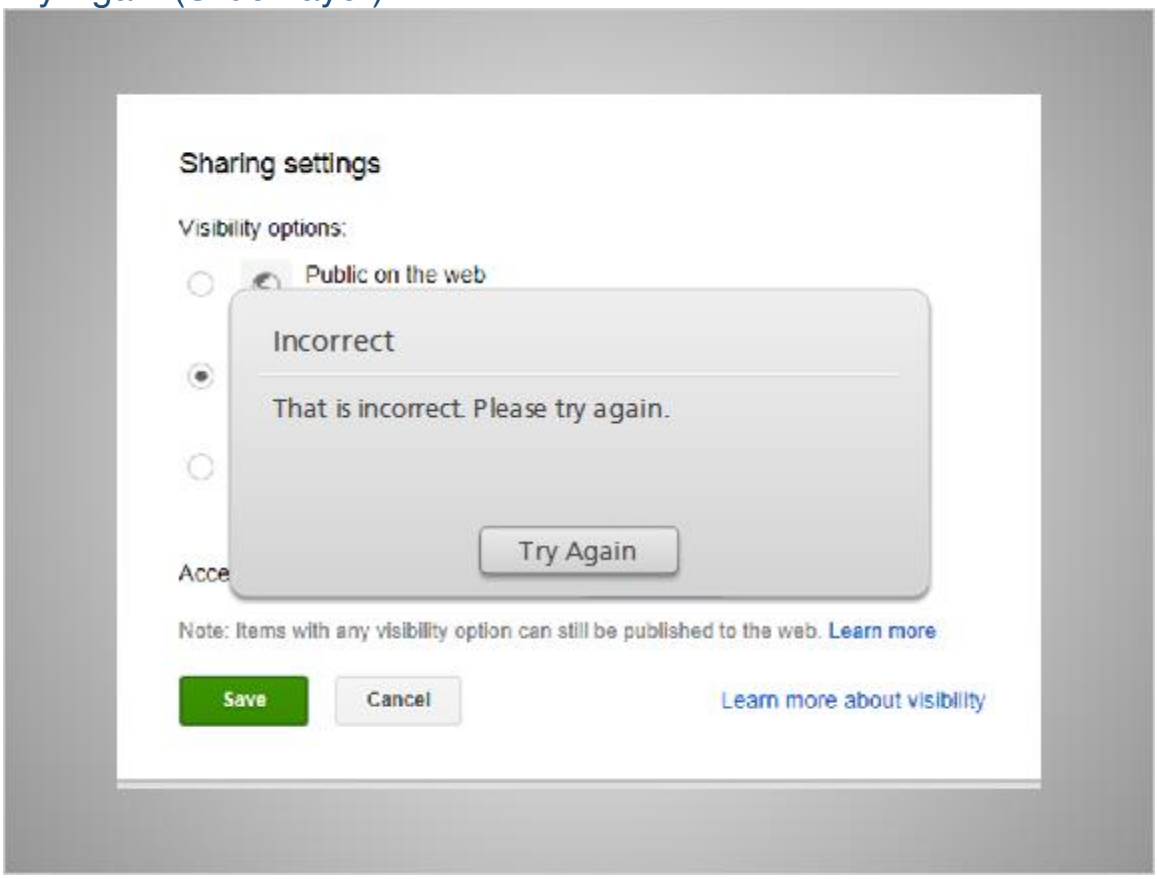

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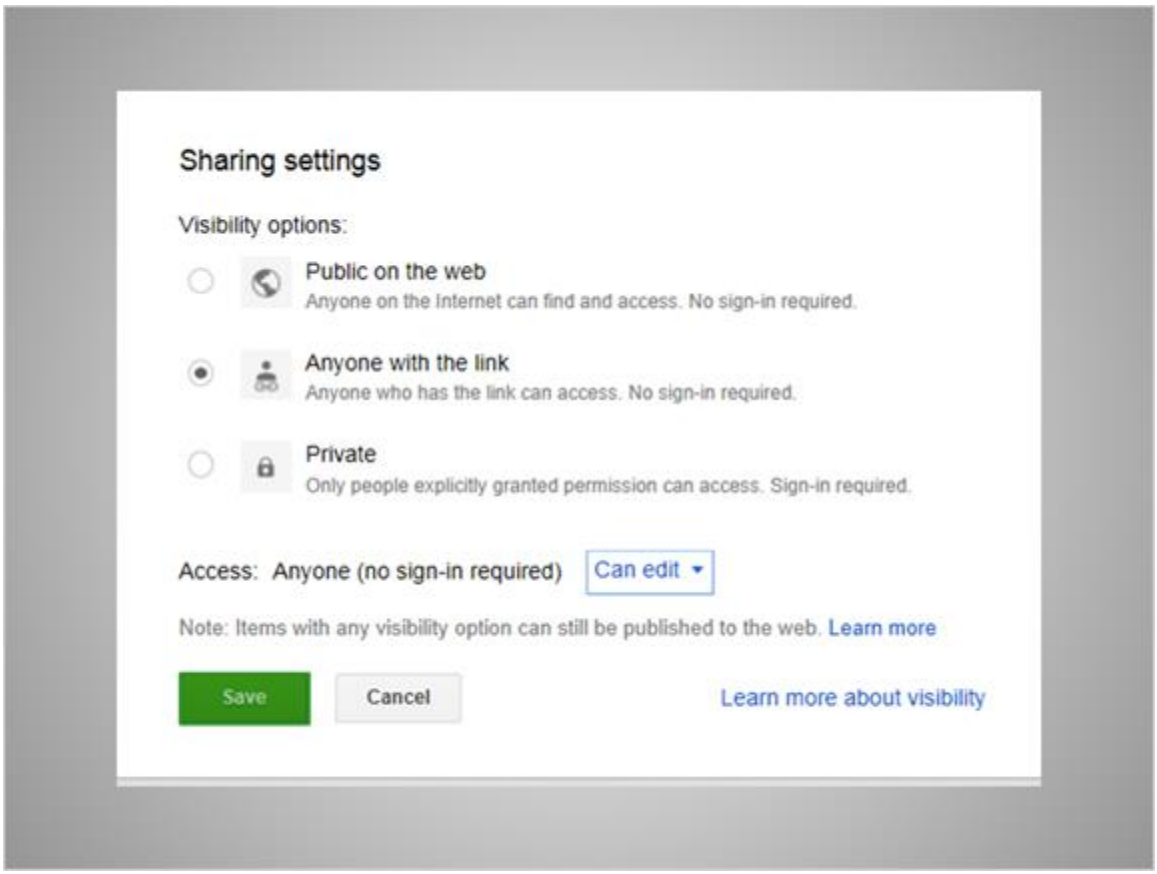
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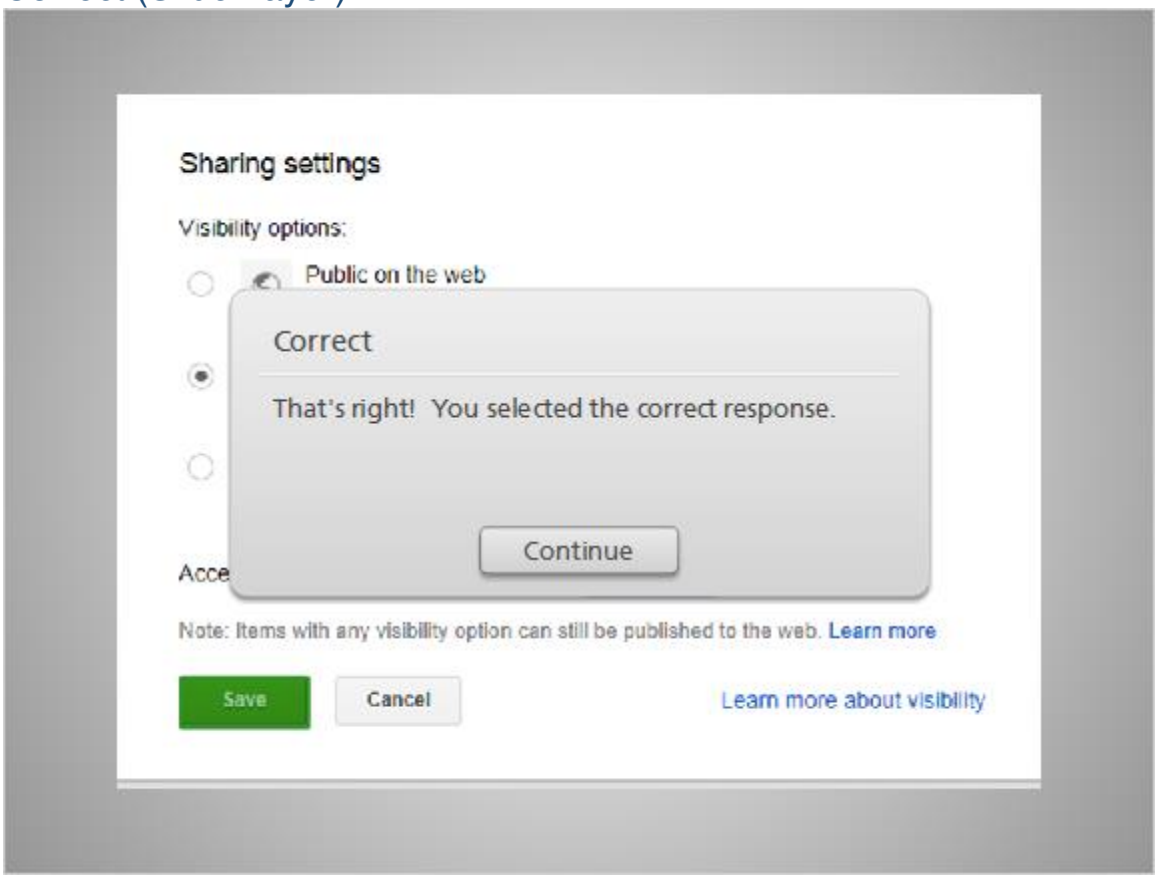
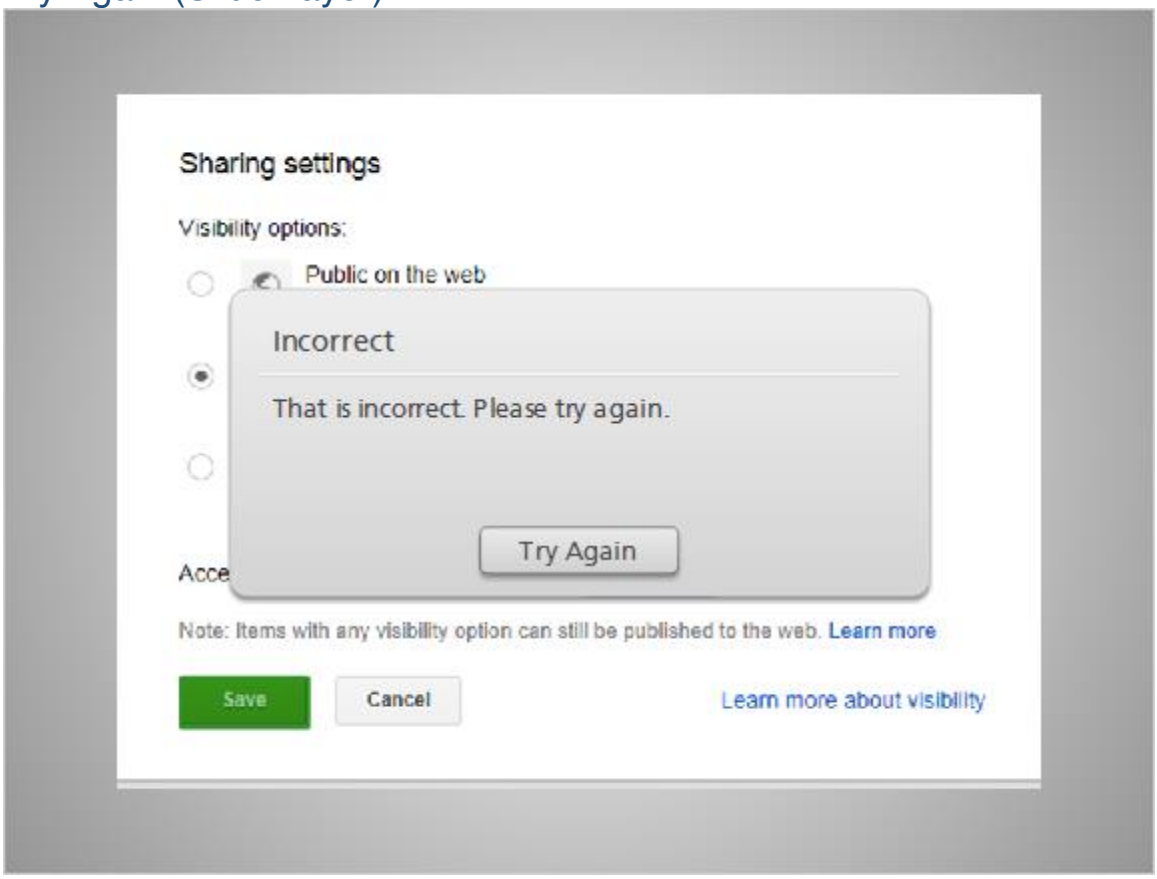


Try Again (Slide Layer)



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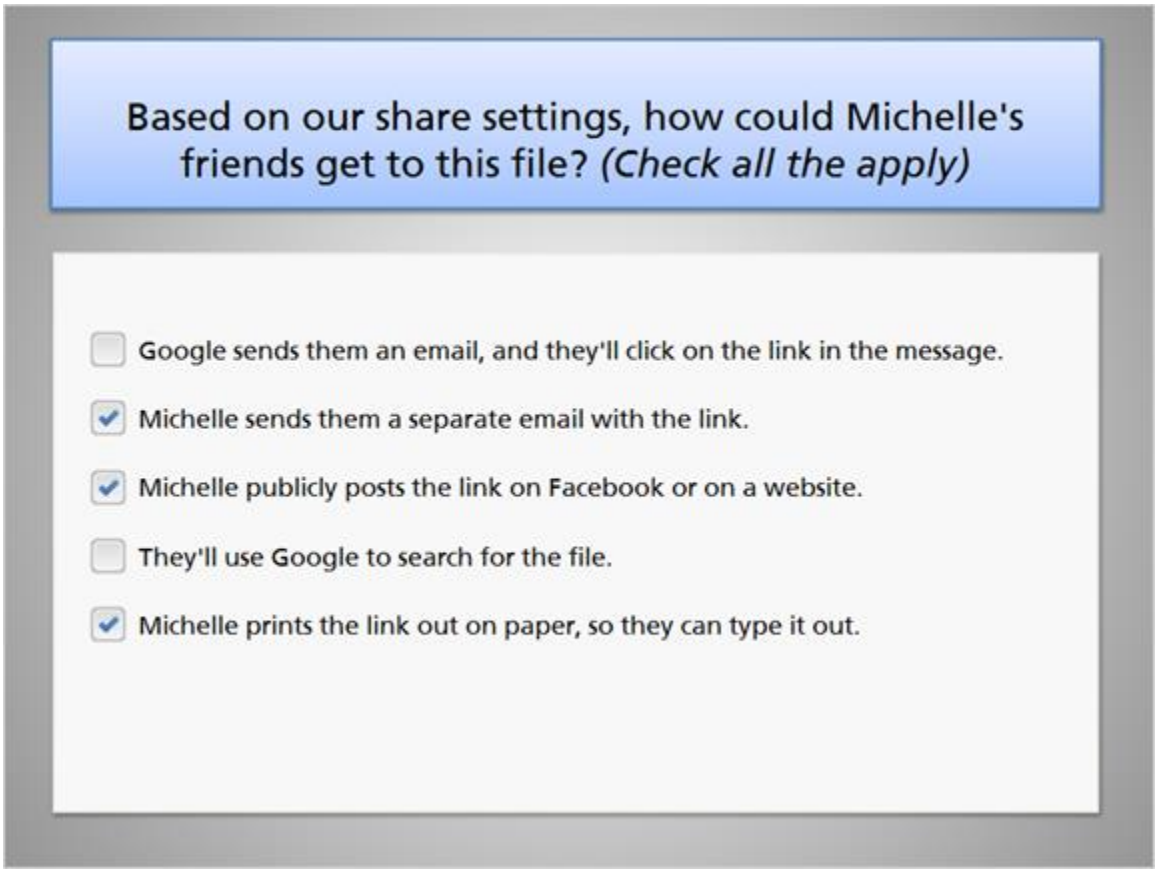
Based on our share settings, how could Michelle's friends get to this file? (Check all the apply)

(Multiple Response, 10 points, 3 attempts permitted)



Correct	Choice
	Google sends them an email, and they'll click on the link in the message.
X	Michelle sends them a separate email with the link.
X	Michelle publicly posts the link on Facebook or on a website.
	They'll use Google to search for the file.
X	Michelle prints the link out on paper, so they can type it out.

Feedback when correct:
That's right! You selected the correct response.
Feedback when incorrect:

Your answer is not quite right. Click on Continue to see the correct answer!

Okay, now we've got the share settings in place. Now how would Michelle's friends actually get to this file?

Check the box next to any answer you think would work. Then click on the Next button at the bottom to see the answer.

Answer:

Here are three ways people could get to the file:

Michelle could send out a separate email, and use copy and paste to put the link in the message.

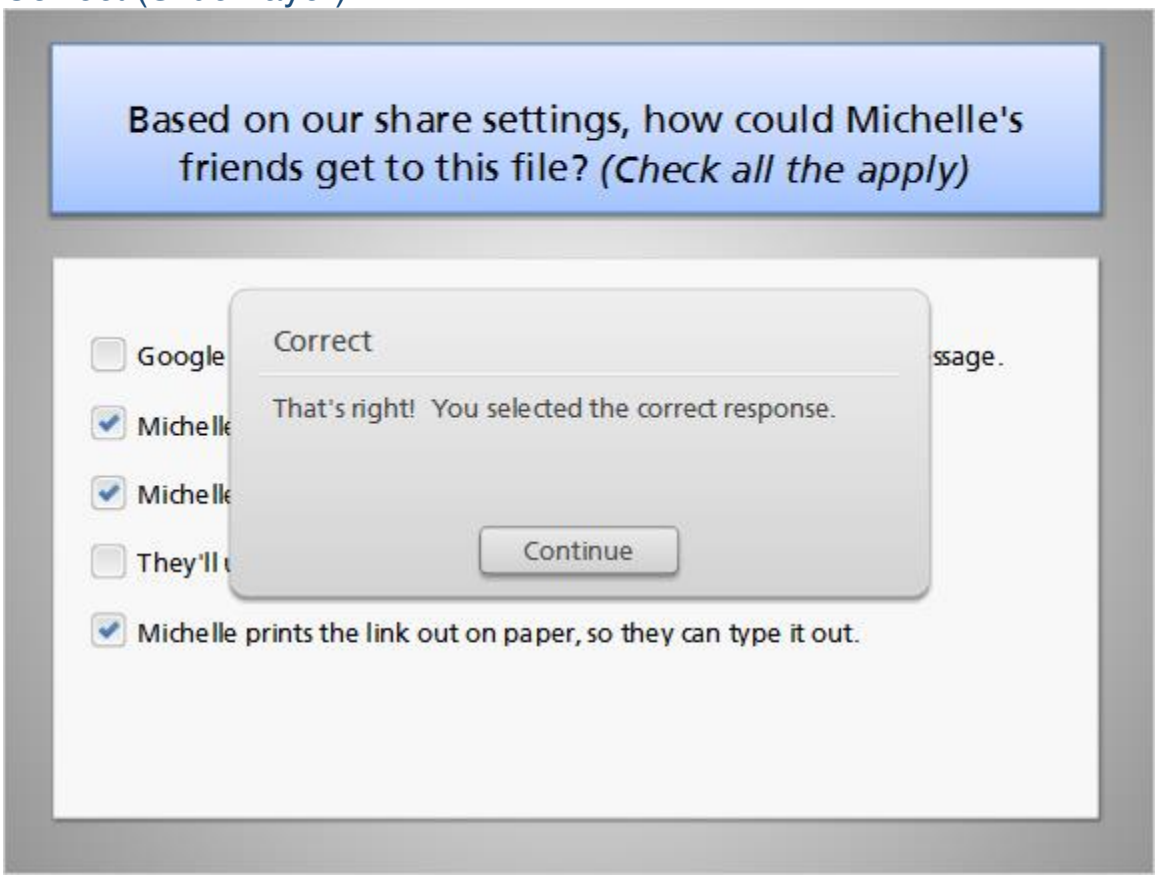
She could publicly post a link on a website or Facebook page.

Or she can give out a printed copy of the link for people to type in. However, the printed link is very long and tricky to type, so it's probably best to send it electronically.

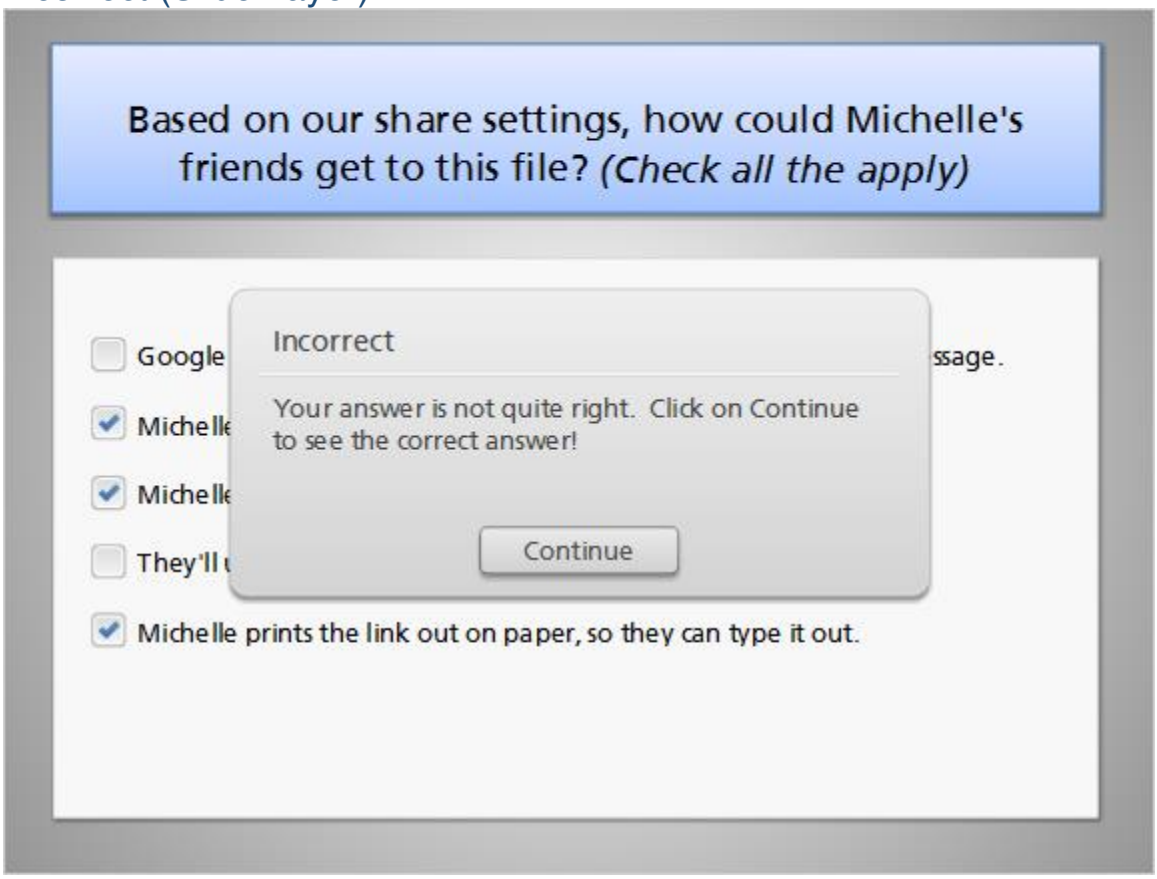
The other choices won't work. Google can't automatically send out an email, since she has not mentioned any specific people. No one could search for the file, they would have to know the link.

Review (Slide Layer)

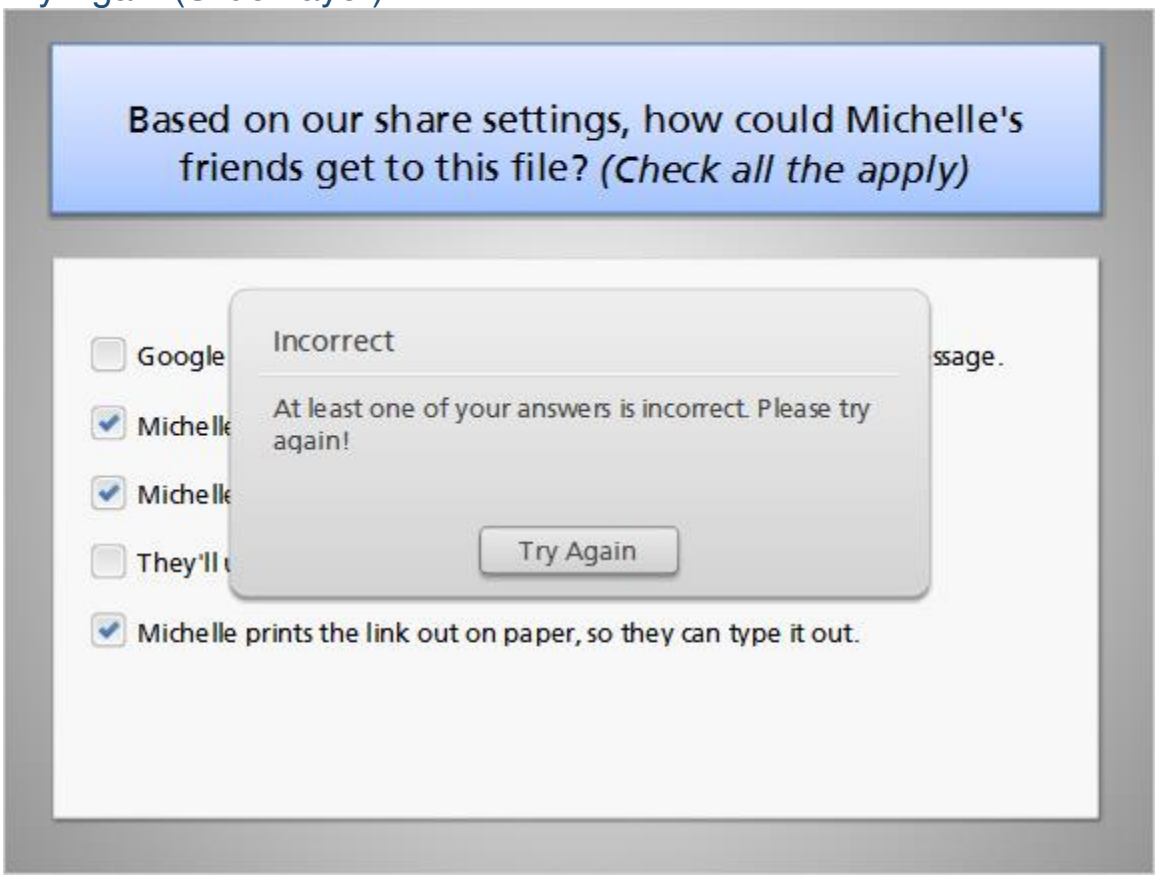
Correct (Slide Layer)



Incorrect (Slide Layer)



Try Again (Slide Layer)



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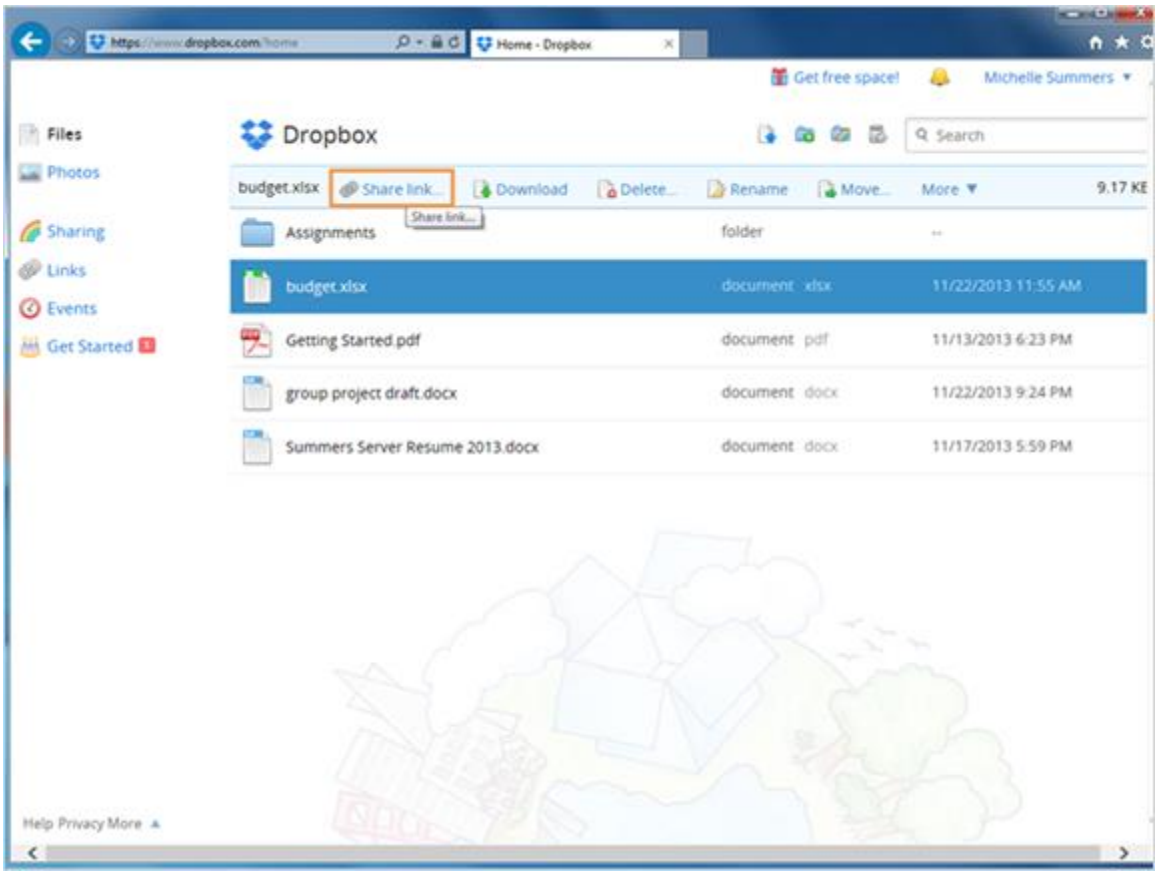
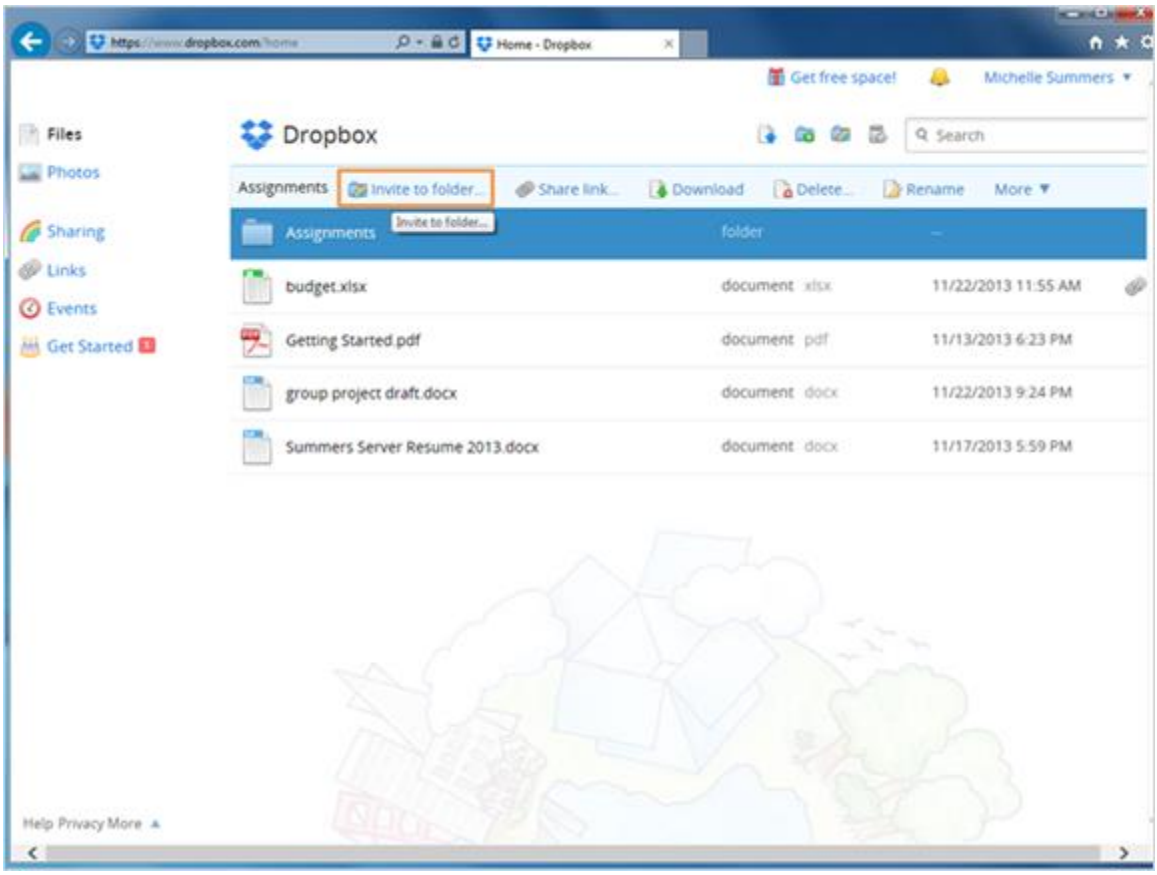


When you select a file in Dropbox, you only have a choice for a link. It could send out an email with the link inside.

Anyone with the link could see the file and would not have to sign in. They can share the link with others if they want, so you do not have as much control of the document's privacy.

However, they would not be able to edit the file--they can only view it.



In addition to sharing a link, she could invite someone to the folder, which gives them full access. They can add files, delete files, and edit files in that folder. They would have to sign in with a Dropbox account to use this option.

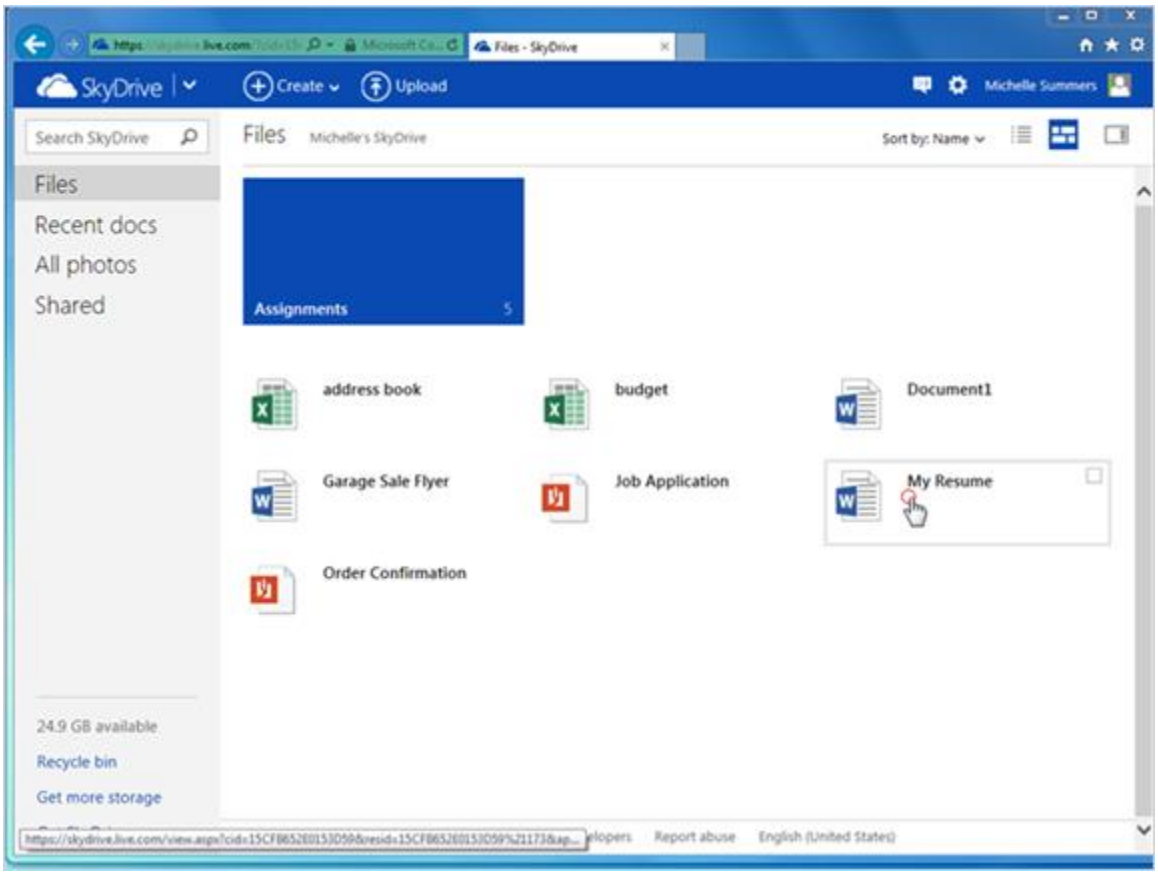
Now we've looked at sharing with SkyDrive, Google Drive, and Dropbox. As we've seen, there are small differences with each service, but they all give you several options for privacy. You can decide how much privacy you need for each file or folder. The files that you keep private are protected by your password.

Online Job Searching

Google Drive and Skydrive can be downloaded and synced to a computer just like Dropbox.

In addition to that, these two services allow you to edit documents online, through the website. This lets you collaborate with a group in real time, so you can see what other people are typing.

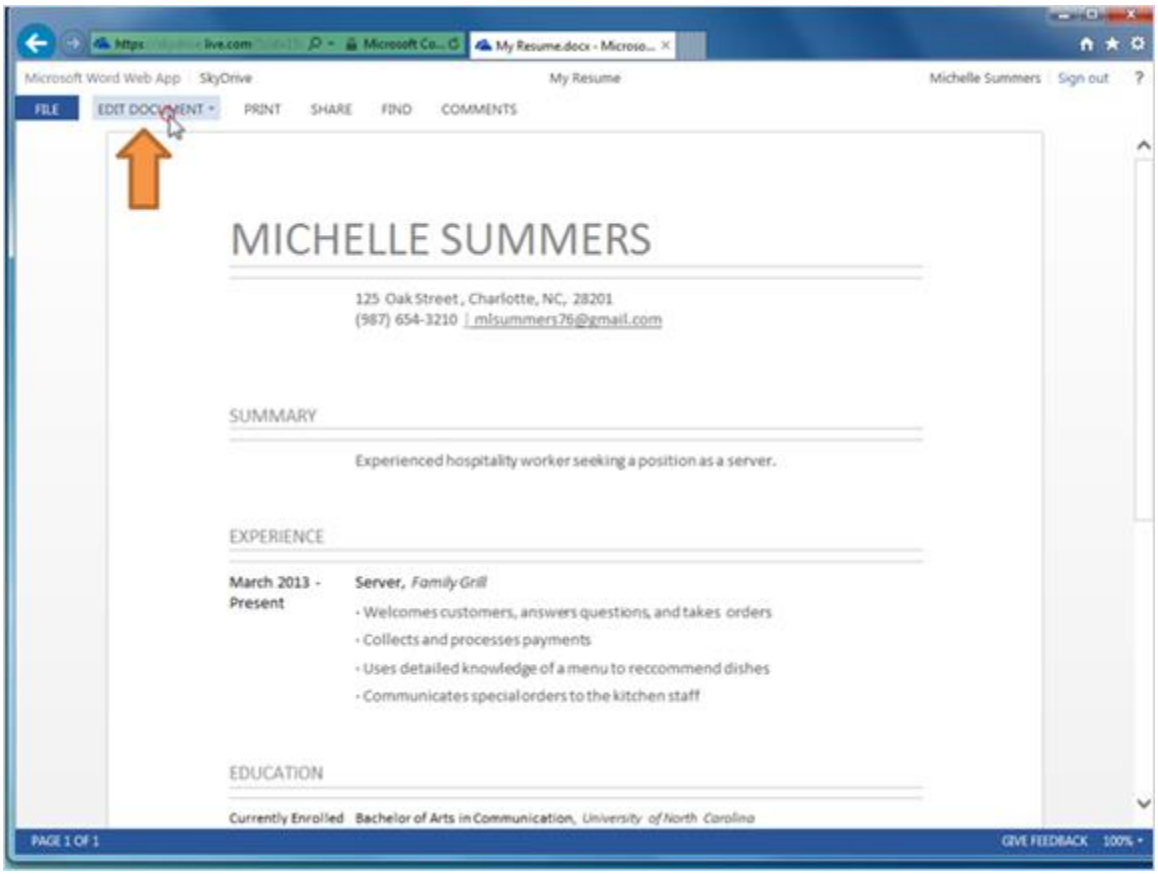
SkyDrive and Google Drive can also be used as free alternatives to the full Microsoft Office programs.



We'll look at SkyDrive first. In SkyDrive, documents are edited through the Office Web Apps.

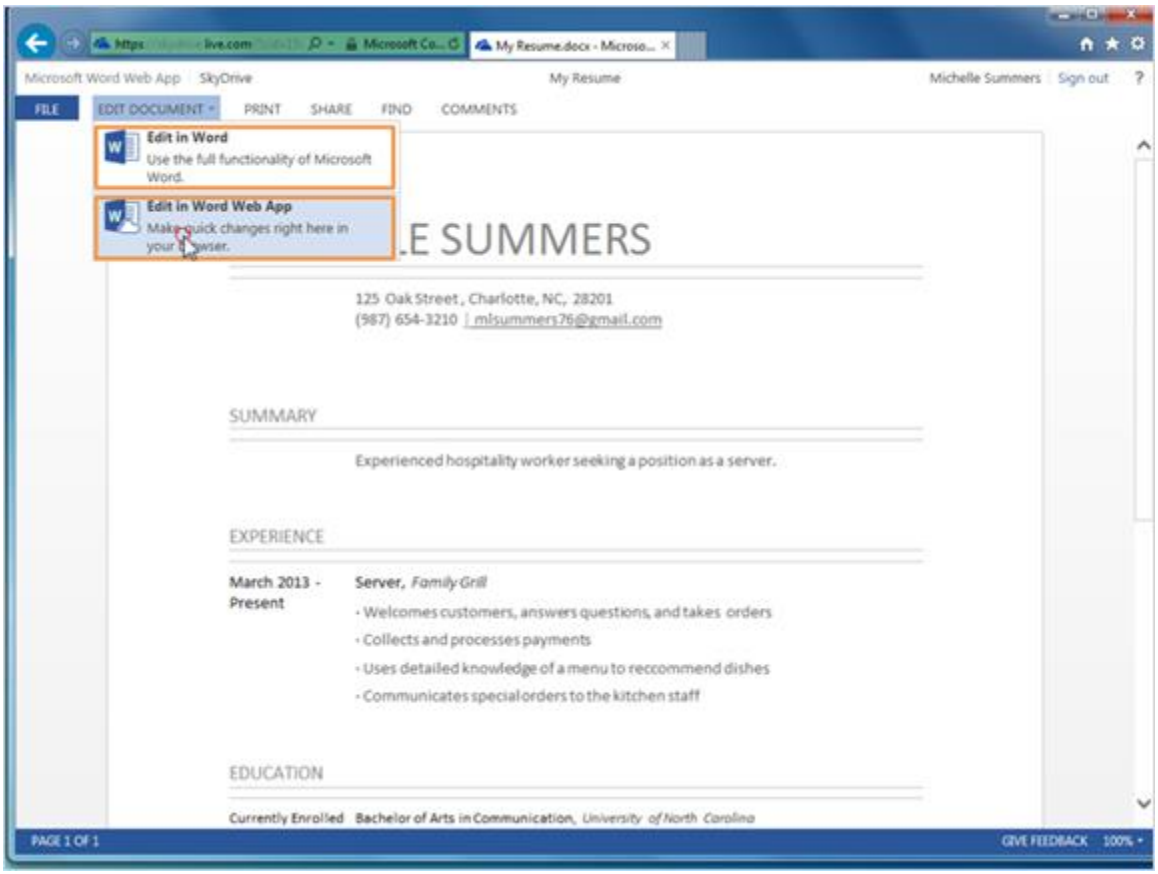
Office web apps are simplified versions of Microsoft Word, Excel, and PowerPoint. They work very similarly, but have fewer commands available.

Michelle clicks on her resume to open it in the Word Web App.



First, it opens in a read-only view. She can view it, print it, share it, but it's not ready to make changes.

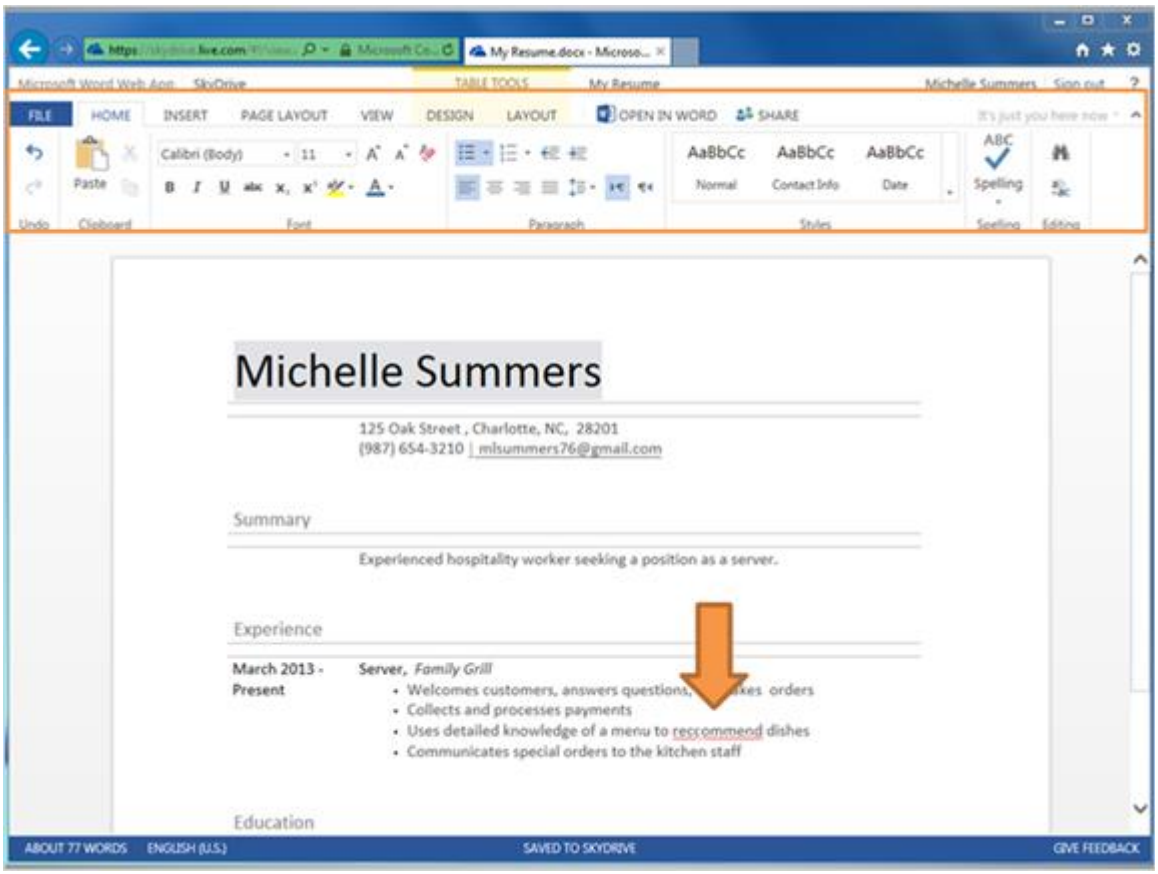
Michelle clicks on Edit Document to see her choices for editing.



Her first choice is to edit it in Word.

If she has Microsoft Word installed on her computer, she could open it up here and have access to the full range of tools. However, if she edits it in Word, no one else will be able to edit until she's done.

The other choice is to edit in the Web App, which allows many people to edit a file at the same time. You do not need to have the full version of Microsoft Word on your computer to use this option. Michelle clicks there.



Now we see the Ribbon at the top, which looks very similar to the full version of Microsoft Word.

Uh oh, there's a misspelled word in the resume! Michelle can go ahead and fix that right here in the web app.

Michelle Summers
125 Oak Street , Charlotte, NC, 28201
(987) 654-3210 l mlsummers76@gmail.com

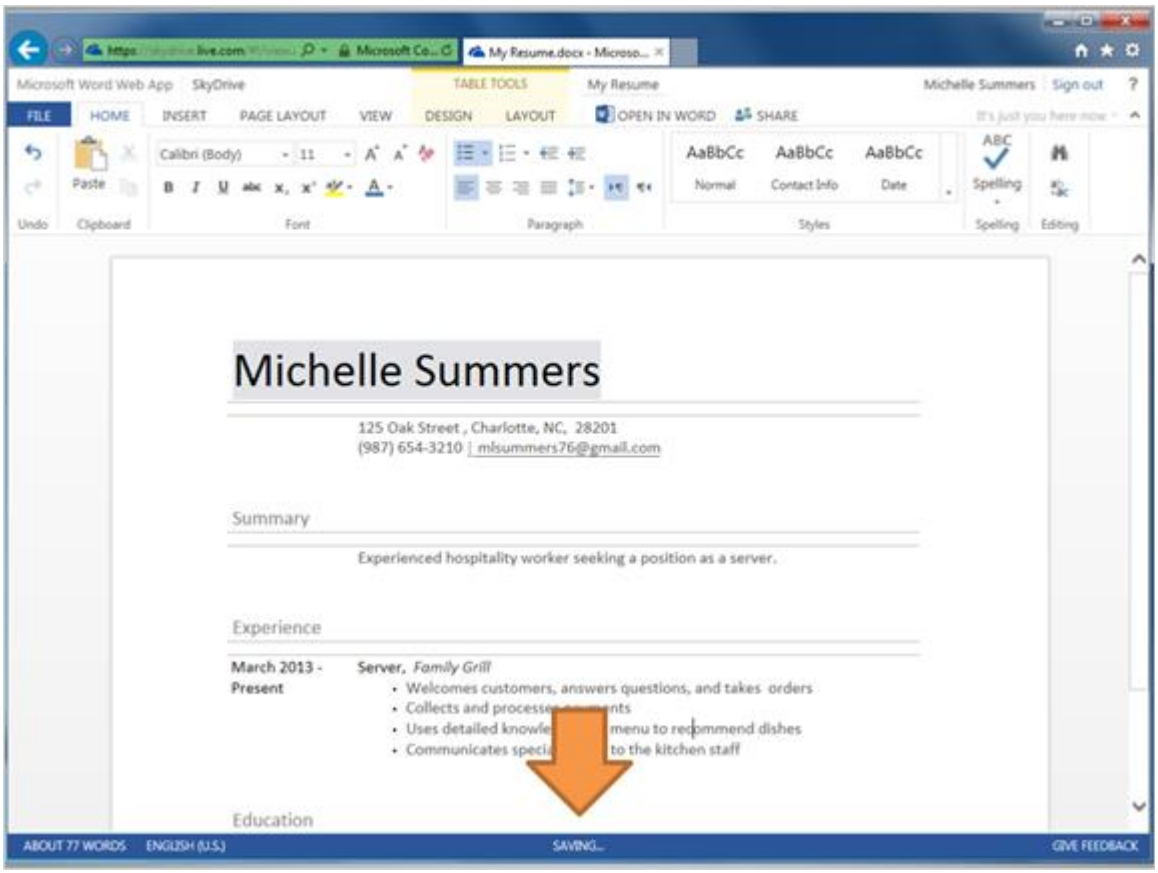
Summary
Experienced hospitality worker seeking a position as a server.

Experience
March 2013 - Present
Server, Family Grill

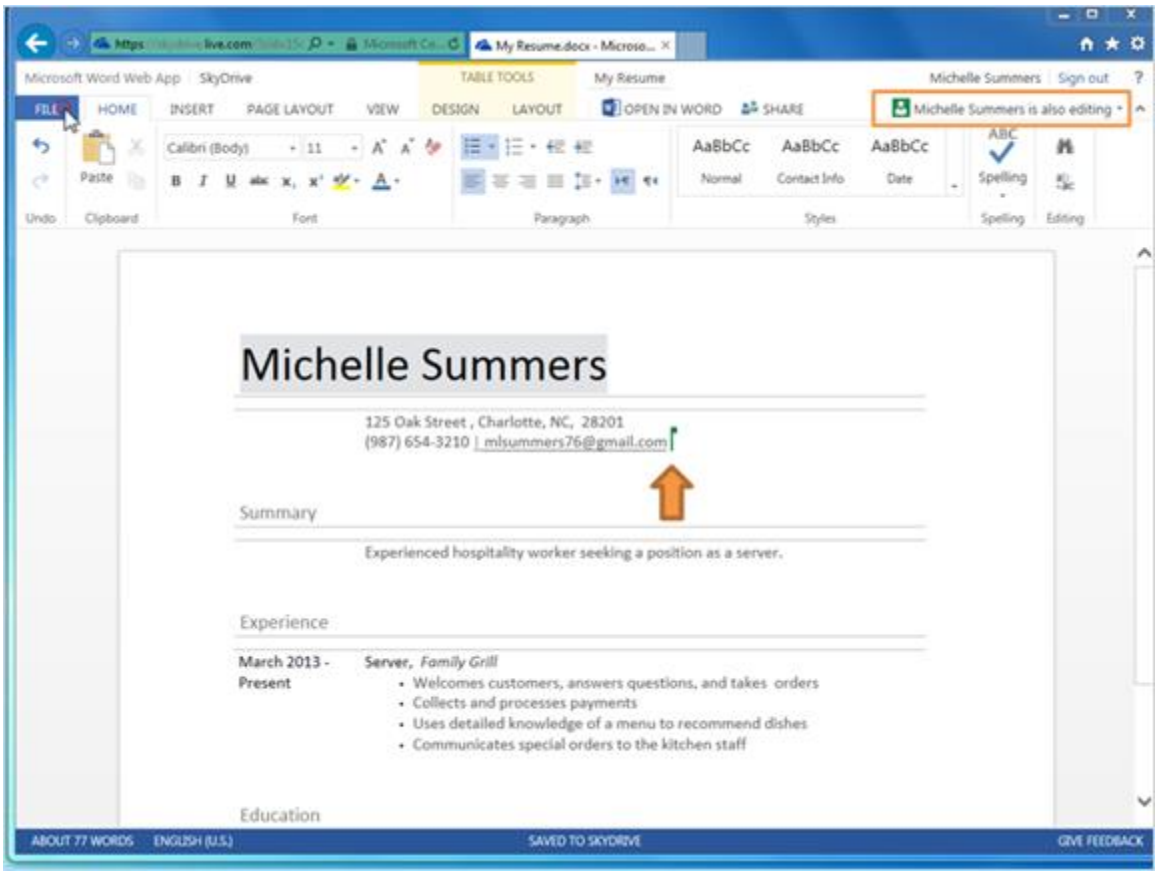
Welcomes customers, answers questions, and takes orders
Collects and processes payments
Uses detailed knowledge of a menu to recommend dishes
Communicates special orders to the kitchen staff

Education
Currently Enrolled
Bachelor of Arts in Communication, University of North Carolina
2008
High School Diploma, Charlotte High School

Section Break group



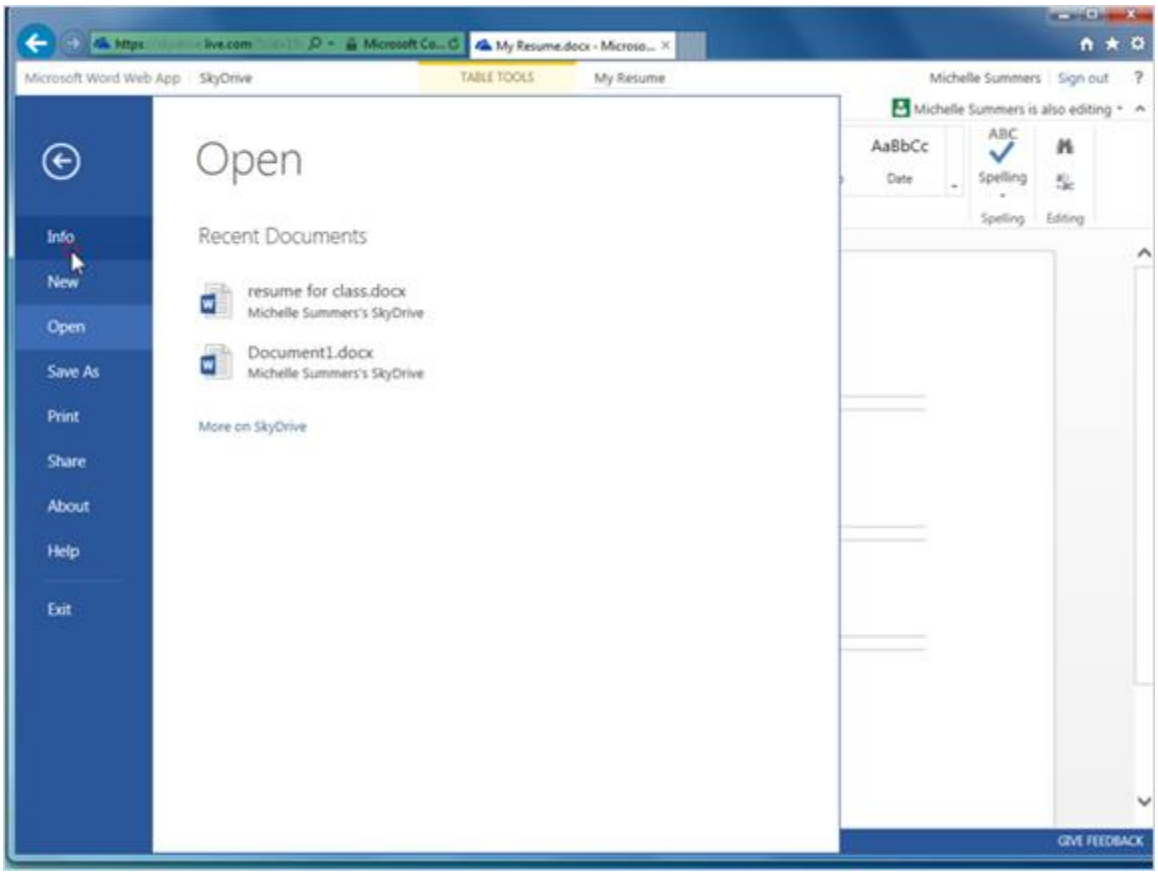
When editing through the web app, her changes are saved immediately, so she doesn't have to remember to Save it herself. Notice at the bottom, it says "Saved to Skydrive."



If Michelle collaborates with someone else on a file, she can see who else is editing it in the top right corner.

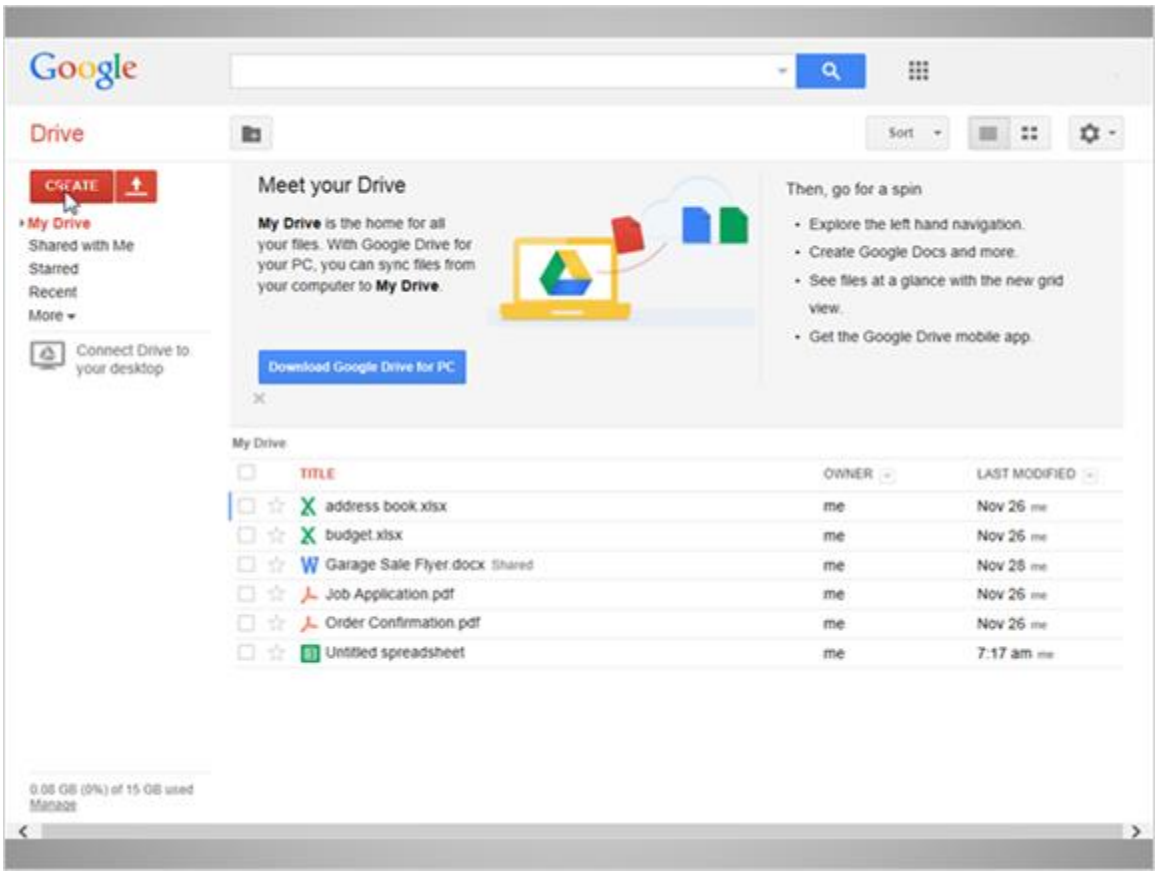
Their cursor would show up on her page, and she could see the changes they made just a few seconds after they are typed.

Now Michelle will click on the File Tab to see the File Menu.

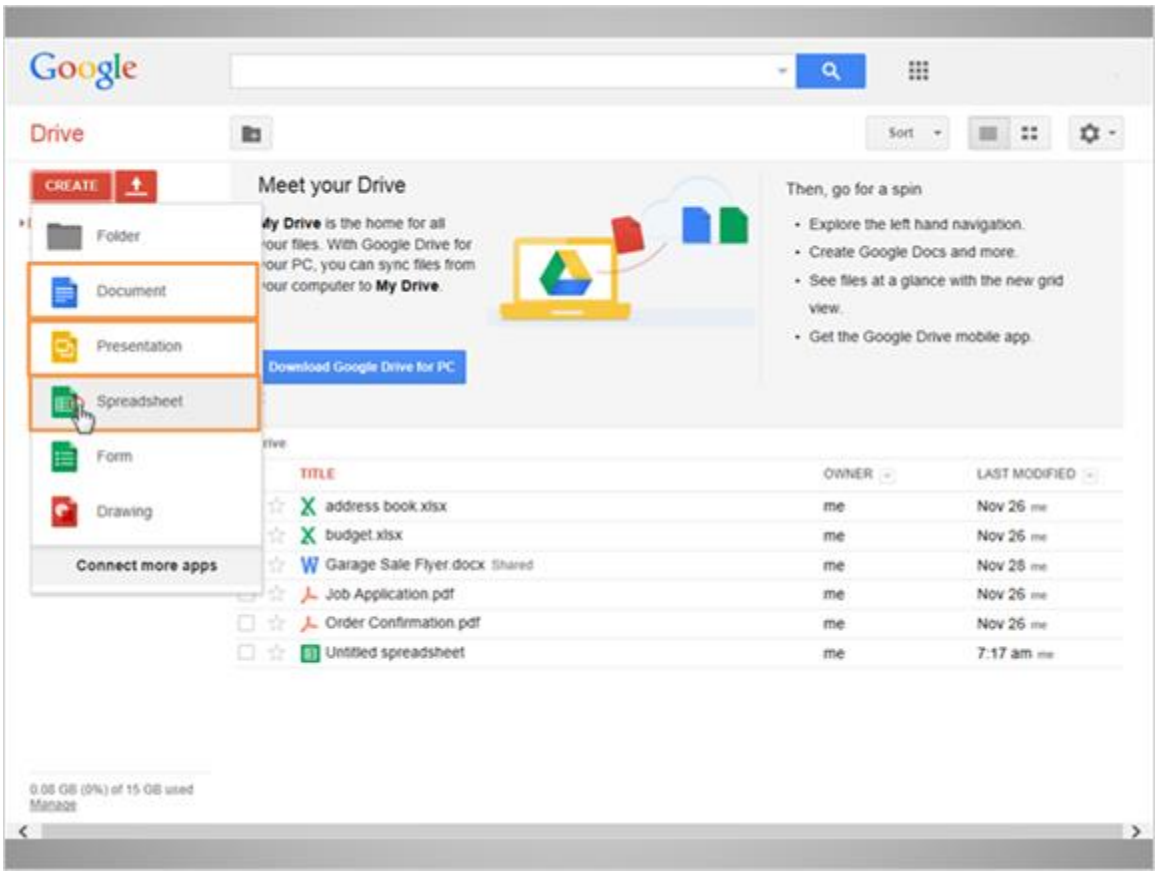


Here she could Download a copy to her computer, print it, share it, and more.

Michelle clicks on Info. This is where she could go if she needed to see an older version of the file.

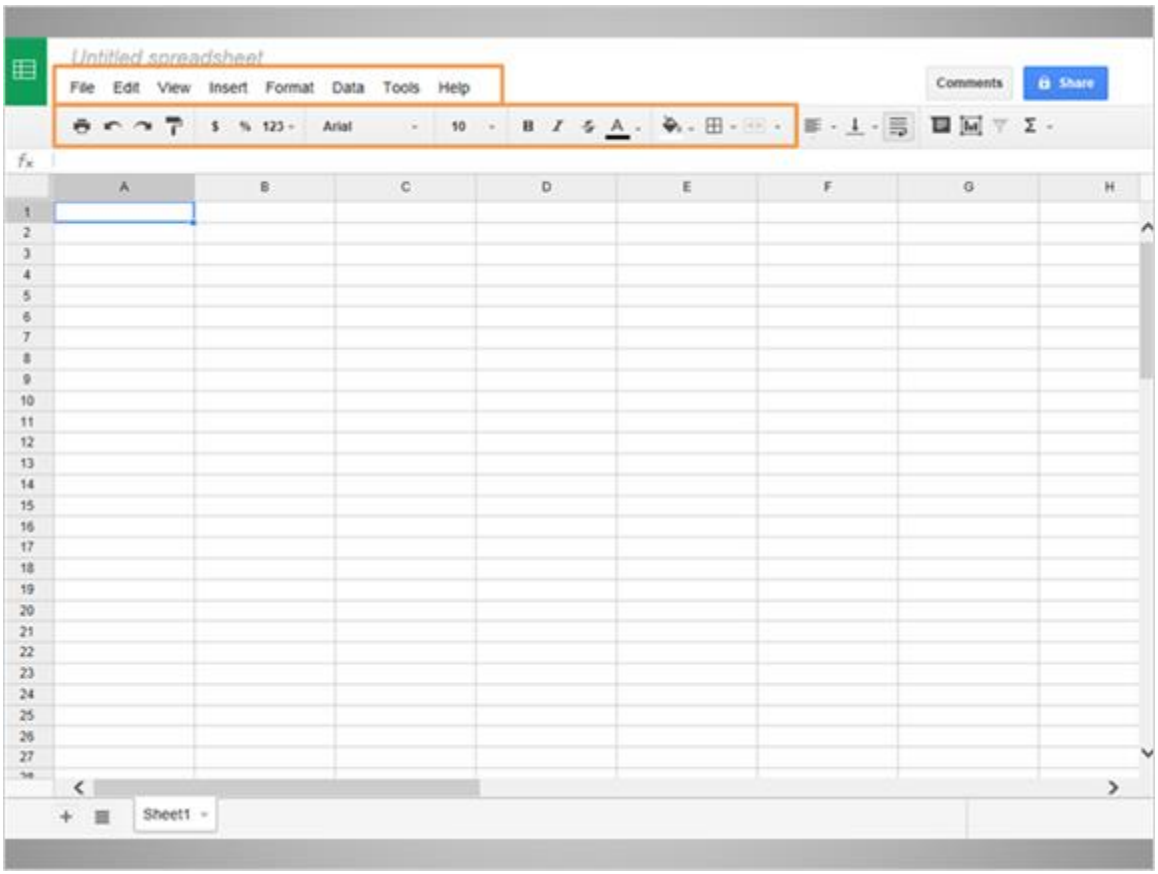


Now we'll look at editing in Google Drive. Google has its own alternative software for creating and editing documents. Michelle clicks on Create to see her choices.



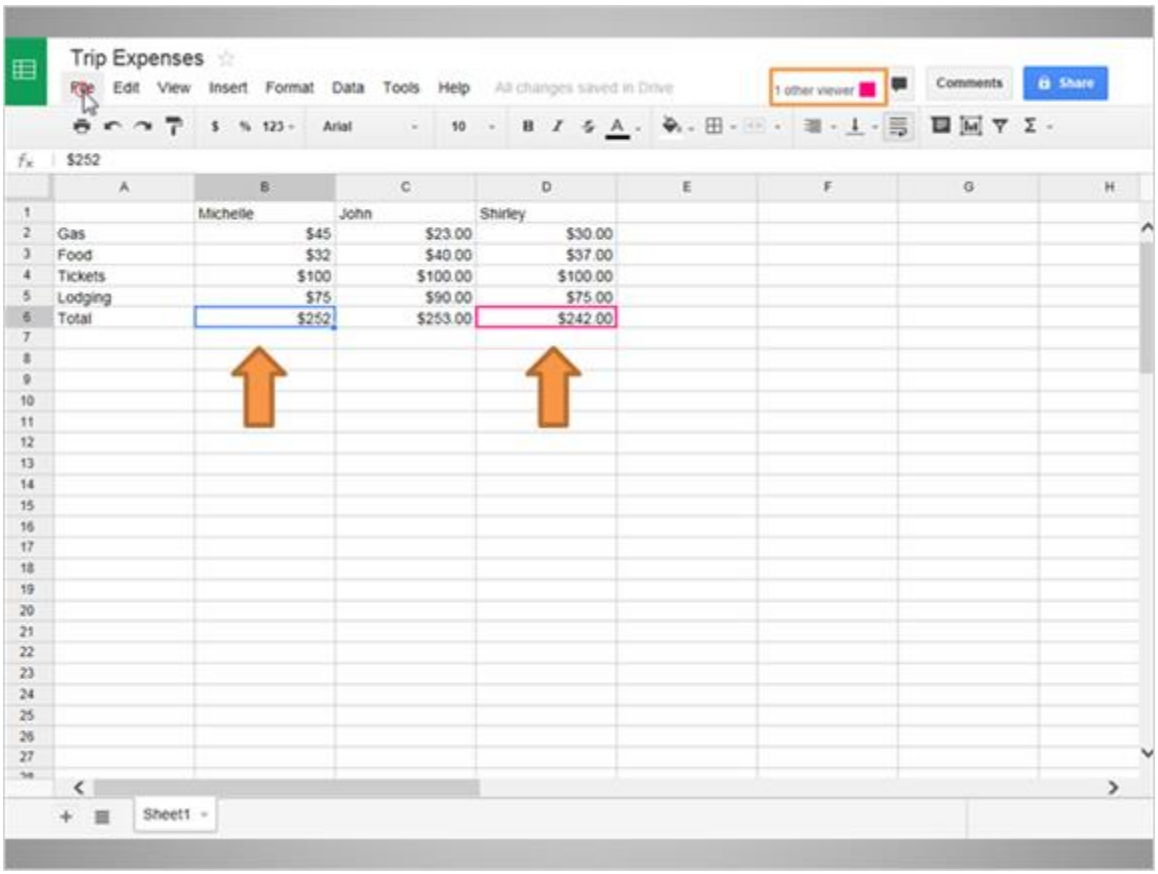
Document is similar to Word, Presentation is similar to PowerPoint, and Spreadsheet is like Excel. There are other choices here, too.

She'll click on Spreadsheet.

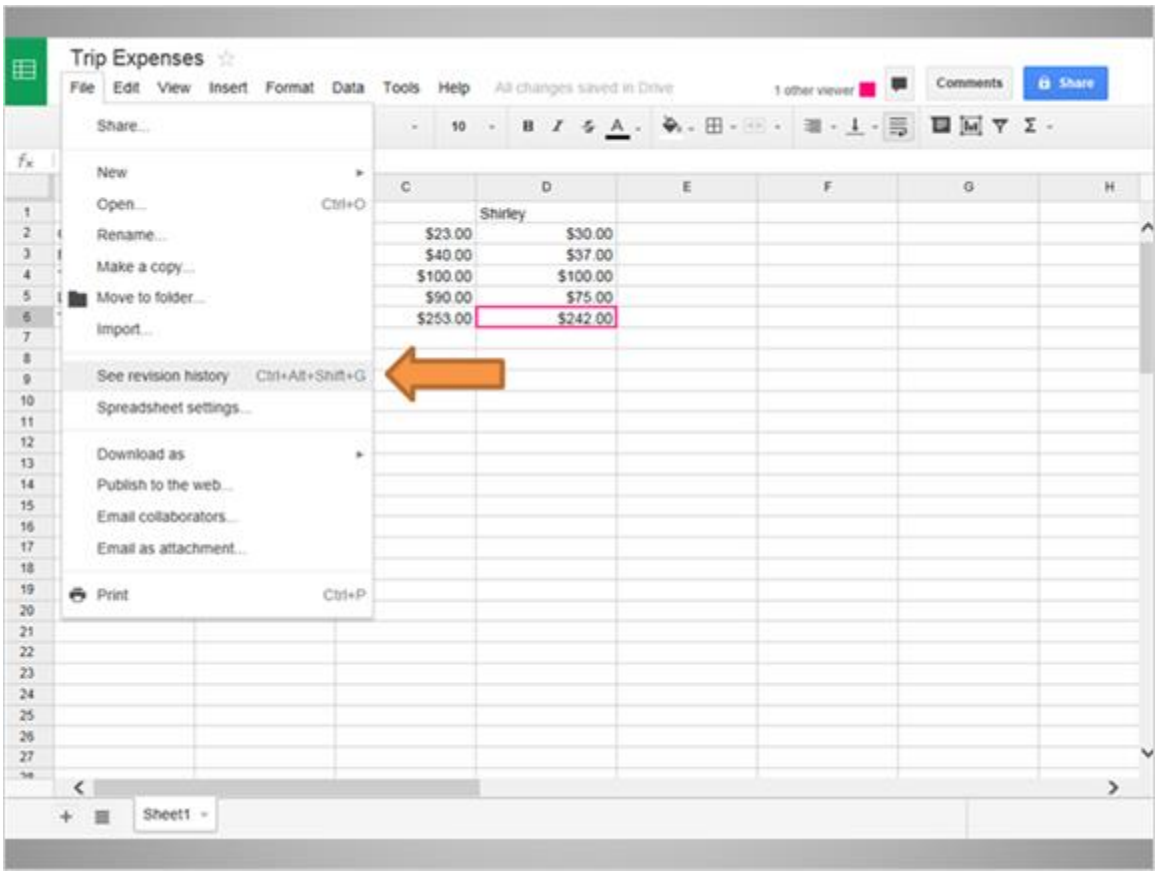


Now she gets a blank document. At the top, she has a menu bar and a toolbar with her commands. It is much simpler than the full version of Excel.

Michelle types out a short document measuring expenses for a trip. She's added her numbers, and she has sent the file to some friends.



They'll add in their numbers, too. Michelle can see who is currently editing the file, and she can see where they are typing.



If she wants to see what has changed, she can click on the File menu. She could click on See Revision History to read the old versions of the file or restore them. This is a nice safety feature to have when sharing files with others.

As we've seen, SkyDrive and Google Drive both have the ability to edit files straight from your web browser, which is especially handy if you don't own Microsoft Office, or if you're collaborating with a group.

Dropbox does not have these capabilities, but those files can be edited from a synced folder.

All three services are free, and can be useful tools for storing, editing, and sharing your files.