

Instructions for using Dropbox to upload work samples for the Bellagio Residency Program application

Before you can upload your Bellagio work sample files, you must install the Dropbox software on your computer. (If Dropbox is already downloaded on your computer please skip to step 11.)

Visit www.dropbox.com.

- 1) Click the blue icon “Download Dropbox”. A new window will automatically appear (should the window not appear please click “restart the download.”)



- 2) Click on the option “Run”. The total download time will be 5-10 minutes long depending on the speed of your internet connection (size of the file is 15.4MB).

A screenshot of the Dropbox website showing the installation process. The background is the Dropbox website with a 'Back to home' link. In the foreground, there are three windows: a 'File Download - Security Warning' dialog box, a 'Dropbox Setup' window, and a 'Dropbox' window. The 'File Download - Security Warning' dialog box is the most prominent, showing the file name 'Dropbox 1.1.45.exe', type 'Application, 15.4MB', and source 'cdn.dropbox.com'. It has 'Run', 'Save', and 'Cancel' buttons. Below the dialog box, there are three numbered steps: 1. Run the Dropbox Installer, 2. Click Yes, and 3. Follow Setup Instructions. Each step has a brief description of the action to take.

1. Run the Dropbox Installer

Once the download finishes, click **Run** to start installing Dropbox.

2. Click Yes

Click **Yes** to accept the User Account Control settings dialog.

3. Follow Setup Instructions

Follow the instructions to get Dropbox set up on your computer and you will be good to go!

Need any more info? Check out our [tour](#) or [help center](#).

3) Once downloaded an additional window will appear. Click on “Run” to continue the installation process.



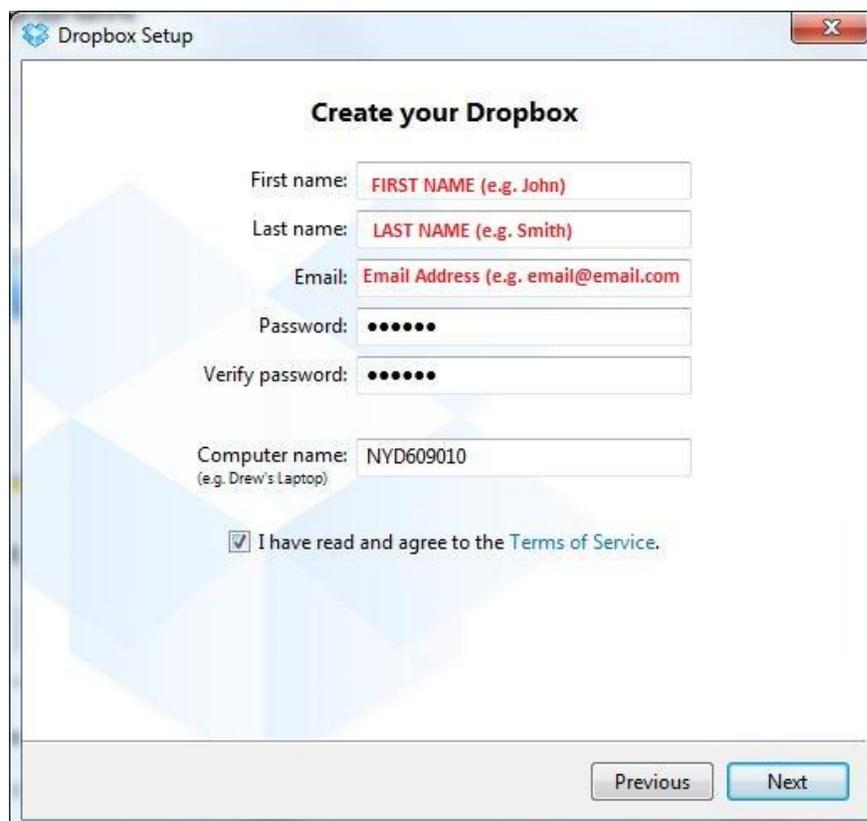
4) A new window will appear. Please click on “Install”.



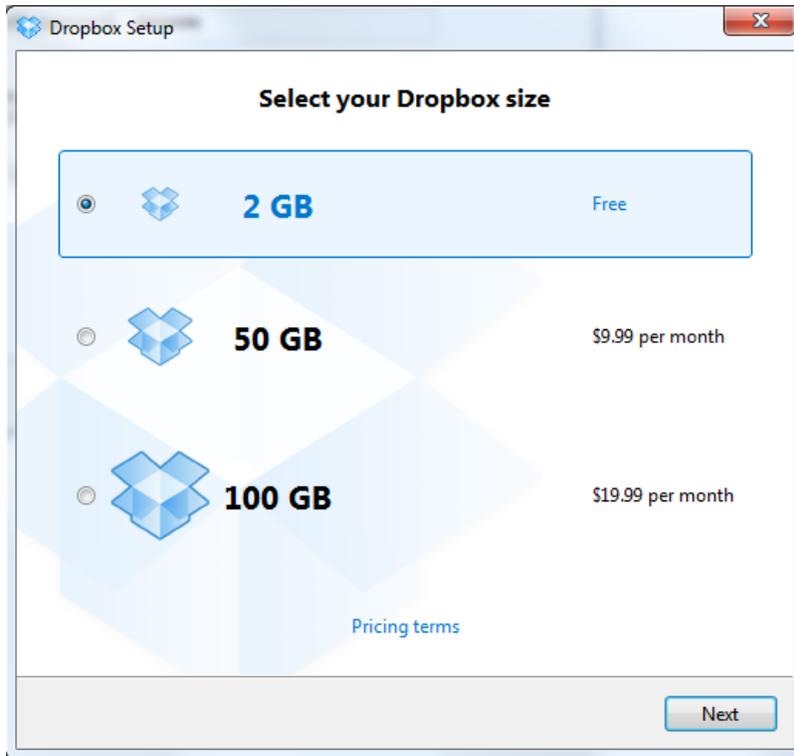
5) A new window will appear. New users should select “I don’t have a Dropbox account” and click “Next”.



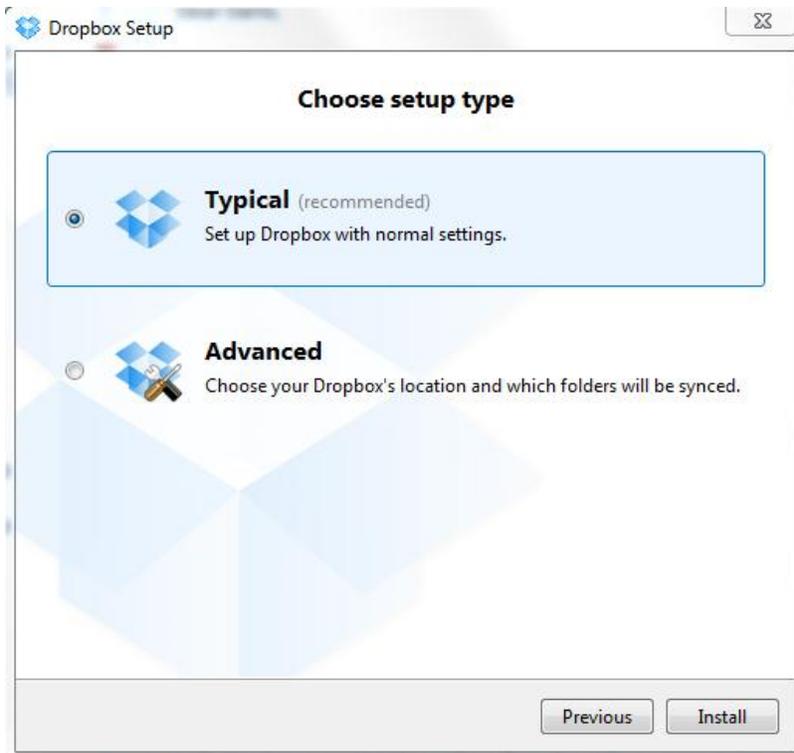
6) New users will be required to fill in fields to create a Dropbox. Once you have entered your information, chosen a password and read the [Terms of Service](#), click “Next”.



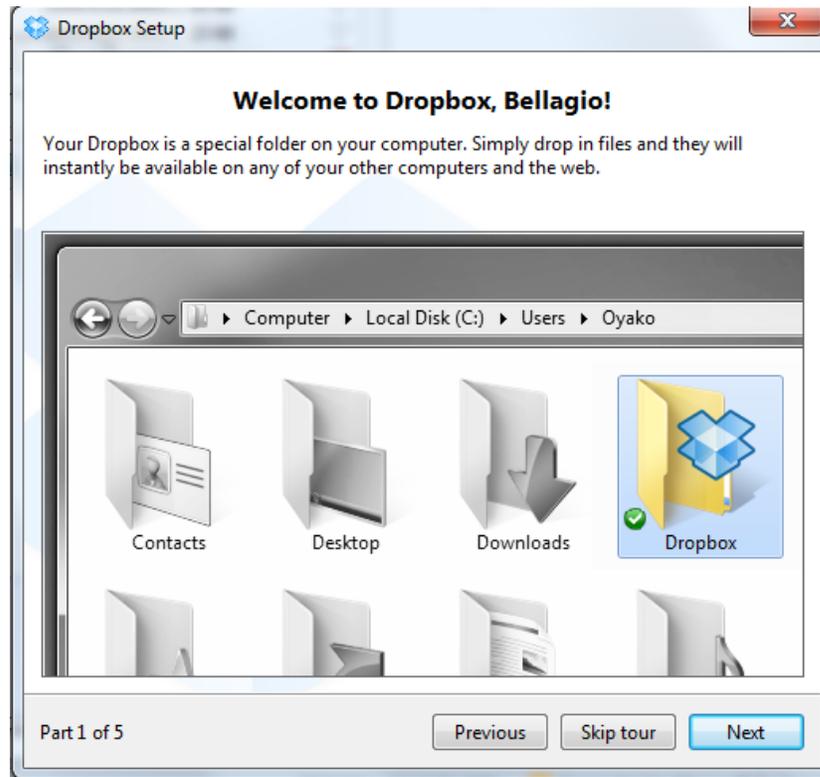
- 7) A new window will appear that asks the user to select a type of account. Once a Dropbox size is selected click “Next”. At this point the user will receive a welcome email from Dropbox confirming the new account is created.



- 8) Select the option “Typical” and click “Install” to continue.



9) Click “Next” to take a tour of Dropbox highlights (you may choose “Skip Tour” to jump to the final screen of the tour).



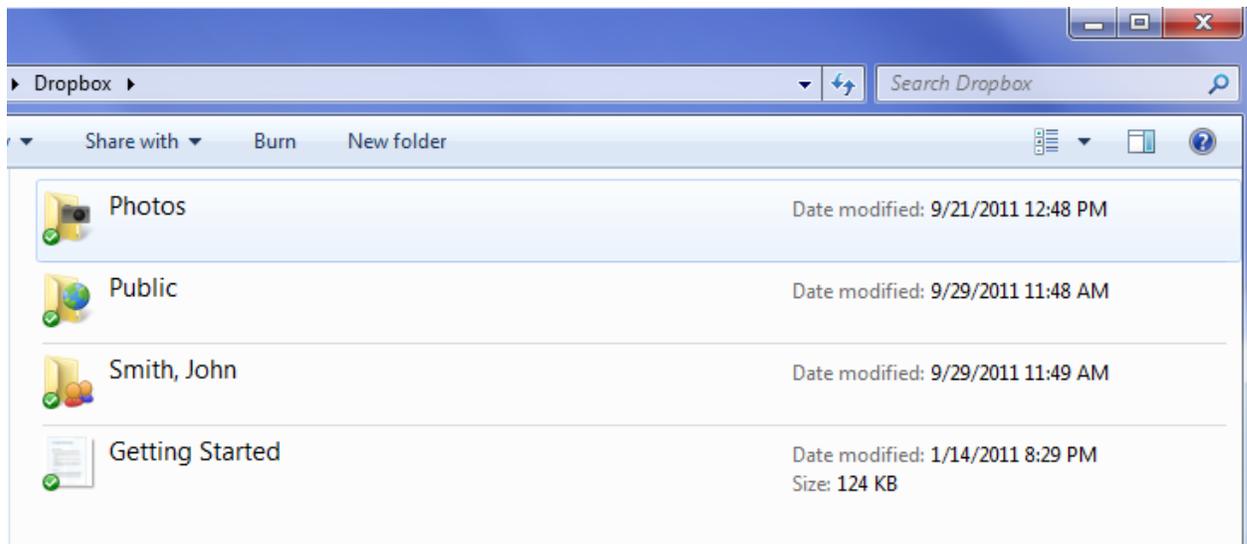
10) Once on screen “Part 5 of 5” please make sure the box “Open my Dropbox folder now” is checked. Click “Finish” to complete the installation process.



- 11) Make sure to note the location of your Dropbox folder on your computer (typically it is installed in the folder “My Documents.”) Please take a moment to review the documents “Getting Started” and “How to use the Public folder”.

 Photos	Date modified: 9/21/2011 12:48 PM
 Public	Date modified: 9/21/2011 12:51 PM
 Getting Started	Date modified: 1/14/2011 8:29 PM Size: 124 KB

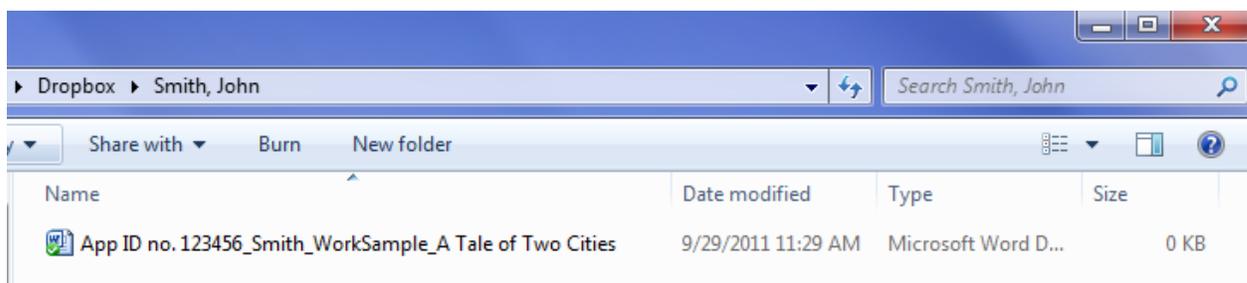
- 12) Create a new folder. Name the new folder using your Last Name and First Name (e.g. Smith, John). Once created, please open the new folder.



- 13) Save a copy of your Bellagio work sample file in your new folder (e.g. Smith, John). Name all your work sample files using the following format:

App ID no. XXXXXX_Your Last Name (e.g. Smith)_WorkSample_Title of Work Sample (e.g. A Tale of Two Cities)

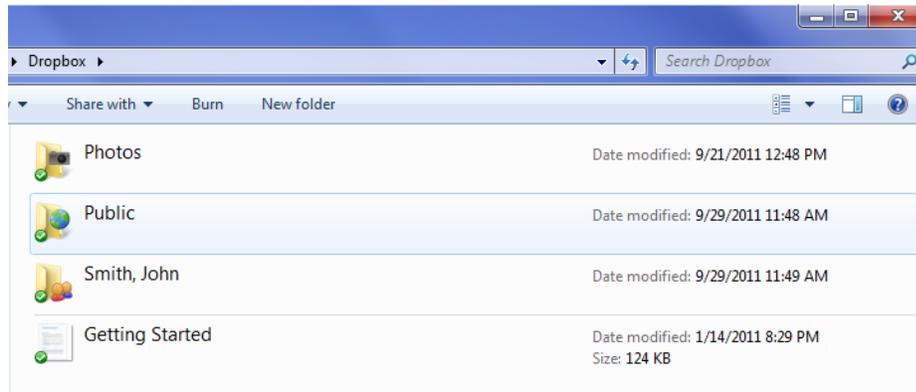
Your Bellagio App ID is a unique number that was sent to you via email when you began your Bellagio online application.



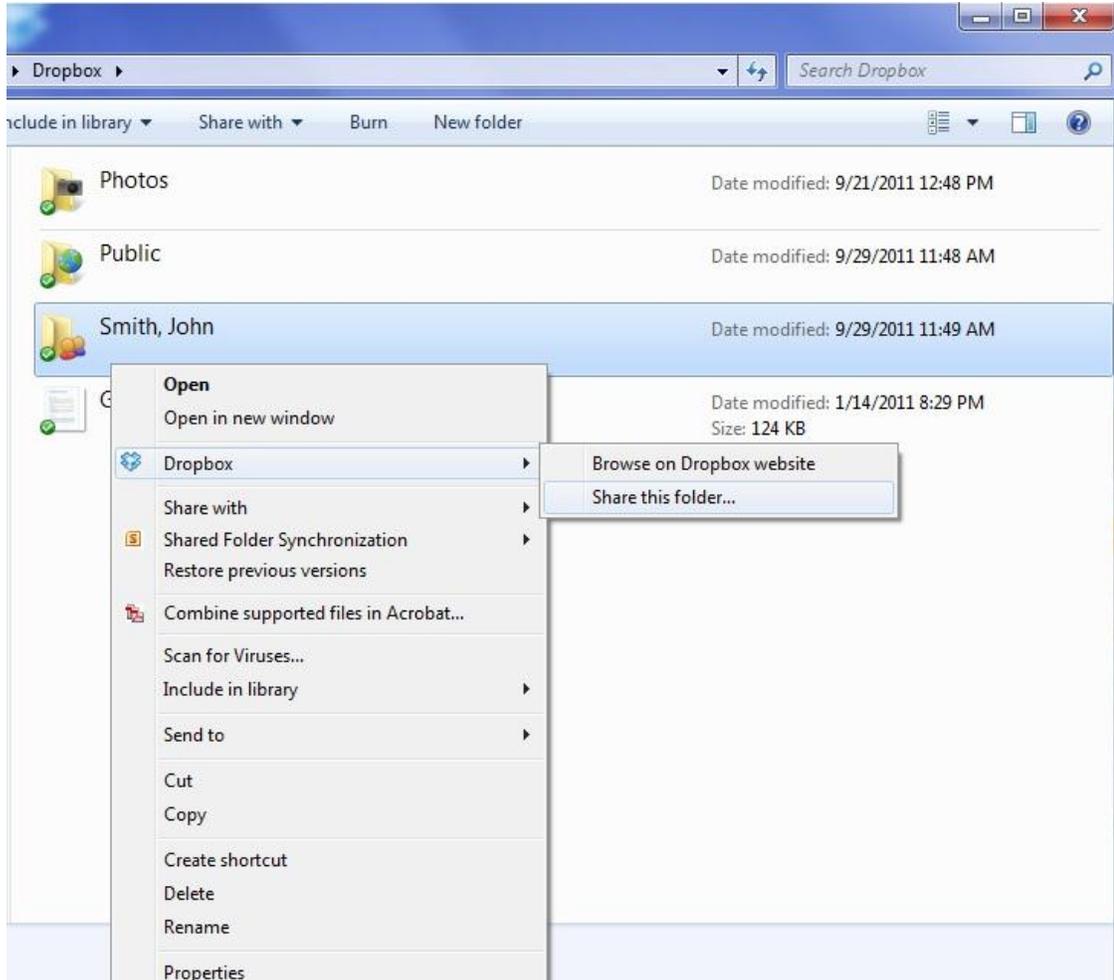
14) Initially the file icon on the work sample file you upload will appear with a blue icon . Once the file has finished uploading to your Dropbox folder, the icon will appear with a green checkmark .

15) Repeat steps 14-15 for additional files you wish to upload. Once you finish saving all the files you wish to upload in your “Last Name, First Name” folder (Smith, John) please continue to step 16.

16) Return to your “Dropbox” main folder.



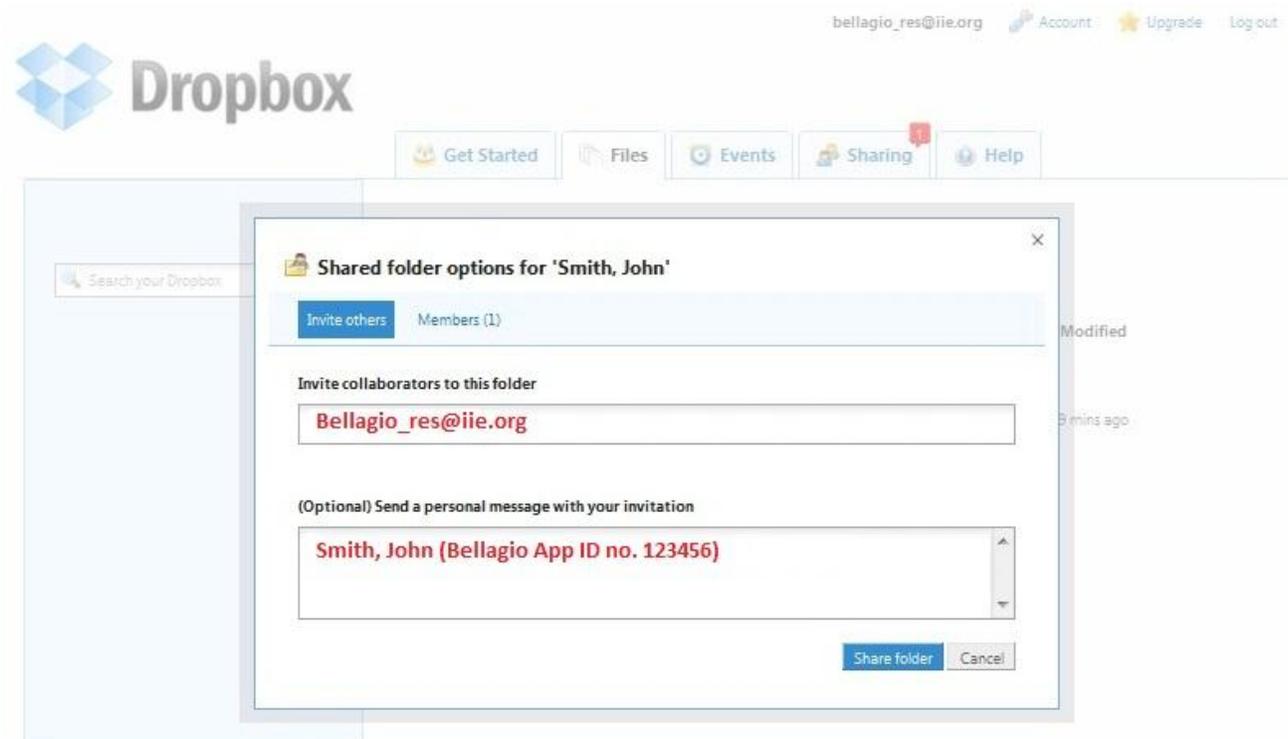
17) Right click on your folder “Last Name, First Name” (e.g. Smith, John). Using your mouse highlight the option “Dropbox” and click “Share this folder...” Your internet browser will open a Dropbox webpage.



18) Please enter the following email address in the **Invite collaborators to this folder** field (see below): [Bellagio_res@iie.org](mailto:bellagio_res@iie.org)

In the second field **(Optional) Send a personal message with your invitation** please provide the following information:
[Your Last Name, Your First Name \(Bellagio App ID no. XXXXXX\)](#)

To complete this step, please click “Share folder”.



You have now successfully shared your Dropbox folder containing your work sample files with the competition administrators, the Institute of International Education (IIE). If there are questions or difficulty in downloading your materials, IIE will contact you directly.