



## SHARING LARGE FILES

Do you ever need to share large files with others? Perhaps you have found many video and other types of files can be too large to effectively send as an e-mail attachment. You could distribute large files on a CD or DVD, or by using an FTP site. A simpler alternative is to use an online file-sharing service. Using a file-sharing service makes it easy to upload and share files with anyone quickly.

**Create a Custom Address** The first step is to choose a custom URL where your files will be located and upload your files to that address. To do this using the drop.io file-sharing service:

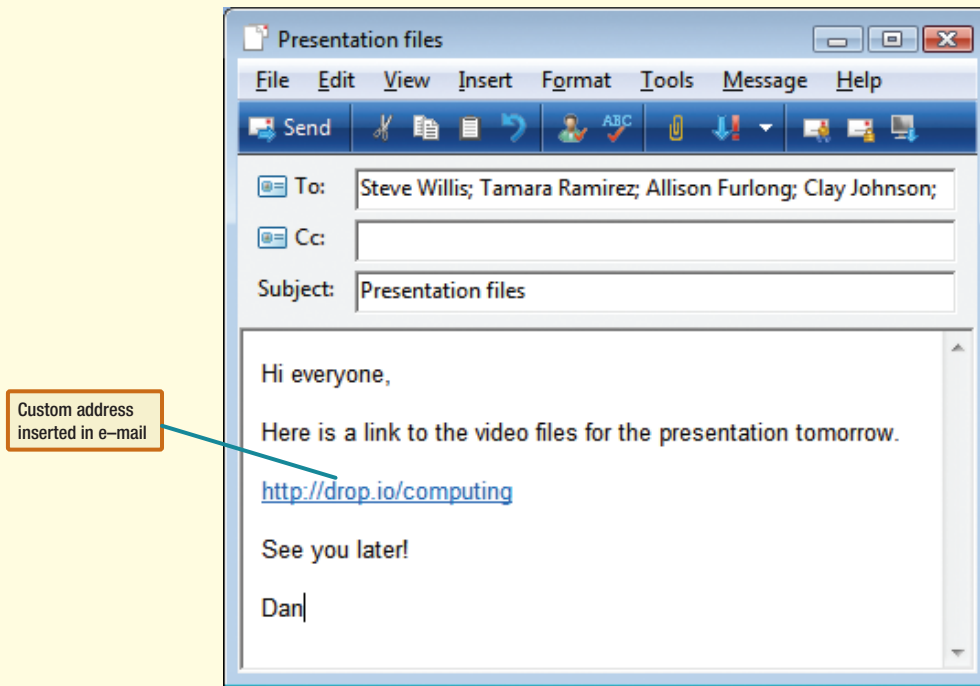
- 1 Visit <http://drop.io>
- Create a custom address by typing a word in the blank. For example, typing the *word* computing will create the address <http://drop.io/computing> for your files.
- Click the *Add Files* button to select files to share.
- Optionally, choose a password to protect access to your files.
- Click the *Drop it* button to upload your selected files.

The screenshot shows the drop.io website in a browser window. The page title is "Drop.io: Simple Private Sharing - Windows Internet Explorer". The URL bar shows "http://drop.io/". The main content area features a "Create a new drop" section with a red header. Below the header, there are four numbered steps:
 

- 1 Name your drop:** A text input field contains "drop.io/ computing" with a green checkmark to its right. A callout box labeled "Custom address" points to this field.
- 2 Upload Media:** A green "Add Files" button is visible. Below it, it says "0 files added, 0 of 100MB used [Upload...](#)". A callout box labeled "Add Files button" points to the "Add Files" button.
- 3 Choose your settings:** A "Password protect:" section has a dropdown menu set to "-no! set>" and an "Optional" label. Below it, "Delete drop:" is set to "1 year from last view" with a "You can renew later." link. "Others can:" has radio buttons for "View Only", "View & Add", and "View, Add & Delete". A callout box labeled "Optional password" points to the password dropdown.
- 4** A red "Drop it." button is at the bottom of the form.

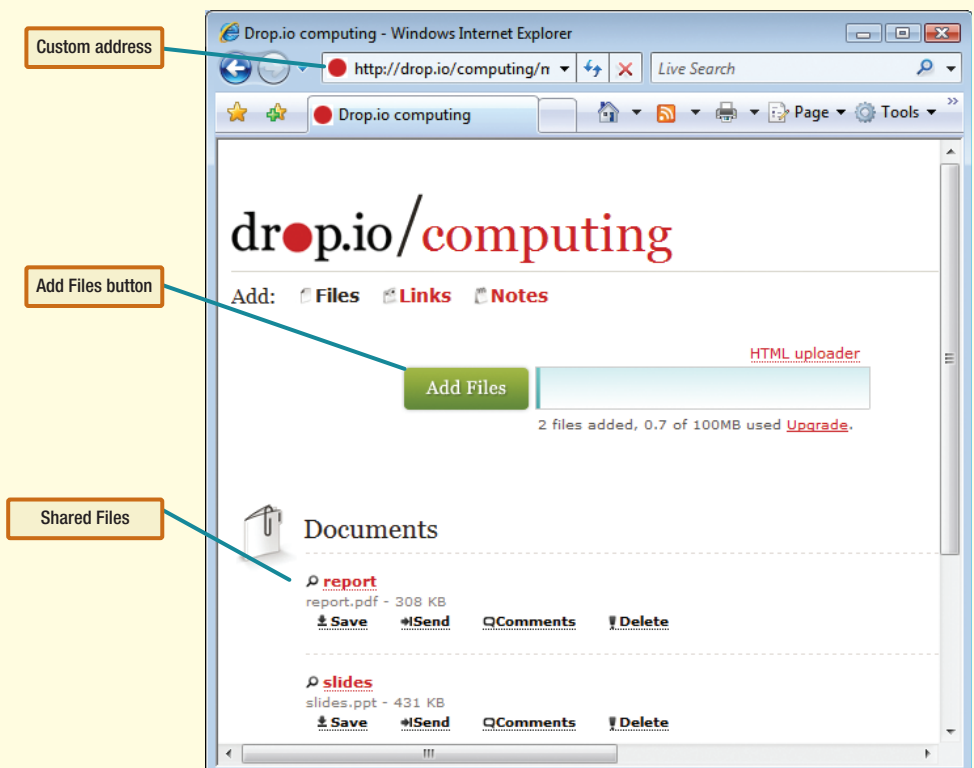
 The page also includes a "latest updates" section on the left, social media icons (Web, E-mail, Phone, Fax, Widget), and a footer with "About / Help / Press / Premium" and a Facebook link.

**Sharing Your Address** Once your files are uploaded, you can share your custom address with anyone you want to have access to your files, just as you would share any other link. For example, you might choose to send your address to others using e-mail.



**Updating Your Files** You can visit your custom address at any time from a Web browser to add, delete, or update files. For example, to add additional files to your custom address:

- 1 Visit your custom address in any Web browser (<http://drop.io/your-address>)
- Click the *Files* link.
- Click the *Add Files* button to select additional files to share.



File sharing services are continually changing and some of the specifics presented in this Making IT Work for You may have changed. To learn about other ways to make information technology work for you, visit our Web site at [www.computing2010.com](http://www.computing2010.com) and enter the keyword **MIW**.