

# Sara Jordan Photography

## DropBox Instructions

You will receive an email containing a Dropbox link. The Dropbox link will allow you to download all of your images directly to your computer in one convenient zip file. The zip file will contain the high-resolution images, in addition to the web-optimized image set. The following instructions will guide you through the download process.

For Microsoft Windows 7 or 8:

1. Right click on the Dropbox Link and select "Save Link as" or "Save Target as."
2. A window will pop up asking you to save the file to a location on your computer.
3. Select "Desktop" from the column on the left and click the save button.
4. Wait for the file to fully download, as it may take a couple of minutes.
5. You should now see a folder with a .zip extension on your desktop.
6. Double click on it and a window will open showing a folder without the .zip extension.
7. Click and drag this folder to your desktop.
8. If a window pops up asking, "Do you want to copy this folder without encryption?" click yes.
9. Inside this folder, you will find two folders labeled BIG and WEB.
10. The BIG folder contains your high-resolution images.
11. The WEB folder contains your web-optimized images.

For Apple Macintosh OS X:

1. Hold down the control key while you click on the Dropbox Link and select "Save Link as."
2. A window will pop up asking you to save the file to a location on your computer.
3. Select "Desktop" and click the save button.
4. Wait for the file to fully download, as it may take a couple of

minutes.

5. You should now see a folder with a .zip extension on your desktop.

6. Double click on it and a new folder will be created on your desktop without the .zip extension.

7. Inside this folder, you will find two folders labeled BIG and WEB.

8. The BIG folder contains your high-resolution images.

9. The WEB folder contains your web-optimized images.