

Seniors Week 2018

Queensland for All Ages

Useful Tip – Accessing and downloading media files through Dropbox

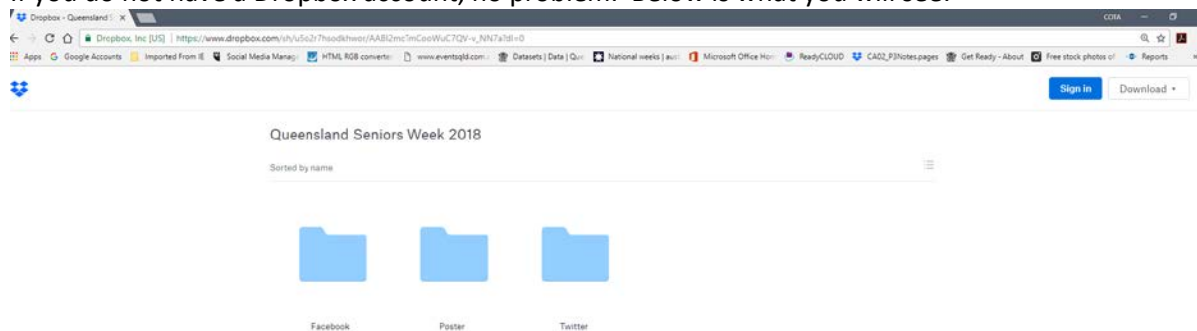
Thanks for your support in making Queensland Seniors Week 2018 the best year yet!

Created for you are a number of images for you to use in your marketing and communications.

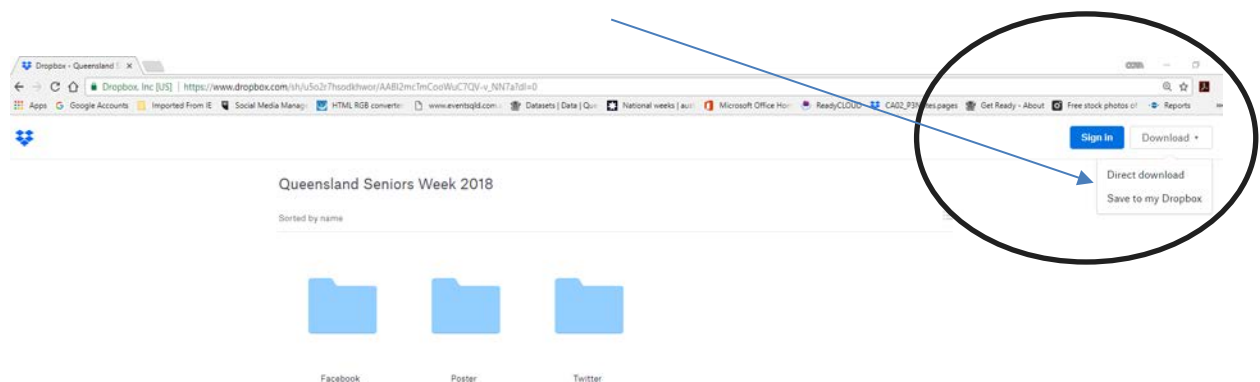
To access these great resources, we have provided a link to Dropbox and you can download them directly to your computer. You **do not** have to have a Dropbox account and accessing Dropbox is FREE.

Let's get started.

1. Click on the Dropbox link, please note this will take you to an external website. www.dropbox.com
If you do not have a Dropbox account, no problem. Below is what you will see:

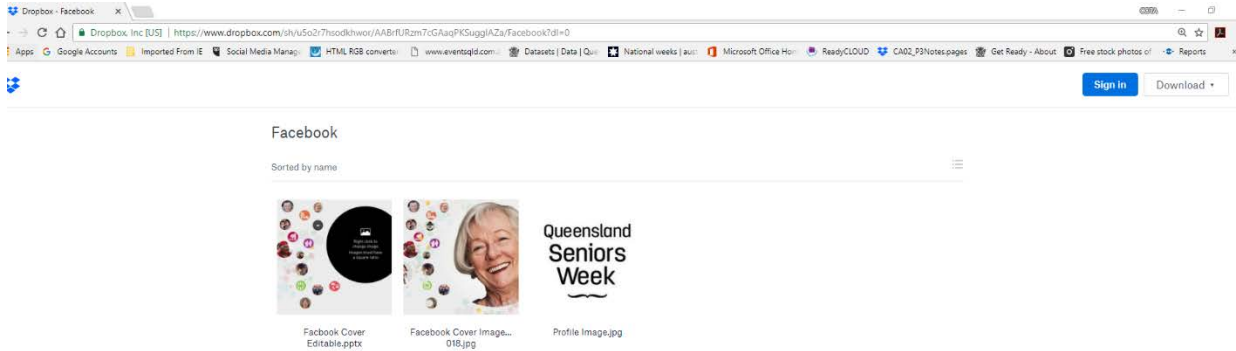


2. From this screen, you can either download the entire folder or access the subfolders individually. If you click on the arrow next to the download button you will be given two options. One to download directly to your computer and the second to download to your Dropbox account. To complete the second option, you will need to have a Dropbox account. For this example, we will be saving the files directly to your computer and you will need to select "Direct download".

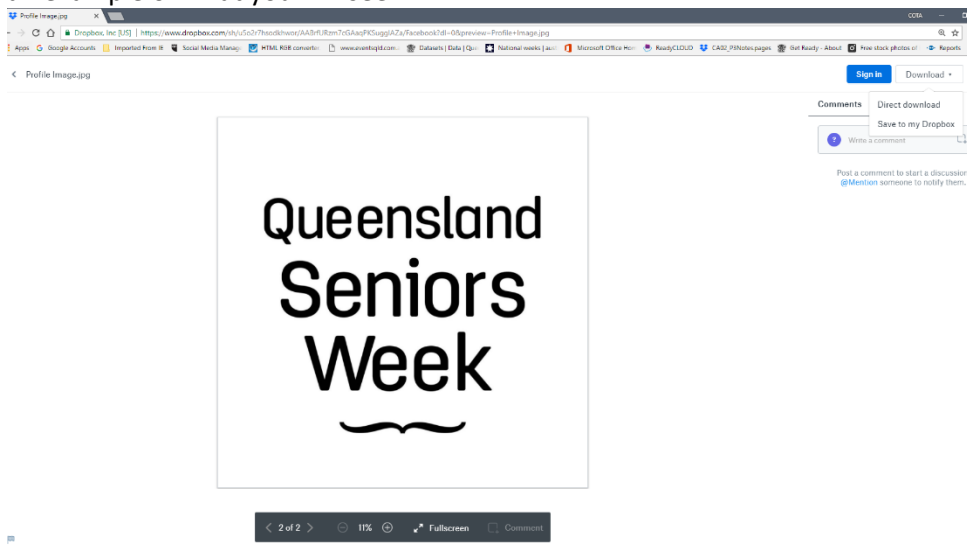


3. If you select direct download, the entire folder will be downloaded. You may have to check your download file once this has been completed, or save the file into a specified location on your computer.
4. If you would like to download the individual folders or files, let's say you are only interested in Facebook images, select the individual folder "Facebook", below is what you will see.

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- From here you will be able to see the individual files as shown in step 4. You can either download all files, see step 2, or download an individual file. For this example, let's select the first image. Below is an example of what you will see.



- Again, following step 2 you can select the dropdown arrow next to the download button and select "Direct download".
- After you have downloaded the images you can use them to promote the event throughout social media channels, such as Facebook, incorporate them into your newsletters, and other promotional materials.
- Need more help? COTA's Seniors Week Coordinator, Lisa Hodgkinson is more than happy to assist. Contact Lisa on 07 3316 2908 or by email seniorsweek@cotaqld.org.au.