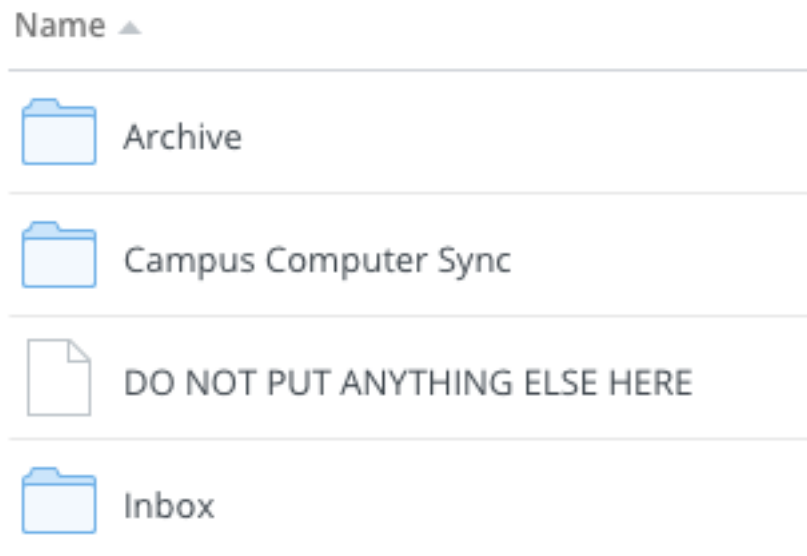


UTILIZING DROPBOX

EVERY MINISTRY HAS 3 FOLDERS

- ARCHIVE
- CAMPUS COMPUTER SYNC
- INBOX



USE CAMPUS COMPUTER SYNC **ONLY** WHEN YOU WANT THE SPECIFIC FILES TO GO OUT TO EVERY CLASSROOM OR AUDITORIUM COMPUTER. IT IS IMPORTANT TO KNOW THAT EACH MINISTRY IS *RESPONSIBLE* FOR **REMOVING** OLD FILES.

THE GRAPHICS AND VIDEO TEAMS WILL USE THE INBOX TO PLACE FILES THEY HAVE CREATED FOR YOUR TEAM. IT WILL BE EACH MINISTRIES JOB TO MOVE ITEMS FROM THE INBOX TO THE ARCHIVE.

THE ARCHIVE IS WHERE EACH MINISTRY WILL SORT ALL OF THEIR FILES. THIS WILL BE THE FOLDER THAT YOU MAINLY WORK OUT OF. PLEASE STORE ALL OF YOUR FILES HERE.



Baptism



Celebrate Recovery



Connect at the Creek



LivingItOut

YOU CAN SORT WITHIN YOUR MINISTRY ARCHIVE HOWEVER YOU FEEL BEST FIT.

Name ▲



8 Principles ProPresenter Slides



12 Steps ProPresenter Slides



C.R. ProPresenter Packages



Countdown Clocks Videos



CR One Day and Summit promo
