

What is Dropbox?

"Your life's work, wherever you are." Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. This means that any file you save to your Dropbox will automatically save to all your computers, phones and even the Dropbox website. Dropbox also makes it super easy to share with others, whether you're a student or professional, parent or grandparent. Even if you accidentally spill a latte on your laptop, have no fear! You can relax knowing that Dropbox always has you covered, and none of your stuff will ever be lost.

Be Anywhere Dropbox works hard to make sure that all your files are the same no matter where you're working from. This means that you can start working on a computer at school or the office, and finish from your home computer. Never email yourself a file again! Download Dropbox for your phone to simplify your life even more — flip through all your photos or review that spreadsheet even while on the road. Dropbox lets you work from any computer or phone with the confidence that you'll always have everything you need.

Always Safe Even if your computer has a meltdown, your stuff is always safe in Dropbox and can be restored in a snap. Dropbox is like a time machine that lets you undo mistakes and even undelete files you accidentally trash. Your Dropbox is always ready for action from the Dropbox website too!

What is Dropbox? Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. Any file you save to your Dropbox will also automatically save to all your computers, phones, and even the Dropbox website. This means that you can start working on your computer at school or the office, and finish on your home computer. Never email yourself a file again!

The Dropbox Folder After you install Dropbox on your computer, a Dropbox folder is created. This folder is just like any other folder on your computer, but with a twist. Any file you save to your Dropbox folder is also saved to all your other computers, phones, and the Dropbox website.

On top of your Dropbox is a green icon that lets you know how your Dropbox is doing:



Green circle and check: All the files in your Dropbox are up to date.



Blue circle and arrows: Files in your Dropbox are currently being updated.

Downloading Dropbox:



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Download Dropbox

Simplify your life

Free download
1.4.7 for Mac



Also available for [Windows](#), [Linux](#), and [Mobile](#)

[View release notes](#)

- Bring your photos, docs, and videos anywhere
- Your files are safe
- Share easily with friends, family and teammates
- Free for [Windows](#), [Mac](#), [Linux](#), and [Mobile](#)



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Downloading Dropbox...

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



1. Run the Dropbox installer

From your browser's Downloads window, double click the .dmg file that just downloaded.



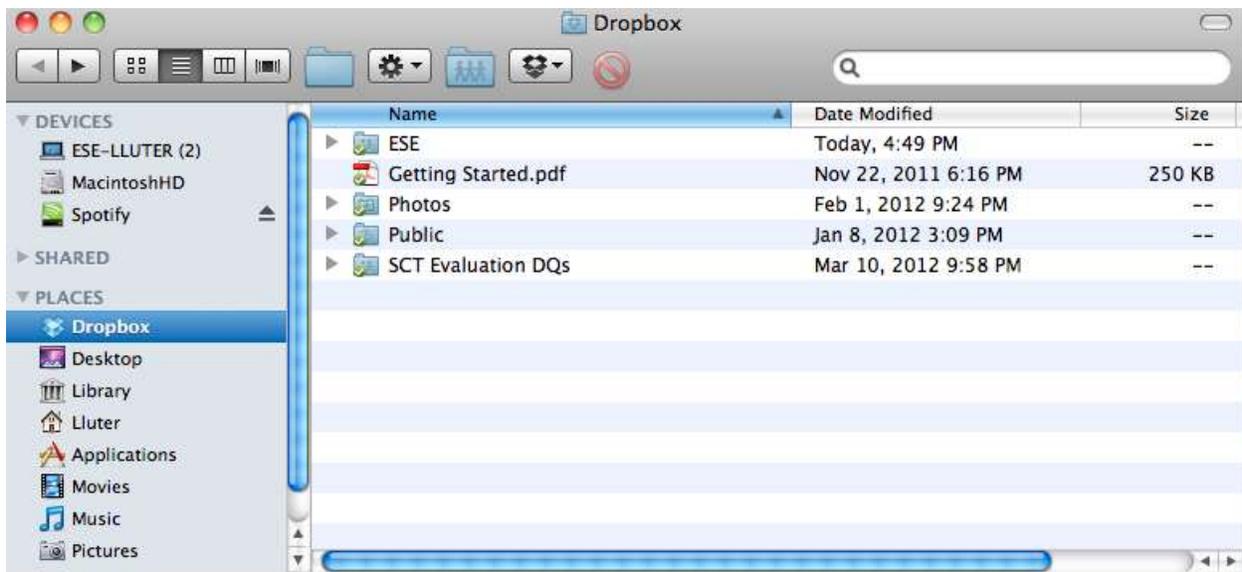
2. Drag the Dropbox icon

Drag the Dropbox icon into your Applications folder to copy it to your computer.



3. Double-Click the Dropbox icon

Double click the Dropbox icon in your Applications folder to get all set up, and you're good to go!



Getting Started: This handout (minus a few details I added).

Photos:

The Photos folder allows you to share photos with anyone (even non-Dropbox users) in an online gallery.

Step 1: Make a folder inside the Photos folder, and give it a name. This will be the name of your gallery.

Step 2: Put some pictures inside the folder you just created.

That's it! You can now view and share this photo gallery online at

<http://www.dropbox.com/photos>

P.S. Online galleries are only created for folders within your Photos folder. For help with photo galleries visit <http://www.dropbox.com/help/18>

Public:

The Public folder lets you easily share single files in your Dropbox. Any file you put in this folder gets its own Internet link that you can share with others -- even non-Dropbox users!

Step 1: Drop a file into the Public folder.

Step 2: Right-click this file, then choose Dropbox > Copy Public Link. This copies an Internet link to your file that you can paste anywhere: emails, instant messages, blogs, etc. That's it! To share your file, just send the link to a friend.

P.S. You can only link to actual files within your Public folder, not to folders. For help with sharing files visit <http://www.dropbox.com/help/16>

Adding files to your Dropbox



Step 1 Drag and drop a file into your Dropbox folder.

Step 2 The blue icon means your file's syncing with Dropbox.

That's it! The green icon means that your file has finished saving to your other computers and the Dropbox website. Now that your file's in Dropbox, any changes made to it will be automatically detected and updated to your other computers.

The Dropbox Right-click/Context Menu

When you Right-Click (Windows/Linux) or Control-Click (Mac) a file or folder in your Dropbox, you'll see a menu that lets you do a few neat things with Dropbox:

- **Share a Folder** Invite your friends, family and teammates to a folder in your Dropbox. It'll be as if you saved that folder straight to their computers.
- **View Previous Versions** View a record of changes made to a file. You can choose to go back to an earlier version of a file if you'd like.
- **Browse on Dropbox Website...** View a file on the Dropbox website.
- **Copy Public Link** Generate a link to any file in your Public Folder. You can then send this link to anyone you'd like to view that file.

The Dropbox Tray/Menu bar icon

The Dropbox tray or menu bar icon is located on the bottom (Windows) or top (Mac/Linux) of your screen, and lets you check the status and settings of your Dropbox. The same green, blue, and red icons that appear on the files and folders in your Dropbox also appear over this icon to let you know the status of your Dropbox.

Right-clicking this icon gives you a few options:

- Open your Dropbox folder, the Dropbox website, or the Dropbox help center.
- See which files were recently changed.
- View an estimate of how long it will take Dropbox to finish updating files.
- Change preferences for your connection, Dropbox folder location, and more.

What do I do now?

Try dragging some photos or docs into your Dropbox. Then visit the Dropbox website at <https://www.dropbox.com>. When you log in, your files will be waiting for you!

To learn more about Dropbox, take our tour at <http://www.dropbox.com/tour> or visit the help center at <http://www.dropbox.com/help>.

Adding Files to your Dropbox:

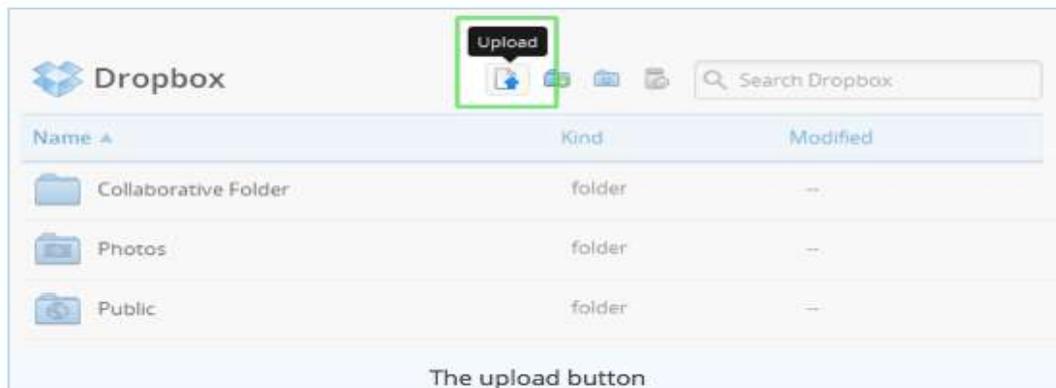
🍏 On Mac OS X

After installation on Mac OS X, a **Dropbox** folder will be created inside your home folder.



🌐 On the Dropbox website

1. Sign in to the Dropbox website
2. Click the *Upload* button from the very top of the window



3. A window will appear. Click the *Choose File* button and then select the file on your computer that you'd like to add to your Dropbox.
Please note: *our multiple file uploader is temporarily unavailable. We're working on getting it back up as soon as we can.*
4. Choose as many files as you like, and then click the *Start Upload* button

The window will disappear, your files will start uploading, and you'll be shown a progress indicator. That's it, you've added files to your Dropbox!

How do I share a file or folder with others?

There are multiple ways to share the files or folders in your Dropbox with others.



Get a link to files and folders

Make a link to files or folders in your Dropbox and quickly share your photos, docs, presentations, and videos with friends and colleagues - even if they don't have Dropbox. Friends and family who use the link can preview the files and folders through their browser.

How do I link to a file or folder?

Files or folders in your Dropbox folder can be shared, instantly. All you have to do is select the file and then select **Get link** from the Dropbox menu. Once you do, you can send the link to anyone over email, IM, text message... you name it. Friends who click the link will get an instant preview of the file or folder through their browser.

You can remove a link from the **Links** tab on the sidebar of the Dropbox website or by selecting **Remove link** from the gear menu that appears when the link creator (you) use the link.

Shared folders



Share a folder in your Dropbox with others to collaborate with others on the same files and folders. Changes to the contents of the shared folder are synced with other members almost instantly. It's a great solution to working together on large projects, sharing important family photos or documents, or any other collaborative effort.

How do I create a shared folder?

Create a shared folder from the file browser

If you're comfortable creating shared folders, you can always create a shared folder by selecting it from the file browser and clicking **Invite to folder** from the blue bar across the top of the file browser. For an even quicker shortcut, press the **control** key and click the file or folder from the file browser and select **Invite to folder** from the contextual menu.

You can create a link to any file or folder in your Dropbox. These links can then be sent to anyone (even non-users) for viewing.



Large files

Send even your biggest home videos and presentations to anyone, instantly.



Entire folders

Share a whole collection of files at once, right from your desktop — no more zip files.

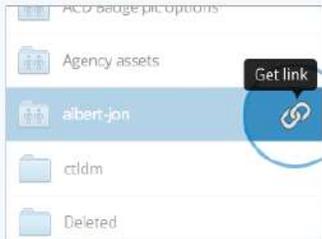


Lightning fast

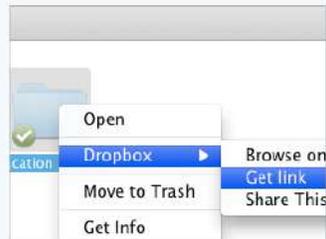
Since your stuff is already in Dropbox, you can share it in a snap — no setup required.

How to:

From dropbox.com and on your computer, just select "Get link" for a file or folder in your Dropbox. On mobile, open the file and press the link icon in the bottom left corner.



www.dropbox.com



Desktop

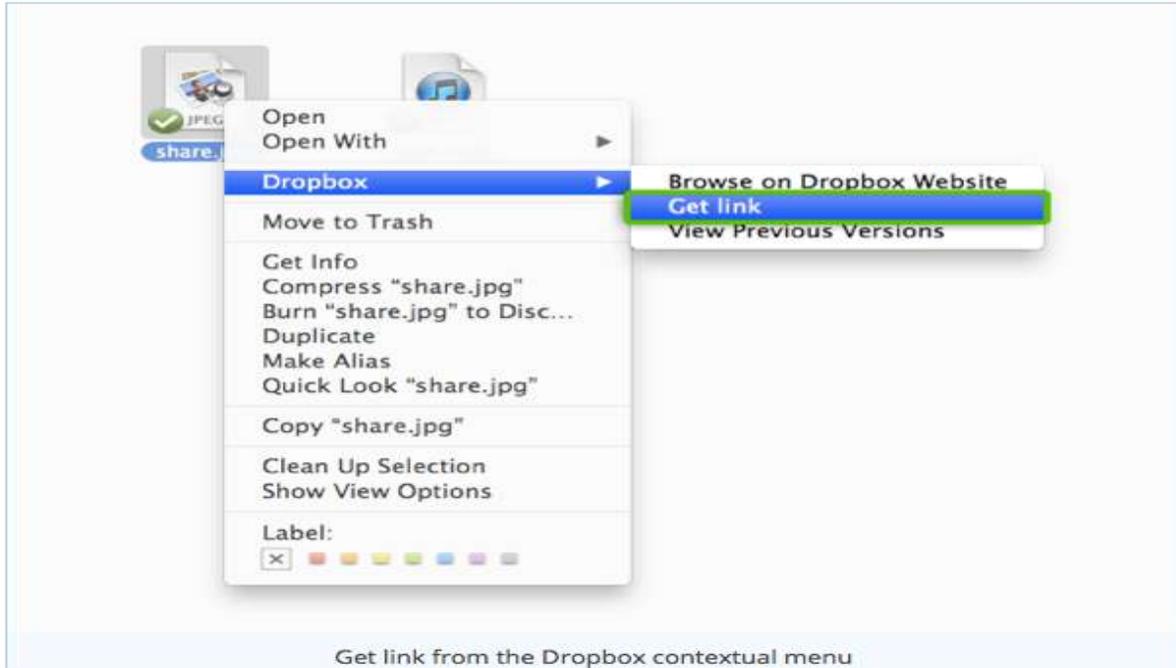


Mobile

How do I link to a file or folder?

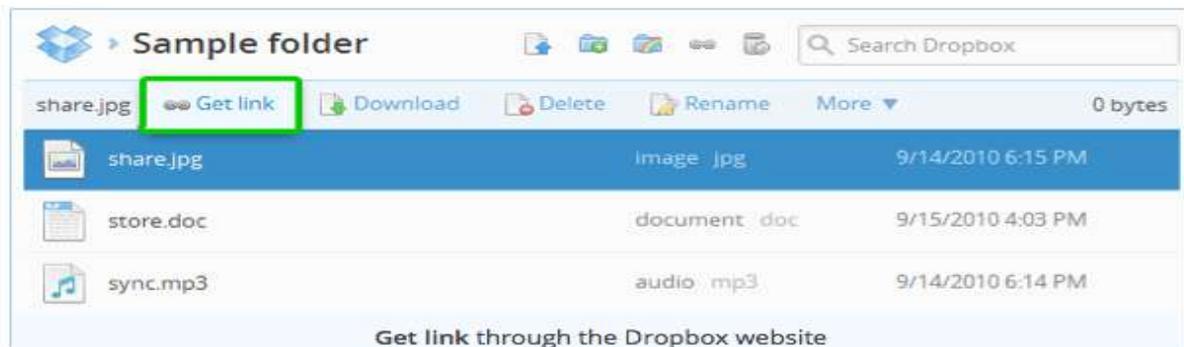
Get link on a Mac

If you have the [Dropbox desktop application](#) on your computer, simply control-click (or right-click) on the file to open its contextual menu. Choose *Dropbox > Get link*.



Get link using the website

1. [Sign in](#) to the Dropbox website (if you haven't already)
2. Click on the file row to the right of the file's name to select it
3. Press **Get link** from the blue action bar across the top of the file browser



There's also a one click shortcut by clicking on the link icon to the far right of the file you'd like to share.

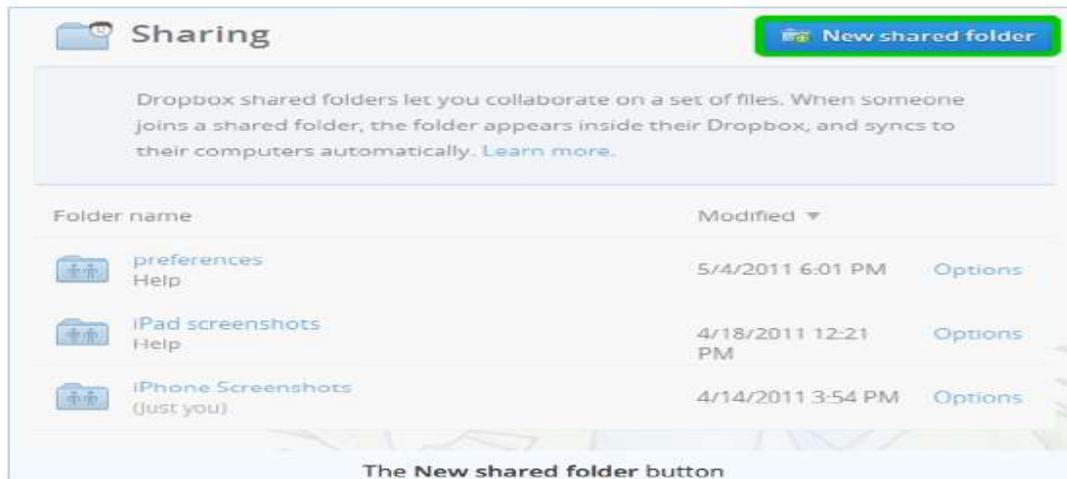
Once the link is created, a preview window appears. Copy the link from your browser's address field to paste it in your email, instant message, etc... This preview page is also what others will see use your link.

How do I create a shared folder?

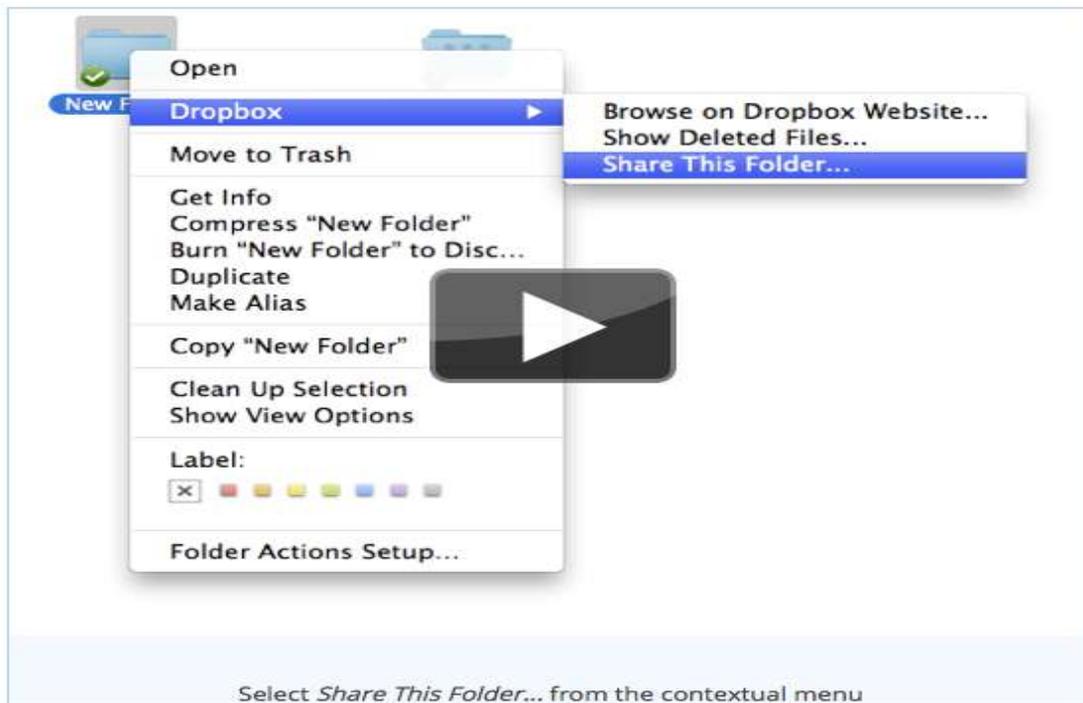
Share a folder on the Dropbox website

To share an existing folder, the folder has to be in your Dropbox folder. You can create a folder in your Dropbox folder just as you would anywhere else on your hard drive.

1. Sign in to the Dropbox website
2. Click on **Sharing** from the sidebar on the left
3. Press the button labeled **New shared folder**



1. Open your Dropbox folder.
2. Right-click or Control-click on the folder you want to share. A contextual menu will appear.
3. Select *Dropbox > Share This Folder...* This will send you to the sharing page on the Dropbox website



4. Enter the email addresses of whomever you want to add to your shared folder
5. Add a personal message if you'd like and click *Share Folder*

Frequently Asked Questions

How much does Dropbox cost?

Dropbox is free! If you run out of space, visit <https://www.dropbox.com/plans> to view our available subscriptions.

How much space does my Dropbox have?

Free accounts come with 2GB of space (deleted files and revisions won't count against your limit). You can always check your usage by visiting your account settings page at <https://www.dropbox.com/account>.

How long until my files are fully synced?

Dropbox will download as fast or as slow as your network allows, and will try its best to not hog your connection. If you'd like to limit your upload or download rates, you can change them in Dropbox's preferences. For step-by-step instructions, visit the help article at <https://www.dropbox.com/help/26>.

Dropbox is fast! How could it have possibly synced all of my files in that time?

Dropbox will look to see if it already has the file you're trying to upload. If it senses that it already has the file, it won't bother to upload it again. If the file has been changed recently, it will only upload/download the changes rather than the whole thing.

How secure is Dropbox?

Dropbox takes the security of your files and of our software very seriously. Dropbox uses Secure Socket Layer (SSL) and AES-256 encryption. AES-256 is the same encryption standard used by banks to secure customer data.

Can I access Dropbox on my mobile device?

The Dropbox App is available for iPhone, iPad, Android, and Blackberry. To install Dropbox on your mobile device, visit <http://www.dropbox.com/anywhere>. You can also get to your Dropbox at any time by visiting <http://www.dropbox.com> from your phone.

How do I add or upload files to my Dropbox?

First, make sure you install the Dropbox desktop application. It creates a new folder on your computer called Dropbox. Your Dropbox folder works just like any other folder on your hard drive, except everything in your Dropbox folder automatically syncs to the web and to any other computer with Dropbox installed.

Drop your files in your Dropbox folder

It's easy to add files to Dropbox. Move your files into your Dropbox by dragging and dropping them into your Dropbox folder. That's it. The files in your Dropbox folder will automatically be synced online and to your other computers. You don't have to do anything. You can even use the Save As... menu option to save files directly to your Dropbox folder.