

# TAKE CONTROL OF DROPBOX

## THE CHEAT SHEET

### In a Nutshell

The Dropbox service syncs everything in your Dropbox folder (and only that folder) with storage space in the cloud and across all the devices with which you log in to the same account.

Download Dropbox at [www.dropbox.com/install](http://www.dropbox.com/install). For best results, install the Dropbox app on all your devices. (There are official apps for Mac, Windows, Linux, iOS, Android, and BlackBerry; and unofficial apps for most other mobile platforms.)

### Dropbox Menu

The Dropbox menu (on your menu bar or in the system tray) lets you monitor and control Dropbox on your computer. The icon reflects its current status:



All files are currently in sync with Dropbox in the cloud.



Files are in the process of being copied to or from the cloud.



Dropbox is paused; resume when finished to avoid getting out of sync.



Use the gear menu (on the Dropbox menu) to pause and resume syncing and to change preferences.

### Basic Tips

- Don't rename your Dropbox folder.
- Work on files in Dropbox just as in any other folder.
- Use Selective Sync to save space on storage-limited computers.
- Get more space for free with referrals and Camera Upload.

### Sharing Files

You can share files and folders in your Dropbox in two ways:

- **Link:** Let someone else (Dropbox user or not) download or view a file or folder. To do this, select a file or folder on the Dropbox Web site and click Share Link.
- **Invite:** Let one or more people share a folder interactively with full read-write access. To do this, select a folder on the Dropbox Web site and click Invite to Folder.

When working in a shared folder with *invited* members:

- Remember that files in shared folders count toward all users' storage quotas.
- Don't move or delete files, because such actions affect the other users too. Open the files right from your Dropbox folder.
- Work out a strategy (such as moving files into a Checked Out folder at the same level) with your collaborators to avoid opening files someone else is working on.

### Recovering Files

Dropbox keeps older and deleted files for up to 30 days. You can:

- **Recover old versions:** Go to the Dropbox Web site, right-click a file, and choose Previous Versions.
- **Recover deleted files:** Go to the Dropbox Web site, click the Trash can icon to show deleted files, right-click a deleted file, and choose Restore.

### Photos & Videos

- Enable Camera Upload for automatic uploading...
- ...but choose carefully for each device, since you can't back out of your decision.
- Camera Upload works even better in the Dropbox mobile apps.
- Create photo albums to share photos and videos easily.



Buy the book at  
[takecontrolbooks.com/dropbox](http://takecontrolbooks.com/dropbox)