

WHAT IS DROPBOX?*

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 **Download Dropbox**

<https://dropbox.com/install>

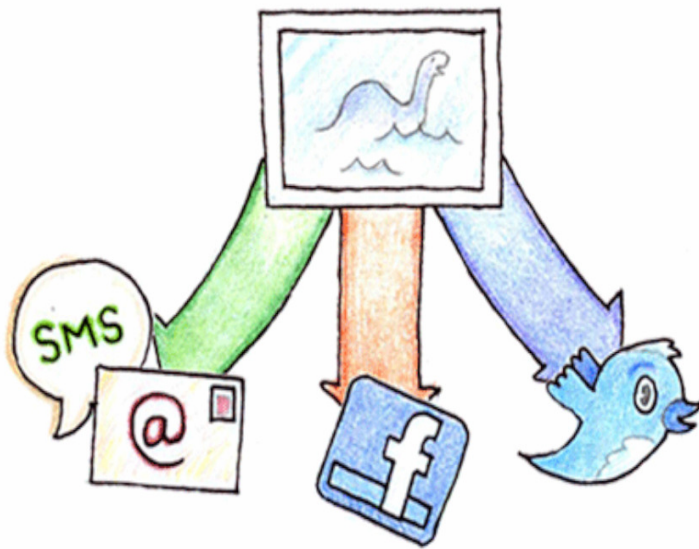
“Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. This means that any file you save to your Dropbox will automatically save to all your [computers](#), [phones](#) and even the [Dropbox website](#). Dropbox also makes it super easy to share with others, whether 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.”

Your files, anywhere

Any file you save to Dropbox also instantly saves to your computers, phones, and the Dropbox website.

- 2GB of Dropbox for free, with subscriptions up to 100GB available.
- Your files are always available from the secure Dropbox website.
- Dropbox works with [Windows](#), [Mac](#), [Linux](#), [iPad](#), [iPhone](#), [Android](#) and [BlackBerry](#).
- Works even when offline. You always have your files, whether or not you have a connection.
- Dropbox transfers just the parts of a file that change (not the whole thing).
- Manually set bandwidth limits -- Dropbox won't hog your connection.





Simple sharing

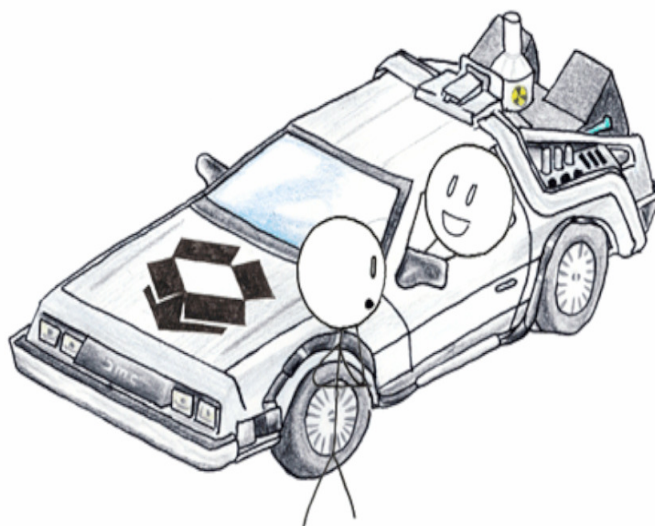
Shared folders allow people to work together on the same projects and documents.

- Invite friends, family or teammates to a folder. It'll be as if you saved the folder to their computers.
- See other people's changes instantly.
- Create photo galleries viewable by anyone you choose.
- Send a link to any file in your Dropbox using your Public folder.

Dropbox mobile

Apps for iPhone, iPad, Android, and BlackBerry keep your Dropbox at hand, even on the go.

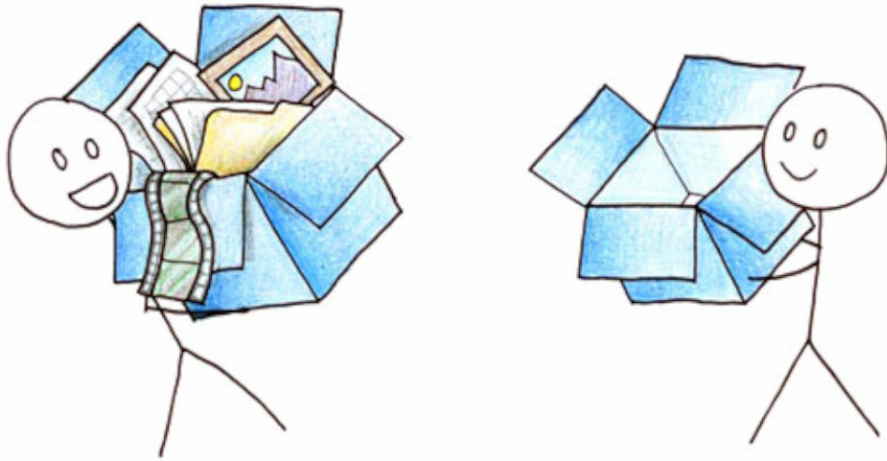
- Bring your files with you when you're on the go.
- Edit files in your Dropbox from your phone.
- Easily upload your photos and videos to Dropbox.
- Share freely with family and friends.



Your stuff is safe

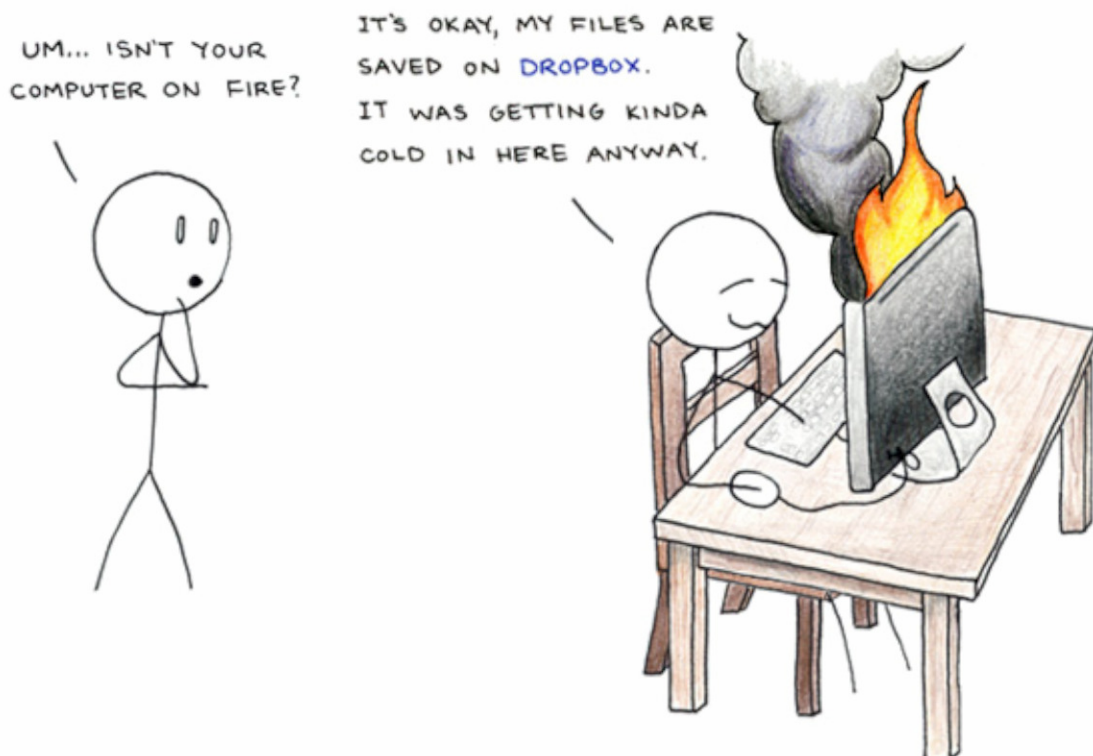
Dropbox protects your files without you needing to think about it.

- Dropbox keeps a one-month history of your work.
- Any changes can be undone, and files can be undeleted.
- Secure Sockets Layer (SSL) and AES-256 bit encryption.



Share what matters most.

Dropbox makes sharing so easy that you'll be amazed at the things you can do. Invite your friends, family and teammates to any folder in your Dropbox, and it'll be as if you saved that folder straight to their computers. You can send people links to specific files in your Dropbox too. This makes Dropbox perfect for team projects, sharing party photos with friends, or recording your band's new album.



Dodge catastrophe with a click.

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 else can you do?

People around the world rely on Dropbox to help them design buildings, compose music, run businesses, write books and even coordinate disaster relief. Whether you're an entrepreneur or a teacher, a photographer or an astronomer, an artist or an activist, Dropbox simplifies your life.

How do I add files to my Dropbox?

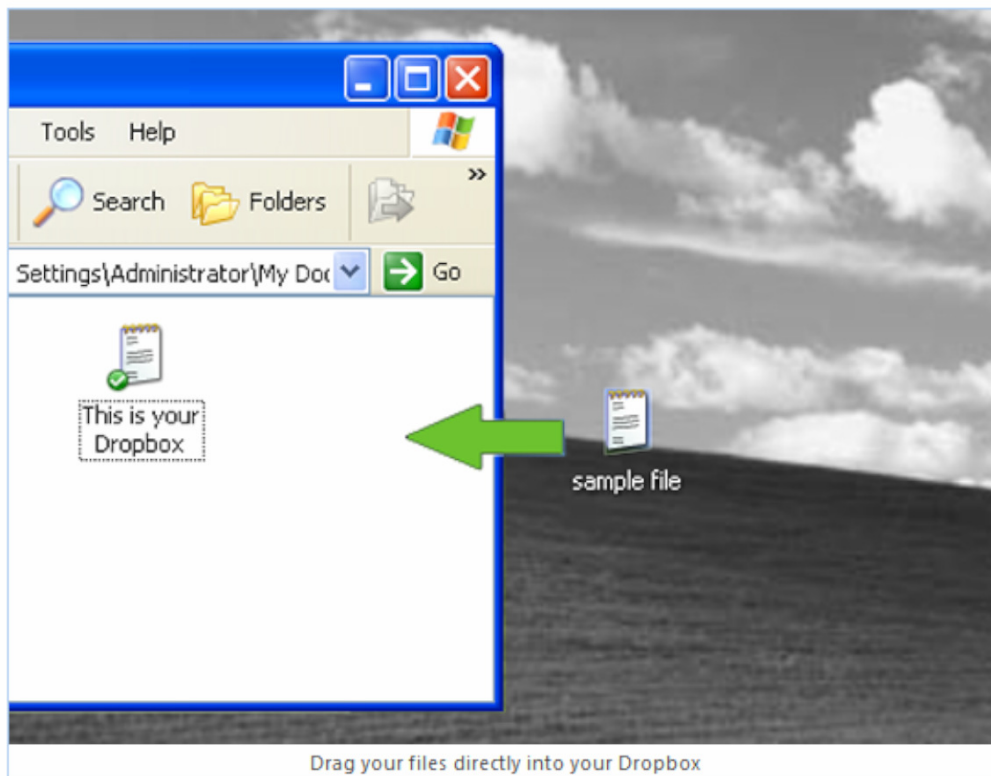
When you [install the Dropbox desktop application](#), it creates a new folder on your computer. It works like any other folder on your hard drive, except everything in your Dropbox folder automatically syncs to the web and to any other computer with Dropbox installed.

It's easy. Move your files into your Dropbox by dragging and dropping them into your Dropbox folder. That's it. The files you dropped in will automatically be backed up online and synced to your other computers. You don't have to do anything. You can even save files directly to your Dropbox folder from any application.

Dropbox is better than a network drive. Files in your Dropbox stay on your computer's hard drive, so you can always access your files even if you are offline. Dropbox works in the background and will automatically sync any new changes the next time you are online.

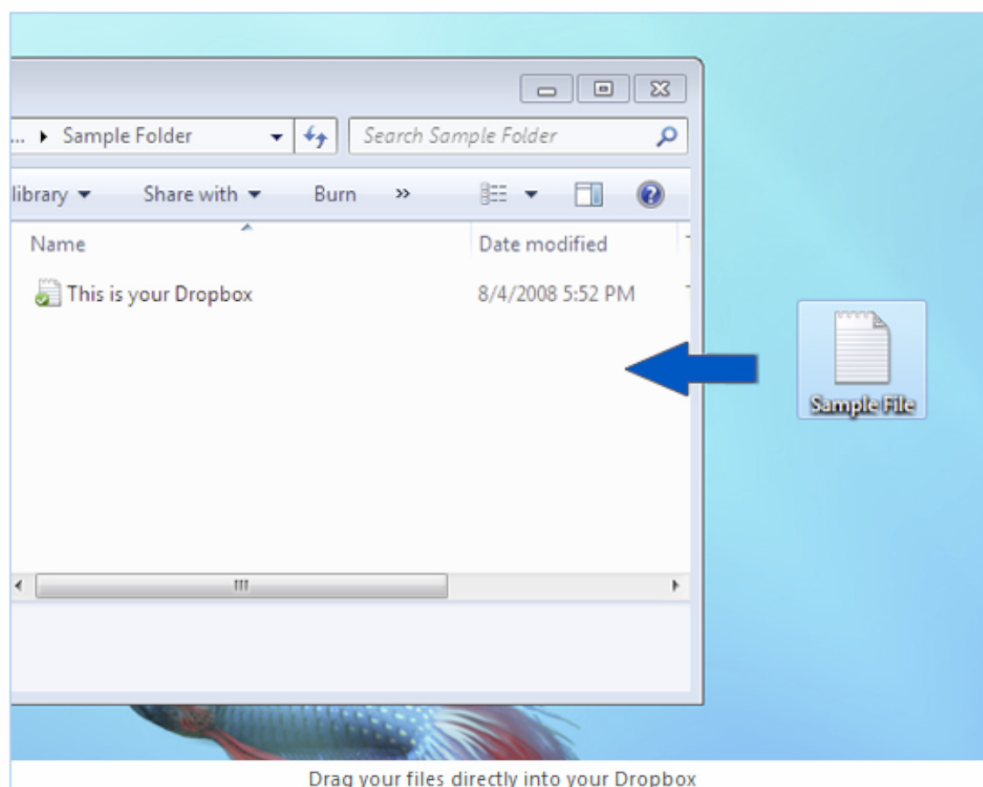
On Windows XP

After installation on Windows, a *My Dropbox* folder will be located inside your *My Documents* folder by default.



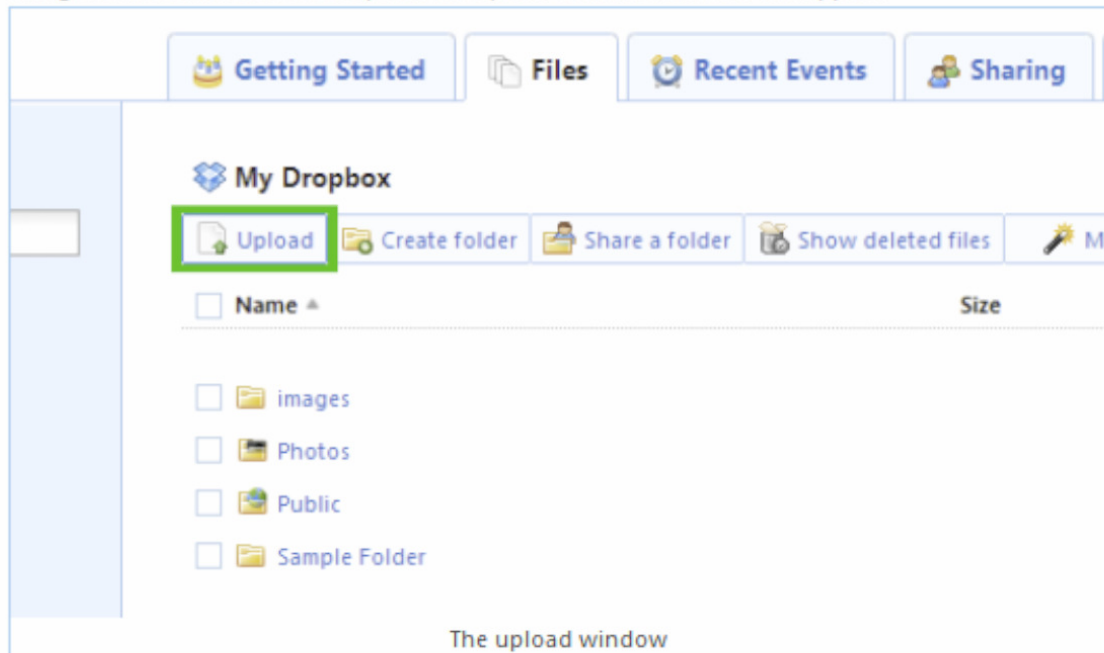
On Windows 7

After installation on Windows, a *My Dropbox* folder will be located inside your *My Documents* folder by default.



Add files using the website

1. Log in to the Dropbox website.
2. Using the interactive file browser, click the *Upload* button. A window will appear.



3. Click the *Choose Files* button and then select the files on your computer that you'd like to add to your Dropbox.
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!

Sharing files

All information can be found in detail on the Dropbox website under HELP.

SHARING QUESTIONS

[How do I link to files in my Dropbox?](#)

[Can I share files with non-Dropbox users?](#)

[What's a conflicted copy?](#)

[Why did my public links stop working?](#)

[Will joining someone else's shared folder use my quota?](#)

[Can I set permissions for members of my shared folders?](#)

[Can I rename or move a shared folder?](#)

[How can I tell if a file or folder is shared, public, or private?](#)

[How do I rejoin a shared folder?](#)

[How do I leave, unshare, or kick out a member of a shared folder?](#)

[How do I leave a shared folder?](#)

[How public are Public links? How private are my other files?](#)

[What is Dropbox's copyright policy?](#)

[How do I change the owner of a shared folder?](#)

What is a conflicted copy?

If two people or computers change the same file at the same time, the first person to finish uploading their new version will "win."

Dropbox won't attempt to merge the changes for you. Therefore, any changes made to the same file after it has been updated will also have their changes synced to all computers, but as a "conflicted copy" of the file.

Name	Date modified
 Sample File (Scott's conflicted copy 2009-10-15)	10/15/2009 4:30 PM
 Sample File	10/15/2009 4:30 PM

Conflicting changes are saved to a separate copy instead of to the original file

The name of the new file will be the same as the old one but appended with "conflicted copy", the name of the person/computer responsible, and the date that the conflict occurred. This way, everyone's changes are preserved and nobody overwrites another person's hard work. If you find a conflicted file in your shared folder, you may want to discuss which changes to keep with your friend.

Julia Ault

13th Jan 2012

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[Help Centre](#)