



Dropbox

Favorite Files for Offline Reading

Mark files as *favorites* from the Dropbox app to access the files later, even disconnected from WiFi or cellular service. Note: the *favorite* icon is a star.

Email Files to Dropbox as Attachments

Avoid extra clicks, downloads, or the save button by forwarding emailed documents straight to your Dropbox. Create a personal or professional account at SendToDropbox.com to receive a custom email address. The files will automatically appear in the *Attachments* folder in Dropbox.

Get More Storage — For Free

Dropbox offers its users opportunities to earn storage space, above and beyond the initial 2GB given when an account is created. Earn 125MB for connecting social media, 250MB for completing the *Getting Started Guide* and a whopping 500MB for referring a friend to the service. Dropbox Pro users can get up to 32GB of extra space, thanks to referrals.

Upload Files to Dropbox via URL

URL Droplet allows you to upload documents on the internet straight to your Dropbox folders. All you need to do is copy a link to a PDF and paste it into the URL Droplet form once it's connected to your Dropbox account. www.urldroplet.com

Tips & Tricks

Dropbox Keyboard Shortcuts:

↓	Select previous file (hold shift to select range)	enter	Download or open file
↑	Select next file (hold shift to select range)	⌘ + C	Copy selected file(s)
⌘ + a	Select all files	⌘ + v	Paste selected file(s) into the current folder
esc	Deselect all files	F2	Rename selected file
←	Up a folder	delete	Delete selected file(s)
/	Search		
→	Open folder		

Sync Photos

Enabling the *Camera Upload* option in the DropBox phone application allows Dropbox to automatically back up photos from your device into the *Camera Upload* folder. The CameraSync app offers the same capability of backing up photos into Dropbox, but offers additional controls such as omitting screenshots from the backup.

Go Back in Time with Version Control

Need an old version of a document? Get it back by logging into Dropbox at Dropbox.com. Right-click the document and choose *Previous Versions* from the list that appears. Viola! Dropbox stores 30 days of version history free with options to upgrade.

Back up your Wordpress blog

Automatically back up your Wordpress website or blog. *Wordpress Backup to Dropbox* is a small desktop application that lives on your computer but back-ups to the cloud. Choose a day, time and how often to back up. Then, let the app do the work as your websites files and more will be added to Dropbox.

Recover deleted files

Dropbox keeps deleted files for 30 days. To reveal deleted files, go to dropbox.com, log into your account and click *Show Deleted Files*. All deleted files will appear in gray. To bring the file back to life, right-click and choose *Restore*.



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