



Fundamentals

- **Share a folder safely:** In Dropbox account, click Share a Folder to share an existing folder or create a new one
- **Recover Deleted Files:** Click Show Deleted Files button and select Undelete
- **Share Photo Galleries:** Create a folder under Dropbox/Photos, put some images there, right-click on the gallery folder, copy public gallery link and share it with friends
- **Move Dropbox Outside of Documents Folder:** Right click on the Dropbox icon on desktop tray and select Preferences. Click on Move and select the new location of your Dropbox folder.
- **Make Dropbox your default Documents Folder:** Move your documents folder to Dropbox and you will always stay up to date with your documents
- **Reach files from Mobile:** Download and install Dropbox app to your mobile and you will always have access to your files www.dropbox.com/anywhere (iPad, iPhone, Android)
- **Let others safely upload files to your Dropbox:** Droptitto.me
- **Email attachments to your Dropbox:** sendtodropbox.com
- **Adding documents using Chrome:** In the Dropbox.com window, you can upload a file simply by dragging the file from your desktop onto the Dropbox website (only works in Chrome, Firefox and Safari)

Keyboard Shortcuts

Select previous file	<↑>
Select next file	<↓>
Select all files	<Ctrl> + A
Deselect all files	<Esc>
Up a folder	<←>
Search	</>
Open Folder	<→>
Download or open file	<Enter>
Copy selected file	<Ctrl> + C
Paste selected file	<Ctrl> + V
Rename selected file	<F2>
Delete selected file(s)	<Delete>
Undo recent action	<Ctrl> + Z
Show keyboard shortcuts	<?>
Hide keyboard shortcuts	<Esc>



Dropbox