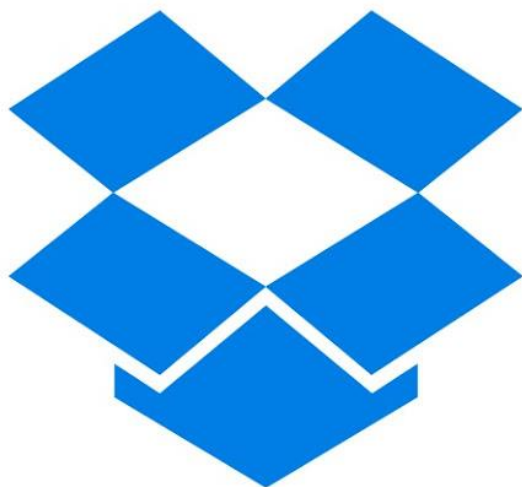


# Dropbox Quick Guide



Upload a new file



New Folder



Share a Folder



Delete



## Dropbox's main features

are accessed from these four symbols located on the right side of the display.

## Should I Pay for Dropbox?

Upgrading to Dropbox Pro drastically increases the available storage space but many users will not need the added features so it's best to try Dropbox before paying

Dropbox Basic



Free

2 GB of space  
Safe, reliable backup  
Access from anywhere  
Simple file sharing

Your current plan

Dropbox Pro



\$9.99 / month

**Dropbox Basic plus:**  
1 TB (1,000 GB) of space  
Additional sharing controls  
Remote wipe

Upgrade to Dropbox Pro

## Downloading

**Dropbox** - To integrate Dropbox into a personal computer, home office, or laptop you can download Dropbox onto your computer directly. Dropbox then creates a folder on your computer which includes all of the items within Dropbox. These files are now linked with your computer, editing or adding files will affect those saved in those online.