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Dropbox: A tool for remote work

During this time where working remotely is becoming the norm, it is good to be aware of all the tools that exist to make remote work easier. There are many different tools that can make working remotely easier. One of the most helpful tools is Dropbox.

Dropbox is an online cloud platform that allows users to have all their work backed and synced up on all their devices. Meaning, if you are writing an article on your desktop in the office, you could then pick up where you left off and continue writing it on your laptop. Dropbox also allows files not only to be able to be created and edited from various users' devices, but it also allows creators of files to share with other users for review and editing. This can be very helpful in many situations. Especially with the outbreak of COVID-19.

In order to sign up for Dropbox, you can download it after searching it on the internet browser. From there the user can create a username and password for their account. Once these credentials have been created, Dropbox can be downloaded on all their various devices. Once Dropbox has been downloaded on all affiliated devices, users can get to creating and sharing files from wherever is most convenient.

Dropbox has three different pricing options. Basic which is free and has 3 gigabytes of storage a month. The personal plan is \$9.99 a month and comes with 2 terabytes of storage space. The professional plan is \$16.58 a month. It comes with three terabytes of storage and a few additional features such as document watermarking and time-based comments on videos.

In order to get the free basic edition, you can sign up by going to [Dropbox.com](https://dropbox.com) and clicking "try Dropbox". Once you do this you can create an account and start using Dropbox for no charge. You can upload files to your Dropbox account by dragging files into your Dropbox folder. Once you have done this, you can either work on or view your files from any related device. If you would like to share the documents, you can click the share documents and you can either send it directly to them or you can generate a link that you can email the link to anyone you would like and when they click the link the file will open up.

Keeping everything organized is important. Your Dropbox can get very messy with many different files. It can help to create folders to keep everything organized. You can create a normal folder like what you would have on your desktop for organizing files or you can create a sharable folder where everything within that folder is automatically shared to whoever you add as a collaborator on that specific folder. That way once you drop a new file into that shared folder it will automatically be shared to everyone you have added to that folder.

Dropbox is a create tool that helps streamline workflow and allow work to get done more efficiently. It is a must have for remote work.