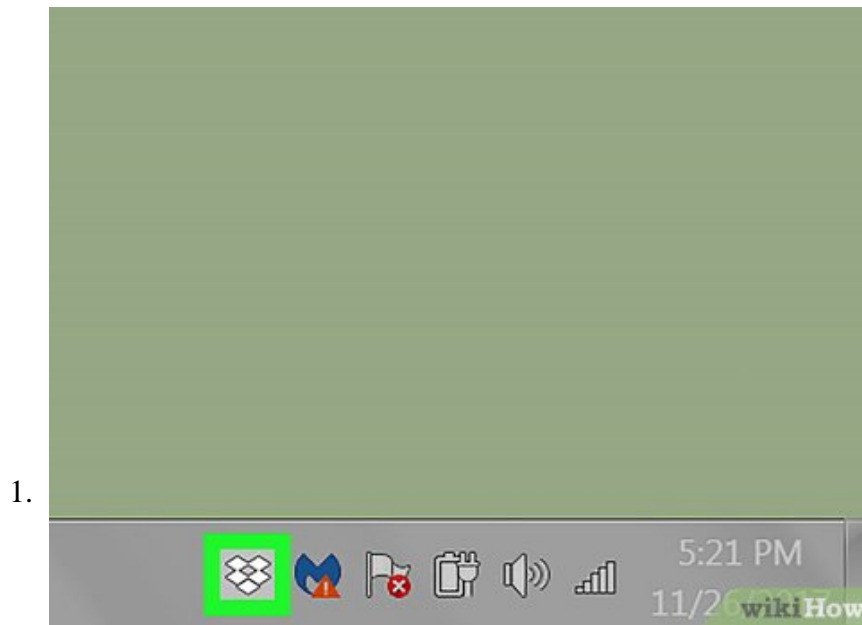


How to Automatically Save Screenshots to Dropbox on PC or Mac

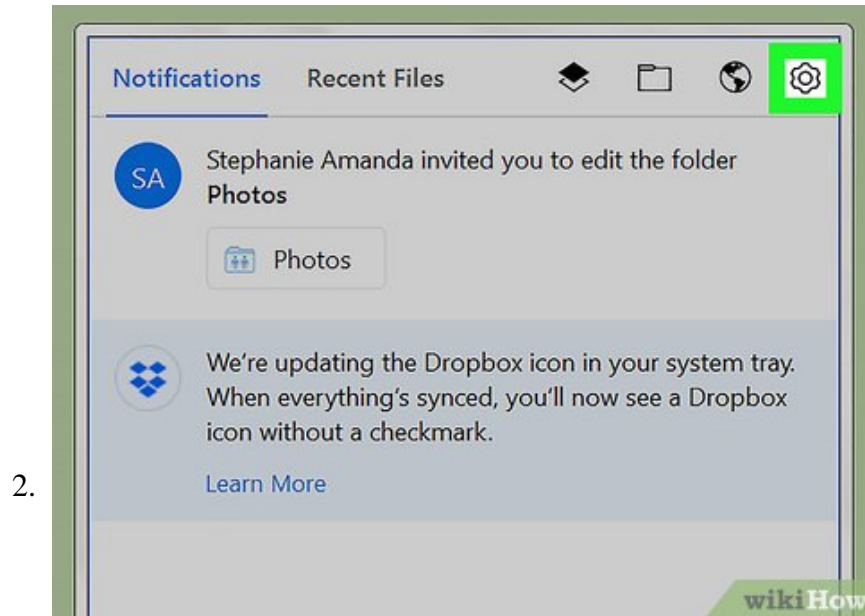
This wikiHow teaches you how to automatically save every screenshot you take on your computer to a Screenshots folder in your Dropbox, using [https://www.dropbox.com/install Dropbox's desktop app]. Find and click the Dropbox icon in your...

Steps

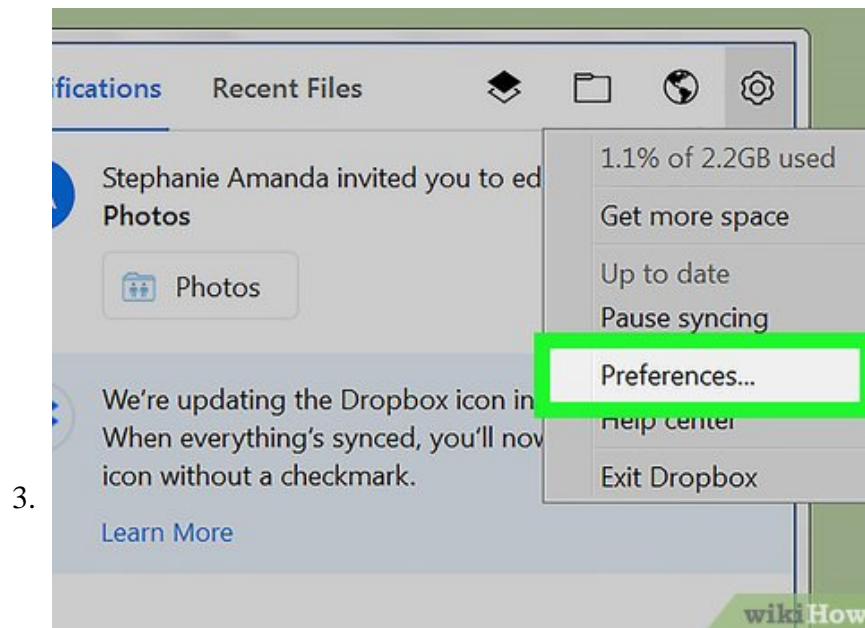


Find and click the Dropbox icon in your notification area. The Dropbox icon looks like a tiny box next to the battery, wi-fi, and sound icons on your desktop. A new window will pop up.

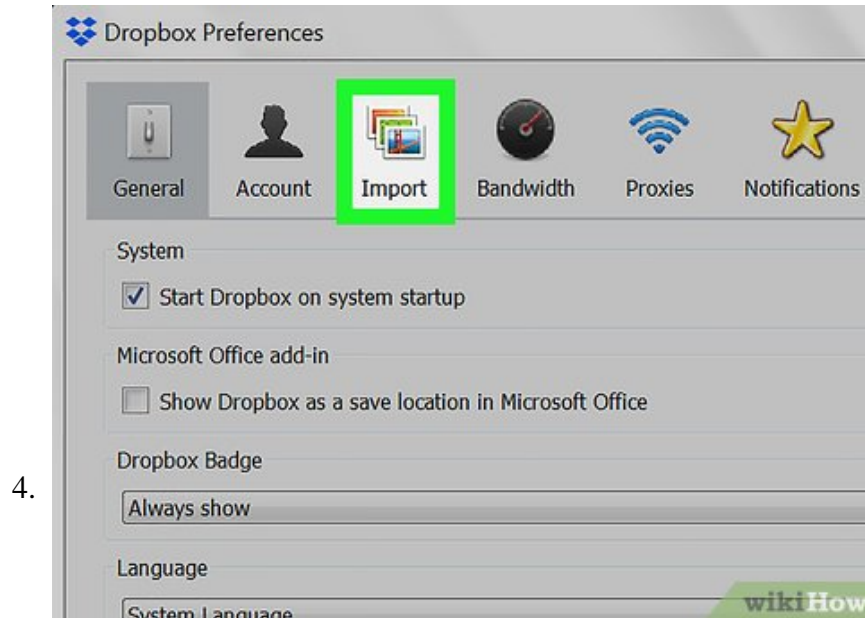
1. On **Windows**, the notification area is in the lower-right corner of your taskbar at the bottom of your screen.
2. On a **Mac**, you can find it on your menu bar in the upper-right corner of your screen.



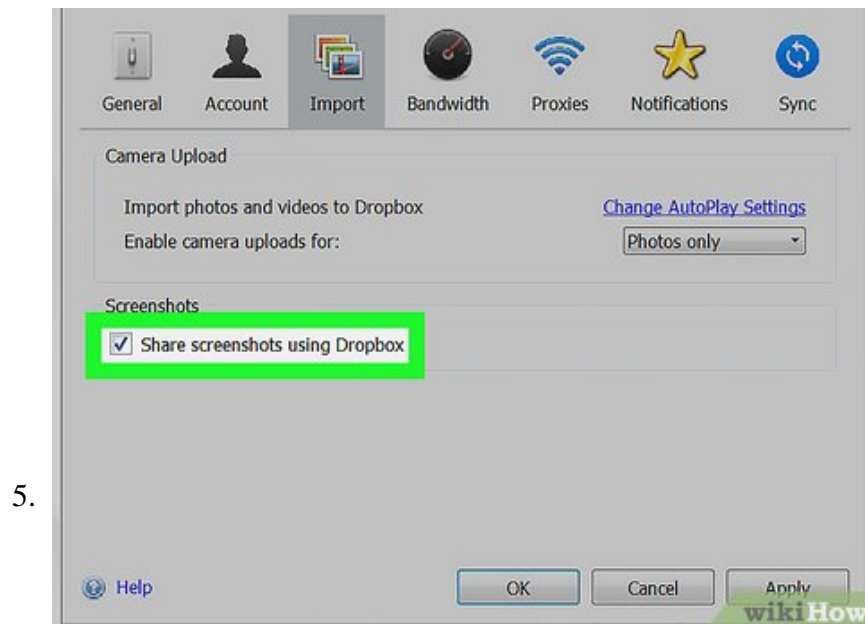
Click the gear icon in the pop-up. This button is in the upper-right corner of the pop-up box. It will open a drop-down menu.



Click **Preferences on the menu.** This will open your app preferences in a new window.



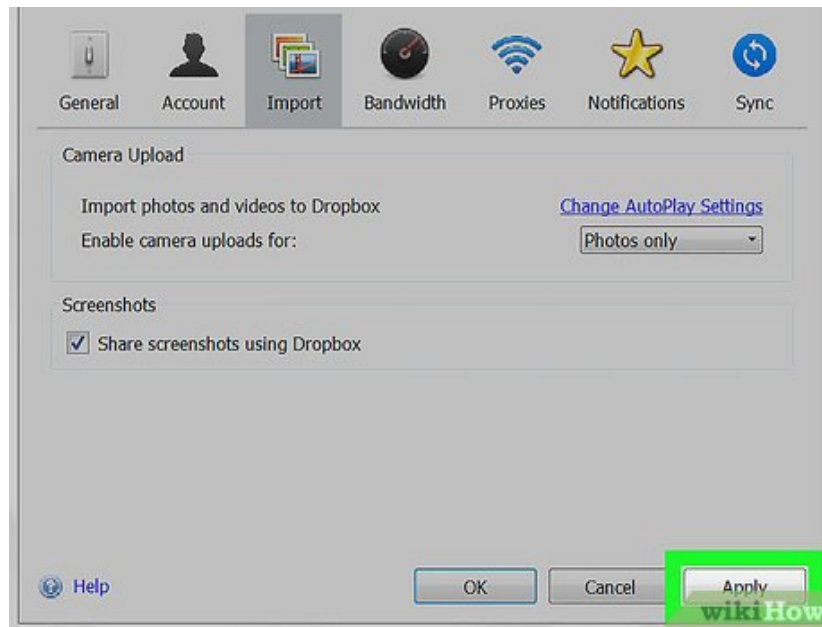
Click the **Import** tab. This tab looks like three picture icons at the top of the preferences window.



Click and check the box next to **Share screenshots using Dropbox**. When this option is enabled, all of your screenshots will be automatically saved to a **Screenshots** folder in your Dropbox.

1. If you've just installed the Dropbox app, take a screenshot before you open Preferences. A new pop-up will ask if you want to save your screenshots to Dropbox. In this case, click **Save Screenshots to Dropbox** here.

6.



Click the **Apply** button in the lower-right corner. This will save your new settings. All of your screenshots will now be automatically saved to your Dropbox.

1. If you're using a Mac and don't see this button, you can skip this step. Your new settings will be saved automatically.

You finished reading the article "**How to Automatically Save Screenshots to Dropbox on PC or Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.