

Tips to use Dropbox more effectively

To use Dropbox effectively, not everyone knows and let's refer to the tips in the article below to make your use of Dropbox more effective.

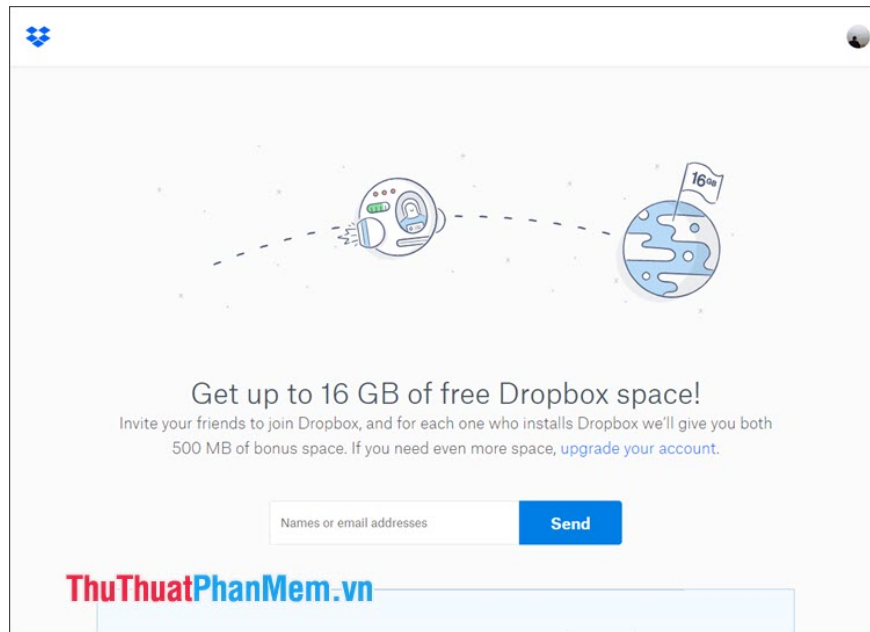
Dropbox is a cloud data synchronization application effectively and quickly with millions of uses every day. To use Dropbox effectively, not everyone knows and let's refer to the tips in the article below to make your use of Dropbox more effective.



1. Increase free Dropbox storage

New to Dropbox, you will get 2GB of free storage. Free space is quite small and only suitable for office workers specializing in sending and sharing files of Microsoft Office. However, we can increase the maximum capacity up to 16GB, which helps you store enough basic software or just share full HD movies with Dropbox.

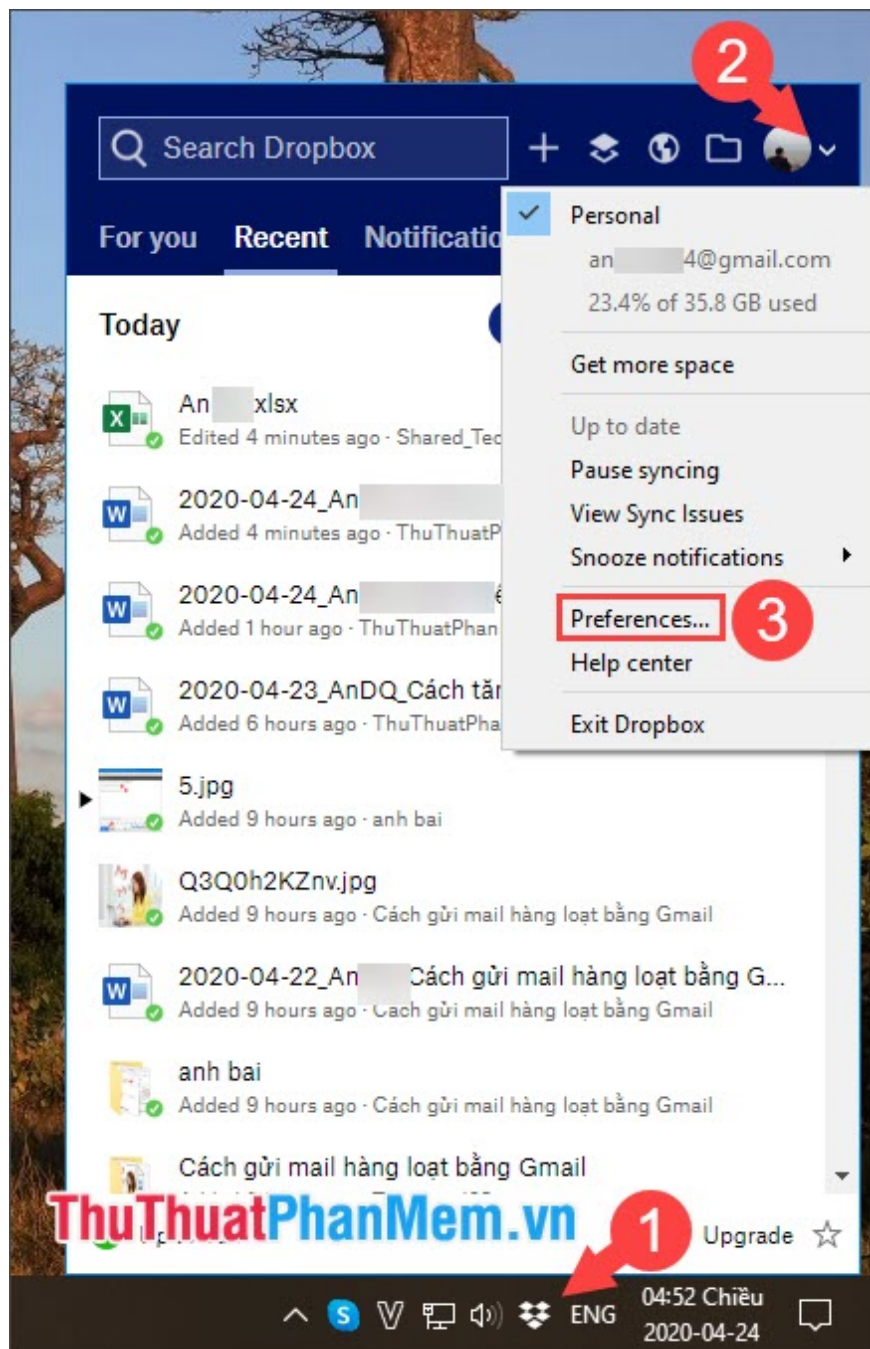
To increase the free capacity, Dropbox has a program to introduce friends to use Dropbox and each successful referrer will give you 500MB of space.



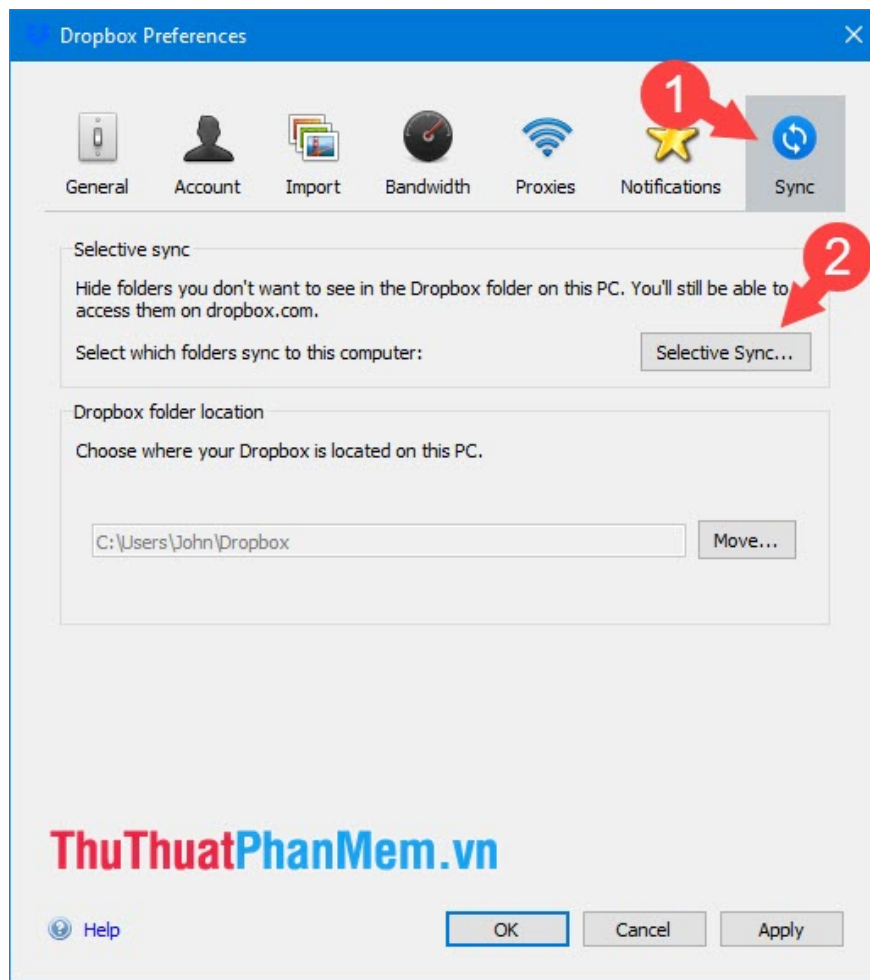
2. Use Selective Sync to save bandwidth and memory capacity

If you do not want to synchronize the high-capacity, necessary folders, we can skip those folders and select the priority folders to save online storage and upload bandwidth.

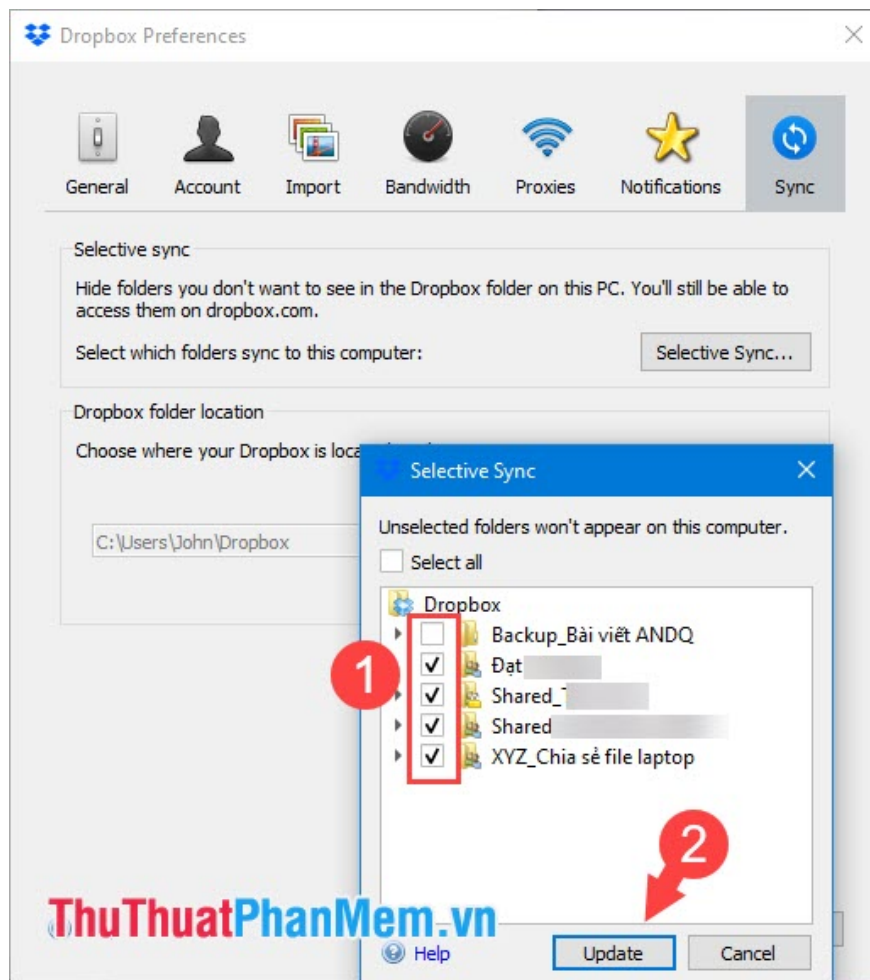
Step 1: Click on the Dropbox icon in the taskbar (1) => click on the arrow next to avatar (2) => **Preferences** . (3) .



Step 2: Go to Sync (1) => Selective Sync . (2) .



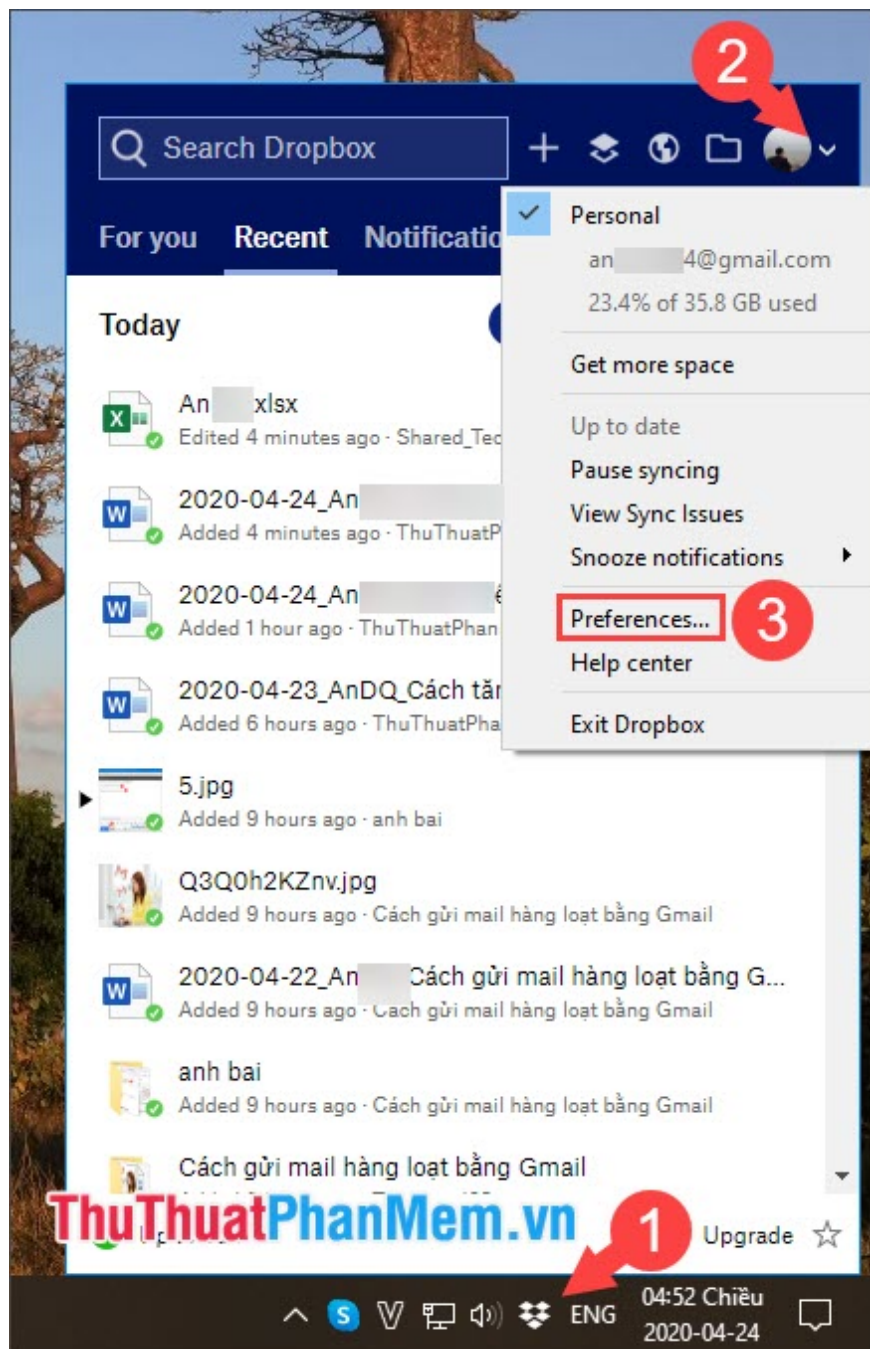
Step 3: You uncheck the items do not need synchronization (1) => **Update (2)** is done.



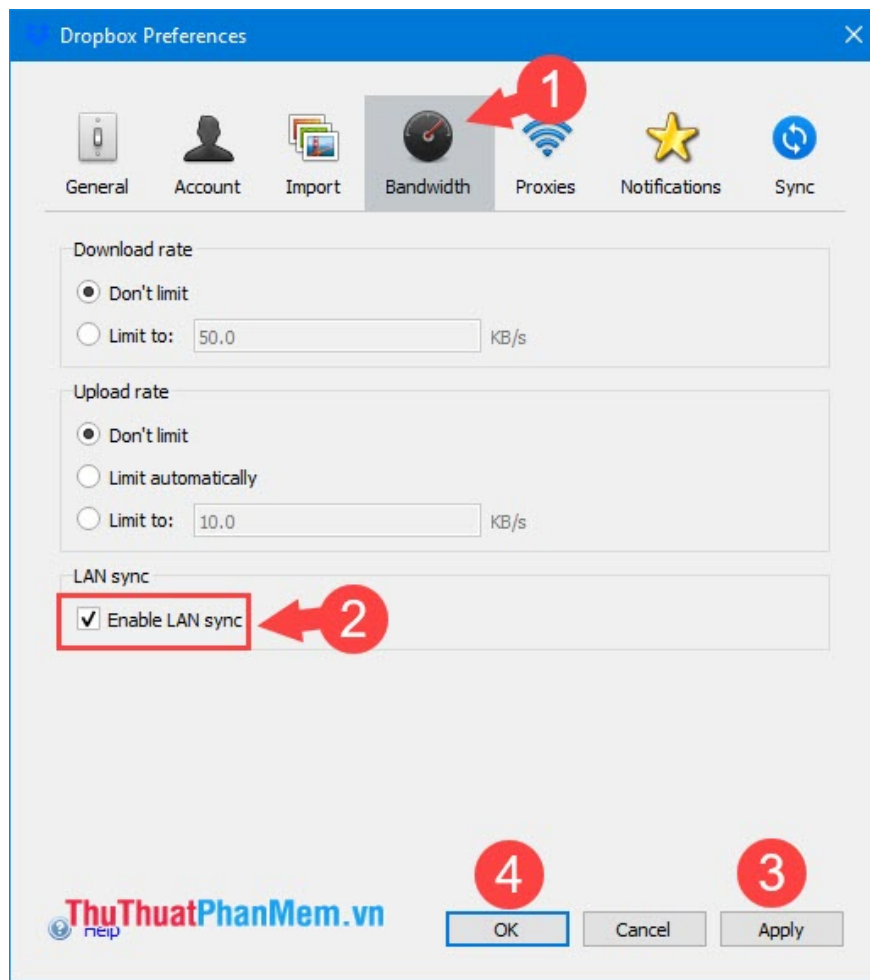
3. Use Lan Sync to accelerate file sharing in LAN

If your computer has a LAN connection and your corporate computers still use Dropbox for work to share files, let's enable the LAN Sync feature to speed up downloads and uploads between machines in the LAN.

Step 1: Click on the Dropbox icon in the system tray (1) => Click the arrow next to Avatar (2) => **Preferences** . (3) .



Step 2: You switch to the **Bandwidth** tab (1) => tick the **Enable LAN sync** (2) .

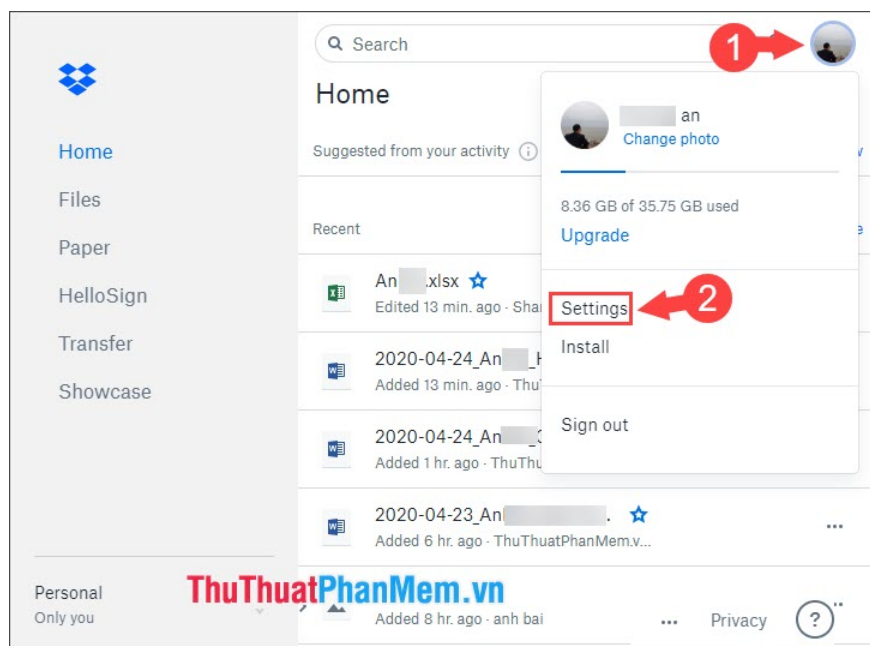


4. Improve security with two-step authentication

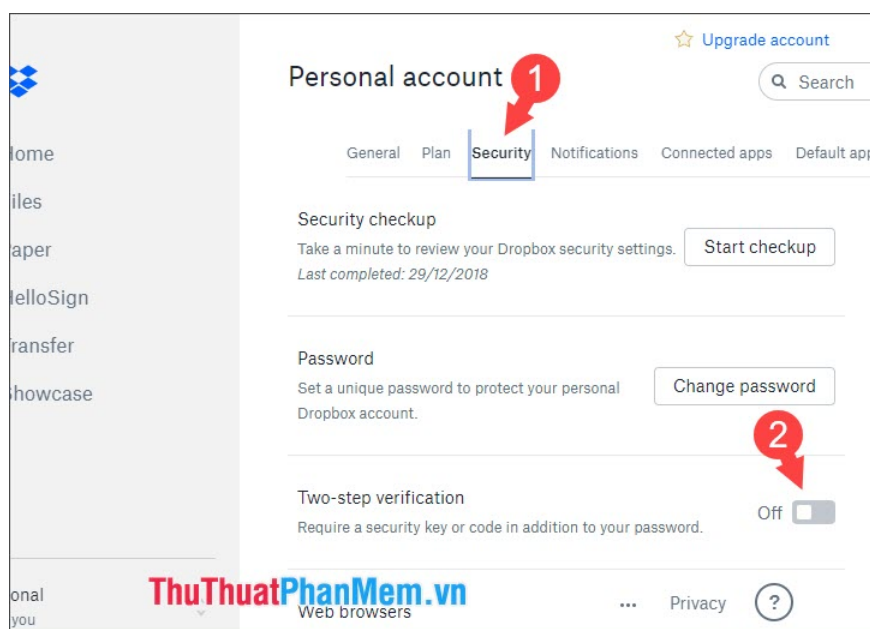
Two-step authentication makes your Dropbox account better protected. To enable this feature, do the following:

Step 1: You log into **dropbox.com** .

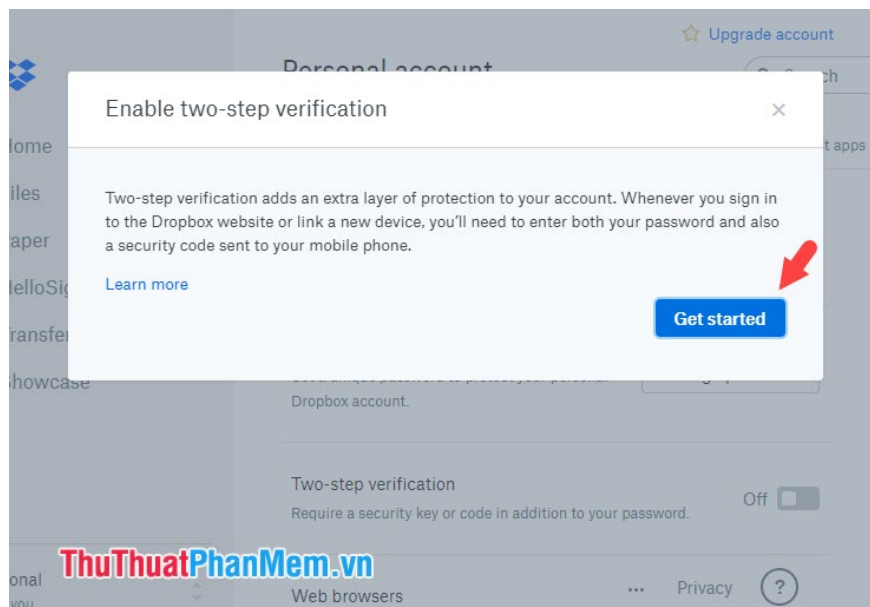
Next, click on the avatar icon **(1)** => **Settings (2)** .



Step 2: Choose the **Security** tab (1) => switch the **Two-step verification** switch (2) to **On** .



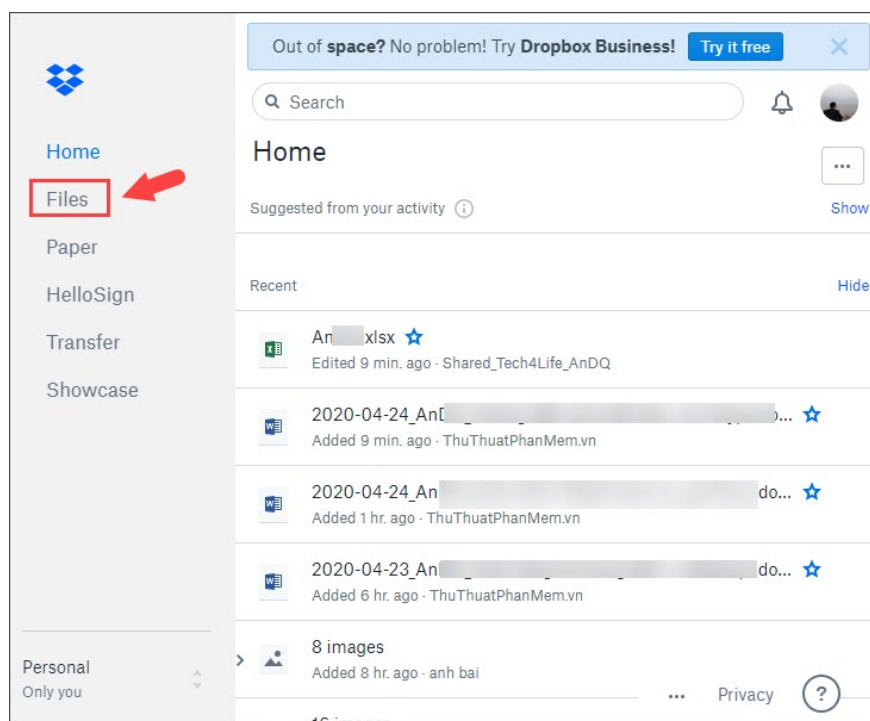
Step 3: Click **Get started** and follow the instructions of Dropbox to turn on the two-step authentication feature.



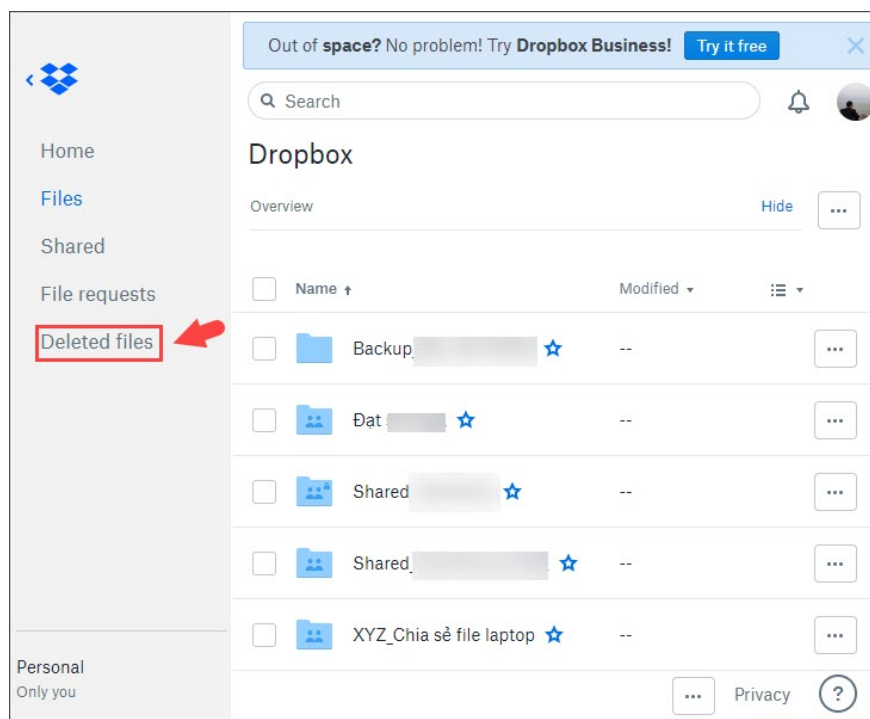
5. Recover deleted files

After you delete the file, it will be in the bin 30 days before being permanently deleted. To restore the file, do the following:

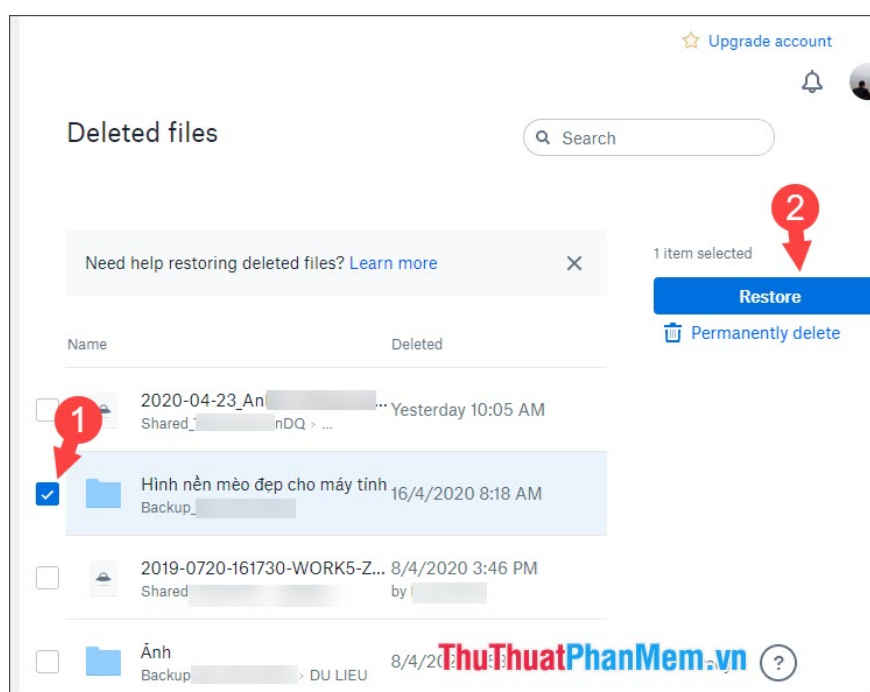
Step 1: After logging into **Dropbox.com** , click on **Files** .



Next, select the **Deleted files** section .



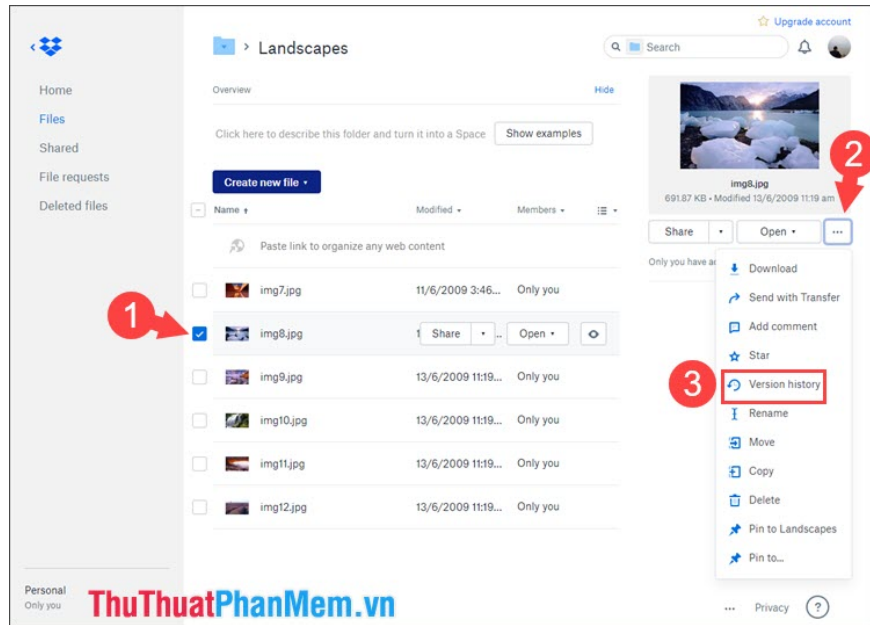
Step 2: You select the file to recover (1) => **Restore** (2) .



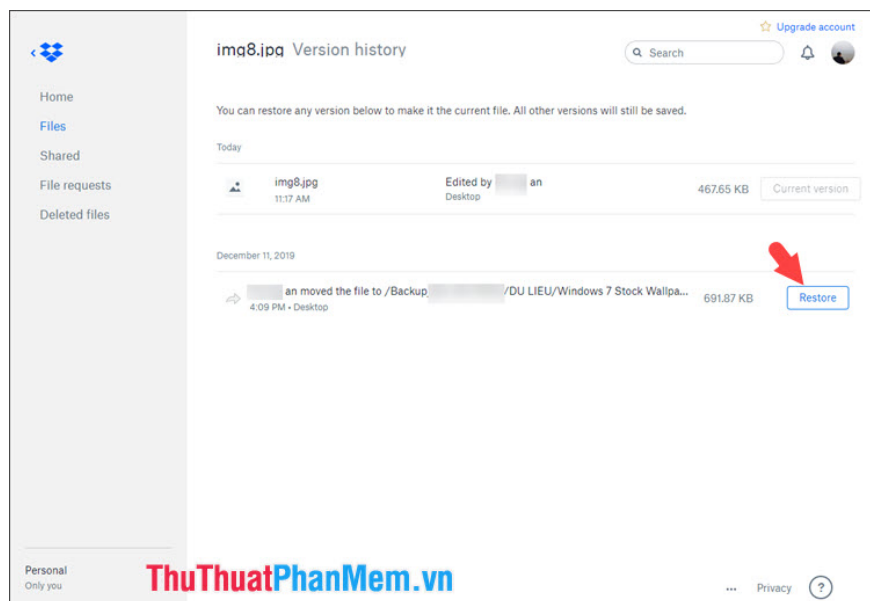
6. Restore the previous version of the file

Just like recovering deleted files, Dropbox also stores the times we edited the file and allows you to recover the file from the last modification.

Step 1: You log into **dropbox.com** and tick the file to edit (1) => click on the . (2) => **Version history** (3) .

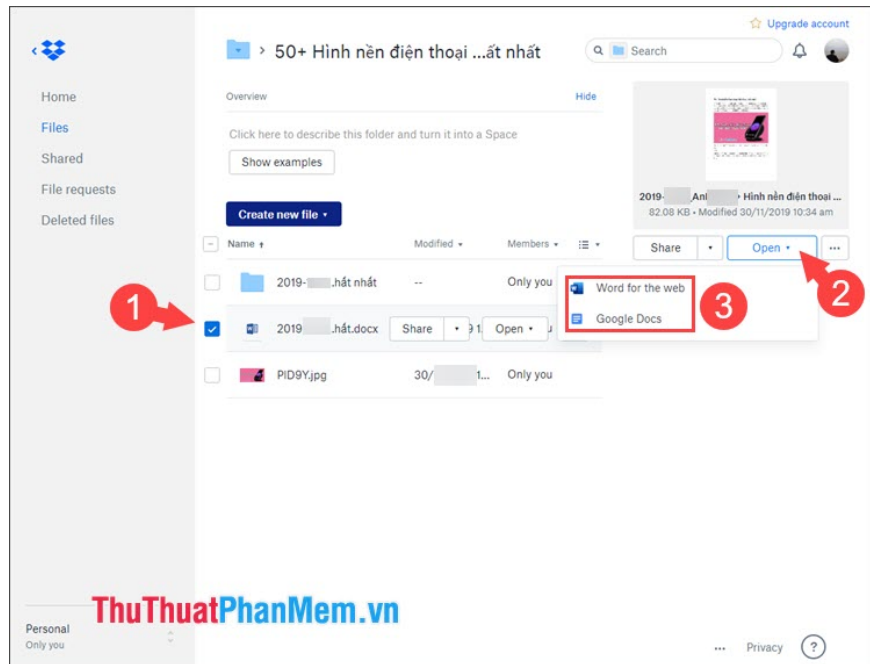


Step 2: Click **Restore** to return to the original file that has not been modified.



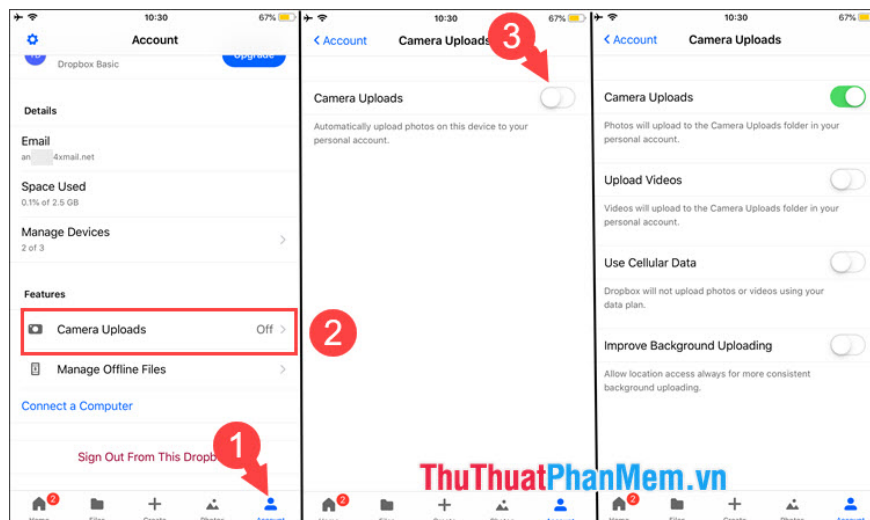
7. Use the Open with feature to select a program to view and edit files

To view text or view photos online, you can select your favorite program to open instead of opening with the default program. You go to **dropbox.com** => tick the file to open (1) => **Open** (2) => Select your favorite program (3) .



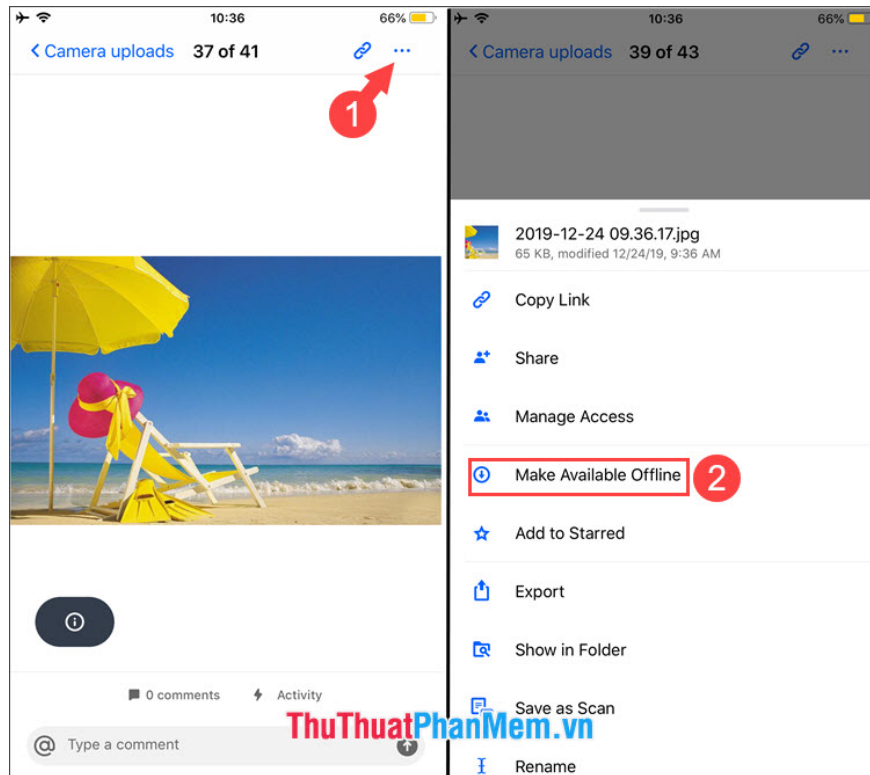
8. Use the Camera Upload feature to store photos on the phone

IOS users enjoy the Camera Upload feature and turn Dropbox into a second "iCloud Photo". To enable this feature, tap on **Account** (1) => **Camera Uploads** (2) => switch **Camera Uploads** switch to **On** (3) .



9. Set up saving offline files on mobile devices

If you frequently open the file, let's save the file offline on the device to open the file quickly and without having to reload the file without the Internet. To save files offline, please touch the icon 3 dots (1) in the file => **Make Available Offline** (2) .



With the tips to use Dropbox shared in the article, readers can apply and make the work more efficient. Good luck!

You finished reading the article "**Tips to use Dropbox more effectively**" 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.