

## 7 Dropbox Tricks You Didn't Know About

July 12, 2014   Written by Scott Kennedy   1 Comment   [Permalink](#)

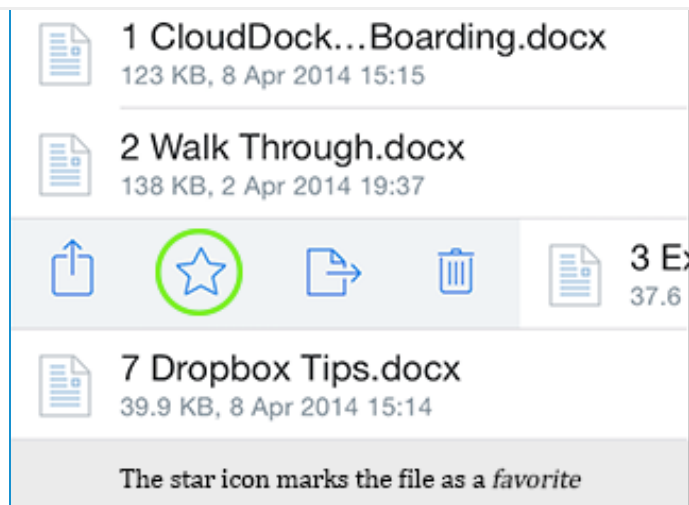
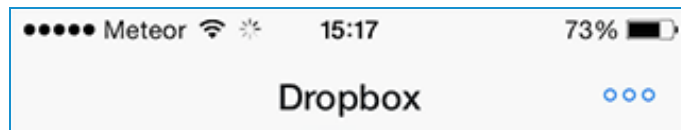


[Dropbox](#) is awesome in so many ways, but there are a few awesome Dropbox tricks that they fail to share with you whilst on-boarding you to their service, meaning you're probably not taking advantage of all its features. Without using any extra apps, you can make files available offline, save space on your hard drive, and even use dropbox to find your laptop if someone steals it!

Check out the list below for some useful tips to get more out of Dropbox.

## 1. “Favourite” Files for Offline Reading

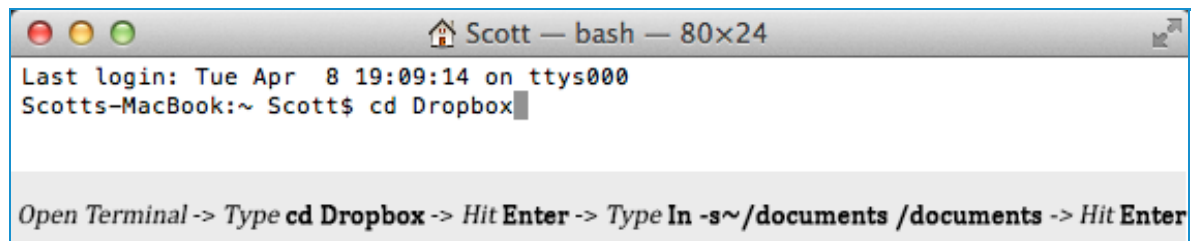
If you “favourite” an image or text document on your mobile device using the Dropbox app, it does two things. Firstly, it saves the file to your mobile device so you can access those files later when you’re offline. Secondly, it adds the file to the app’s Favourites tab for easy access (like a bookmark).



## 2. Use Dropbox as your default documents folder

To conserve memory and time, you can save files directly to Dropbox from your computer programs. This requires simple commands in the Terminal for Mac users or a small settings change for Windows users.

For Mac users, Open Terminal (in Utilities) and type **cd Dropbox**. Hit enter, and then type **ln -s~/documents /documents**. Hit enter again and watch the magic happen.



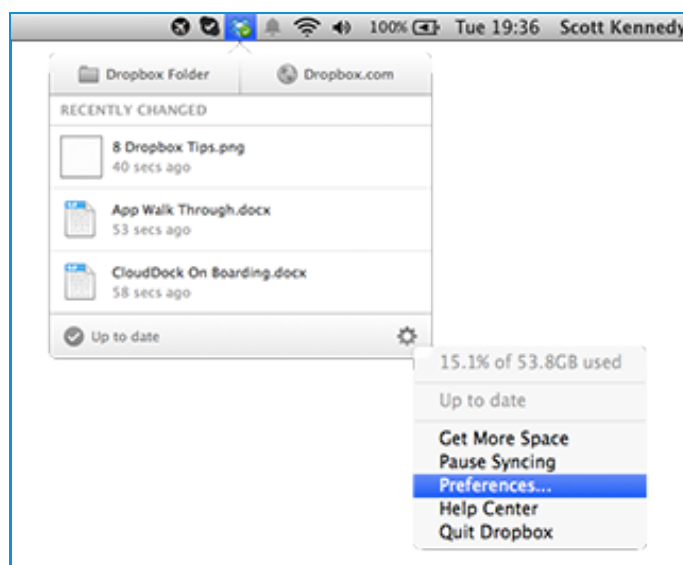
For windows users, right-click on **My Documents** folder, hit **Properties** and click "**Move**". Then select your Dropbox folder, and you're done! Now every time you save a document in a program like Microsoft Word; Dropbox will be selected as the default save location.

### 3. Save space on your hard drive with Selective Sync

Selective Sync is a feature of the Dropbox desktop application that allows you to select only the folders you want to be synced to your computer. Selective Sync gives you the control to ensure you have only the files you need on any computer. It's especially handy if you want to save space on netbooks and other computers with small hard drives.

To enable Selective Sync, head to your Dropbox preferences from your desktop:

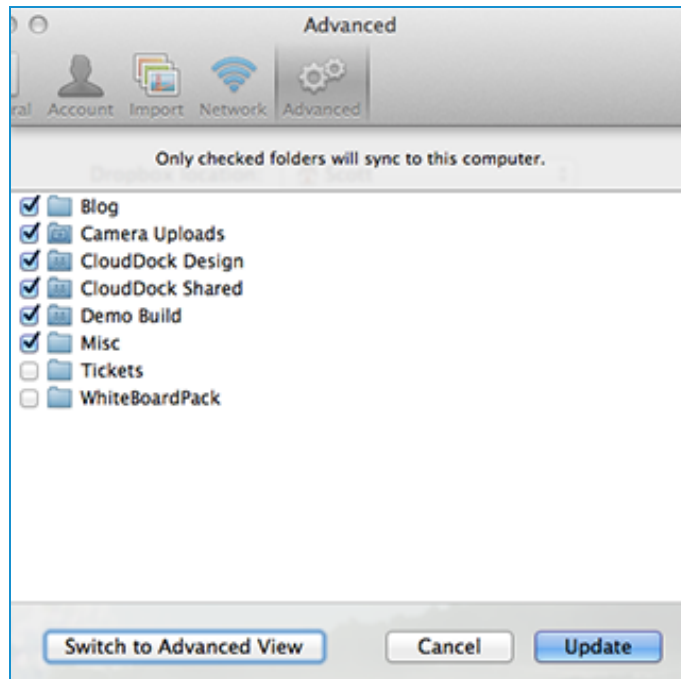
1. Click on the **Dropbox icon** from the menu bar.
2. Click the **gear icon** and select **Preferences...** from the menu.



3. Click the **Advanced** tab.

#### 4. Click the **Change Settings...** button.

A window will appear with a list of all the top level folders in your Dropbox. The folders with a tick next to them will be synced to your computer. All un-ticked folders won't be synced to your computer but they will still be available through the Dropbox website, your mobile apps, and on any other computer linked to your Dropbox account.

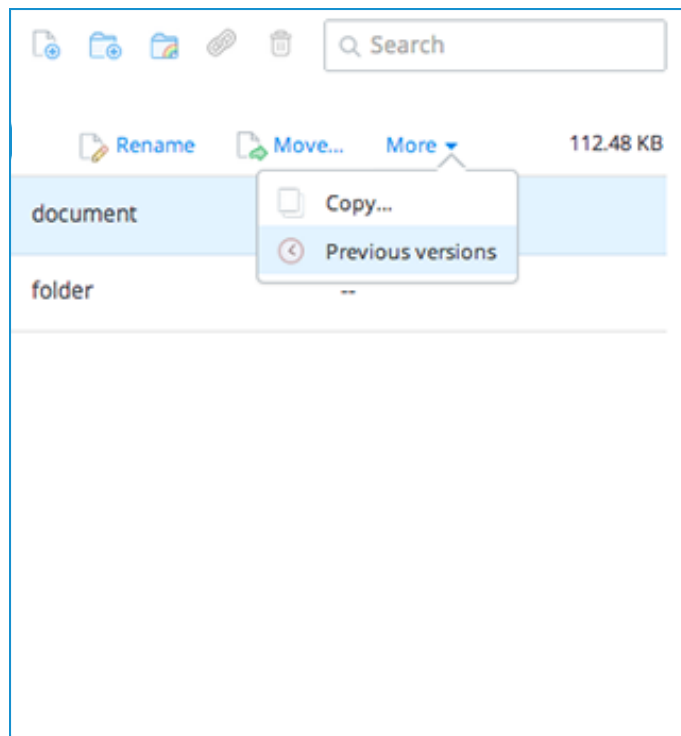


## 4. Use Dropbox for Version Control

If you collaborate on documents with colleagues or clients it helps to see exactly what changes were made and who made them.

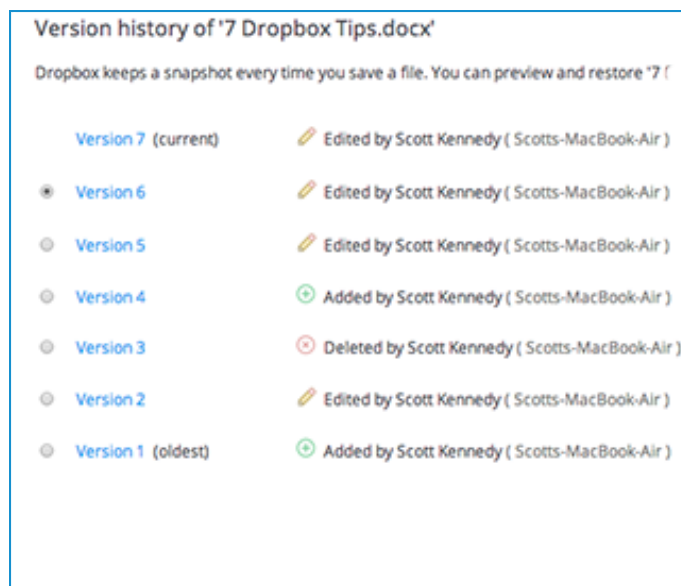
To view older versions of the file, head to the Dropbox website:

1. Highlight the file you want to see the version history of.
2. Click the more drop down bar and select Previous versions



From here you'll be able to see the previous versions of the files, who made the changes, and when those changes were made.

Similarly if you delete a file, navigate to the folder it used to be in and click on the Show Deleted Files icon that will present you with a list you can select the file from.



However, there are a few flaws with Dropbox's version control. If you rename the file or move the file location, all of the files version history prior to you making the change is deleted.

Free Dropbox accounts get 30 days of file version history for free while all paid accounts get unlimited file version history.

## 5. Use Dropbox to find your stolen computer

Ok, this is probably a less practical feature of Dropbox, but if you should find yourself the victim of computer theft, Dropbox can act as your private detective, sort of.

To catch the perpetrator simply head to the Dropbox website and sign into your account:

1. Click on your name from the upper-right of any page and select Settings from the drop down menu.
2. Click on the Security tab.
3. Scroll down to Devices and hover your cursor over the blue info symbol associated with the device that got stolen.

Devices			
You've linked these devices.			
Name	Country	Most recent activity	
 Scotts-MacBook-Air	Ireland	in the last hour ⓘ	<div>Version: 2.4.11 IP address: 89.101.130.1</div> ×
 iPhone	N/A	N/A ⓘ	
 Android	N/A	N/A ⓘ	
 iPad	N/A	N/A ⓘ	

4. A pop up will display the IP address.

Dropbox syncs with their servers regularly so if the perpetrator manages to log on to your computer, you'll be able to report their location. Fool proof!

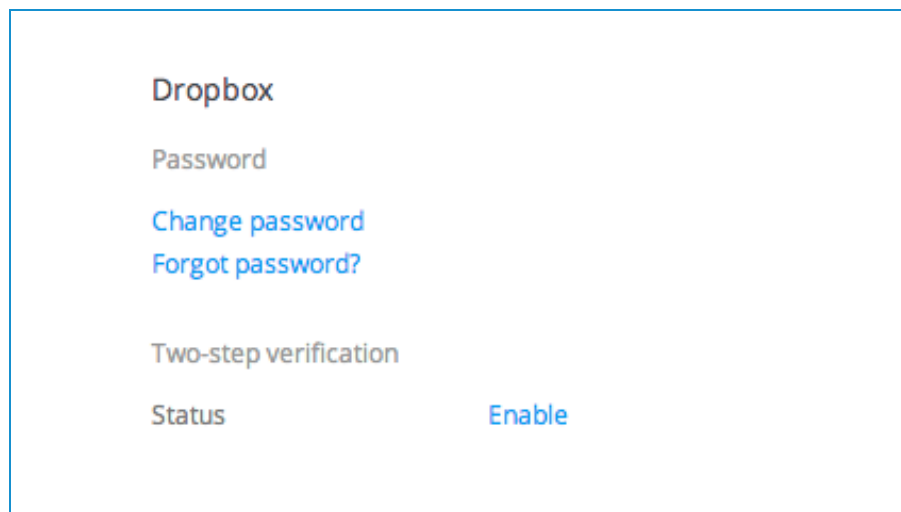
## 6. Two-step verification for additional security

Two-step verification is optional but recommended by Dropbox as it “adds an extra layer of protection”

once enabled as Dropbox will then require a six-digit security code in addition to your password whenever you sign in to Dropbox or link a new device.

To enable two-step verification just head to the Dropbox website and sign into your account:

1. Click on your name from the upper-right of any page and select Settings from the drop down menu.
2. Click on the Security tab.
3. Under the Account sign in section, next to Two-step verification, click Enable.



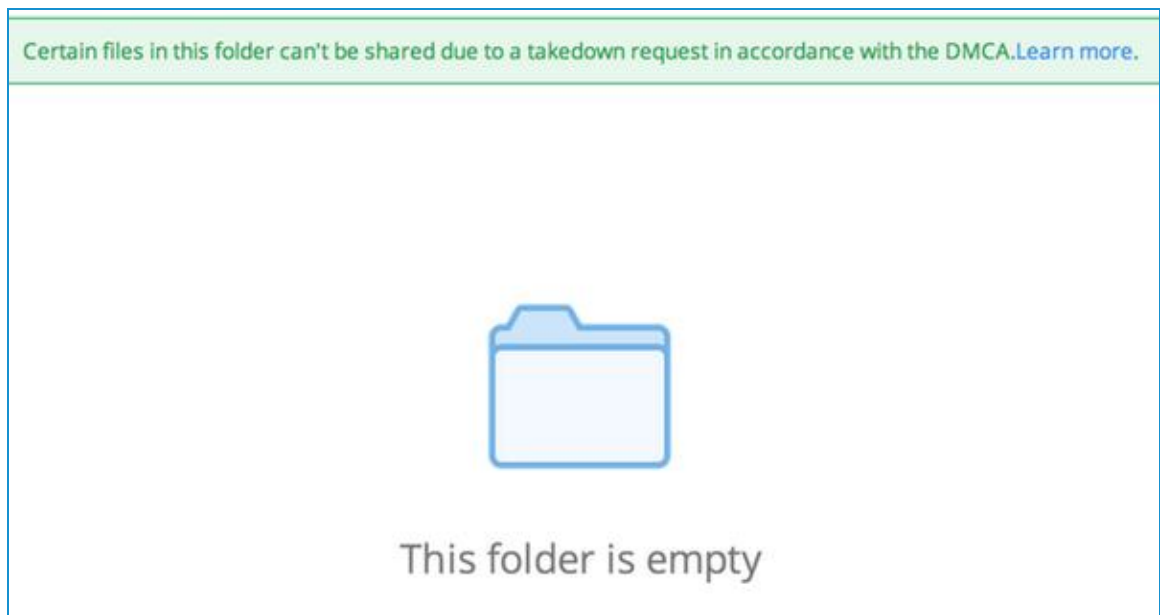
4. You'll be prompted to re-enter your password and enable two-step verification. Once you do you'll be given the choice to receive your security code by text or to use a mobile app.

## 7. Download torrents remotely

If you're away from your personal computer and you'd like to download bit torrent files, ready by the time you get home, Dropbox has you covered.

All you have to do is adjust the settings in your torrent program to automatically load your torrent in Dropbox. Only catch is your device has to be on and connected to a network for this to work.

Dropbox only allows this function for legal use, and as we were made aware of recently, they will know!



To download a torrent to Dropbox, or any other cloud storage, open your torrent client like uTorrent or Bittorrent, go to Options > Preferences. On the Preferences window, click on Directories and then checkmark on "Automatically load .torrent from." Next, browse and select your cloud storage folder. You're basically telling uTorrent to start downloading a torrent once a file is placed in that particular folder.

That concludes our list of 7 Dropbox Tricks You Didn't Know About. If we failed to mention any tips it would be awesome if you could share your own tips and tricks for Dropbox in the comments below!

## Related Posts

[26 of the best file sharing tools](#)

[7 OneDrive Tricks & Tips](#)

[9 Google Drive Tricks & Tips](#)



## Email Address

SIGN UP FOR FREE

---

CloudDock is the universal adaptor for cloud storage and its free to use.

---

## 1 COMMENT



When i removed Camera uploads folder through selective sync, I was unable to upload from my iPhone connected to the mac to Camera Uploads. Is it necessary for the Camera Upload folder to reside locally in the system that is used to connect the device?

Priyata January 11, 2015 at 3:04 pm

[Reply](#)

---

## LEAVE A REPLY

Your email address will not be published. Required fields are marked \*

NAME \*

EMAIL \*

WEBSITE

**PROVE YOU'RE A HUMAN \***

+ 3 = eight

**COMMENT**

You may use these [HTML](#) tags and attributes: `<a href="" title=""> <abbr title=""> <acronym title=""> <b> <blockquote cite=""> <cite> <code> <del datetime=""> <em> <i> <q cite=""> <strike> <strong>`

POST COMMENT

**SEARCH**

## CloudDock Blog

Brought to you by the team behind  
CloudDock. We write about  
productivity and all things cloud.

FOLLOW



## Popular Posts

[7 Dropbox Tricks & Tips](#)

[Amazon Zocalo Review](#)

[26 of the best file sharing tools](#)

[7 OneDrive Tricks & Tips](#)

[9 Google Drive Tricks & Tips](#)

You no longer have to use  
multiple cloud storage services.

HOME

CloudDock makes the  
services compatible. BLOG

CONTACT

JOBS

PRIVACY STATEMENT

TERMS OF SERVICE

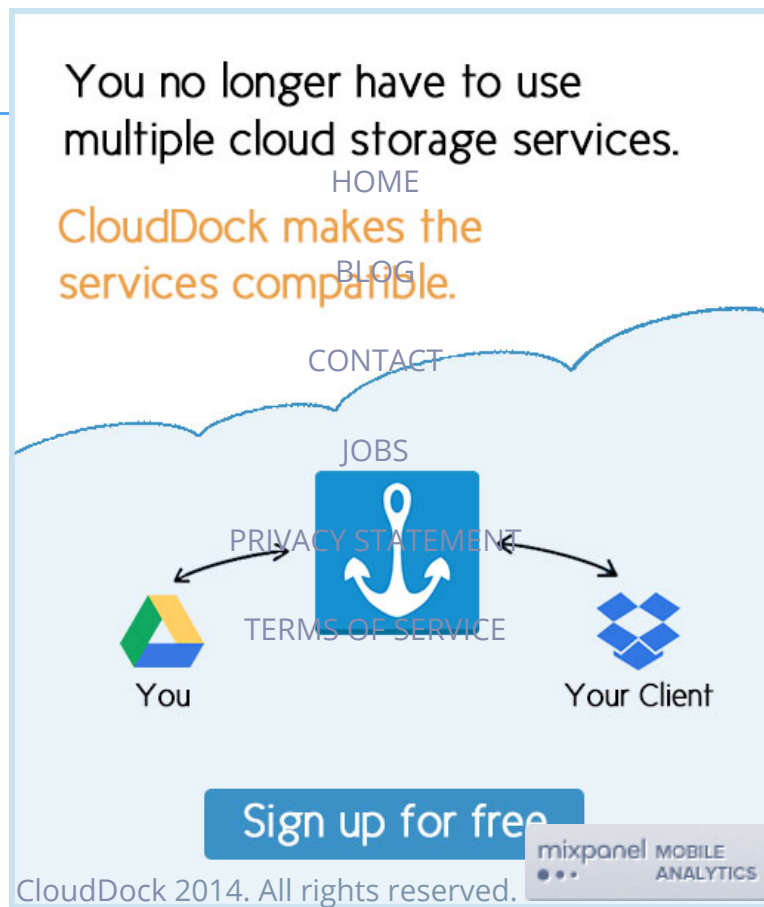
You

Your Client

Sign up for free

CloudDock 2014. All rights reserved.

mixpanel MOBILE ANALYTICS

The diagram illustrates the CloudDock service as a central hub. At the top, a navigation menu includes links for HOME, BLOG, CONTACT, and JOBS. The main headline states, "You no longer have to use multiple cloud storage services. CloudDock makes the services compatible." Below this, a central blue square with a white anchor icon represents the CloudDock service. Two curved arrows point from this central icon to the Google Drive logo on the left (labeled "You") and the Dropbox logo on the right (labeled "Your Client"). Above the arrows are the links "PRIVACY STATEMENT" and "TERMS OF SERVICE". At the bottom, there is a blue button that says "Sign up for free", a copyright notice "CloudDock 2014. All rights reserved.", and a "mixpanel MOBILE ANALYTICS" tracking pixel.