Dropbox for Beginners

Creating a folder in Files area

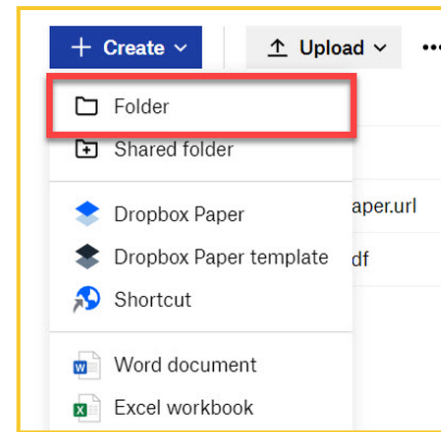|		
Hor	**Dropbox**	**+ Create ⌄** **⬆ Upload ⌄** **•••**
Home	Overview	📁 Folder
All files	Click here to describe this f	⊞ Shared folder
Shared	**+ Create ⌄** ⬆	◆ Dropbox Paper aper.url
File requests	Name ↑	◆ Dropbox Paper template df
Deleted files		↗ Shortcut
		📄 Word document
		📊 Excel workbook

1 From the Dropbox home page, click on "All files" to go to the files area.

2 Click on the blue "Create" button.

3 A drop-down list will appear. From this list choose the line that reads "Folder".

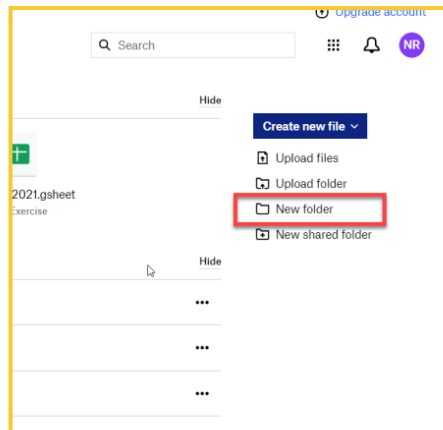# Dropbox for Beginners

Creating a folder in Files area

4 The create folder window will open. Enter the name of new folder, click on the radio button for "Only you" access and then click on the "Create" button. The window will close, and the new folder will be created.
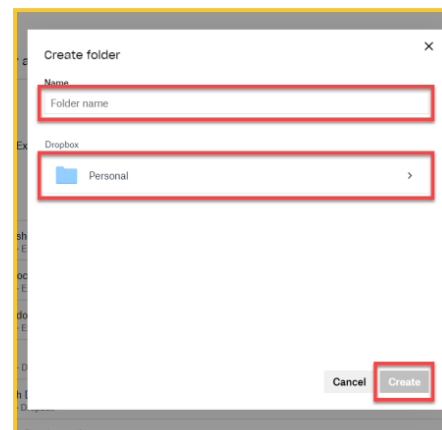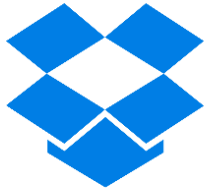
Dropbox for Beginners

Creating a folder in Dropbox Home

1 From the Dropbox home page, click on the "New folder" link which is displayed on the right-hand side of the screen.

2 A "create folder" window will open. Enter the name of the new folder in the name field, choose which folder the new folder will be in by clicking on the folder field (or leave it alone if you want the new folder to be in your Dropbox home page) and then click on the "Create" button. The window will close and the new folder will be created.
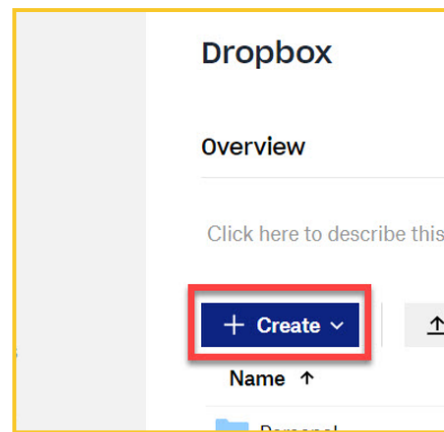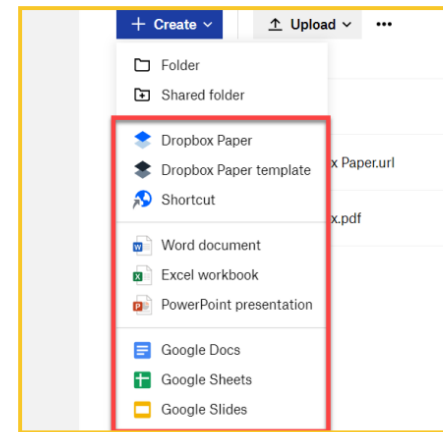
Dropbox for Beginners

Creating a file in Files area
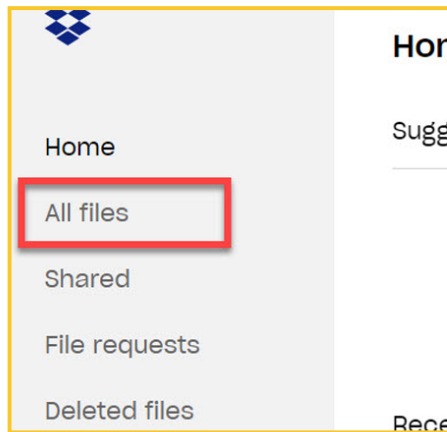
1 From the Dropbox home page, click on "All files" to go to the files area.
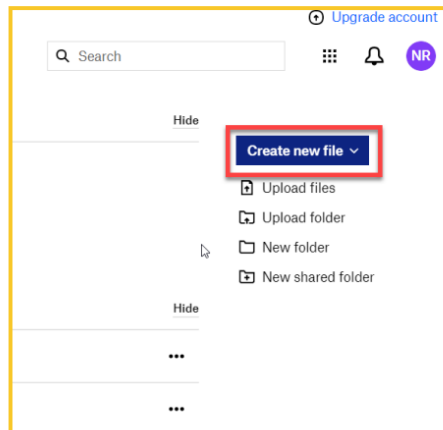

2 Click on the blue "Create" button.

3 A drop-down list will appear. From this list choose the file type that you want to create. A new browser tab or window will open so you can then create the new file. When you have finished creating the file, close the browser tab or window and the new file will be displayed in Dropbox.
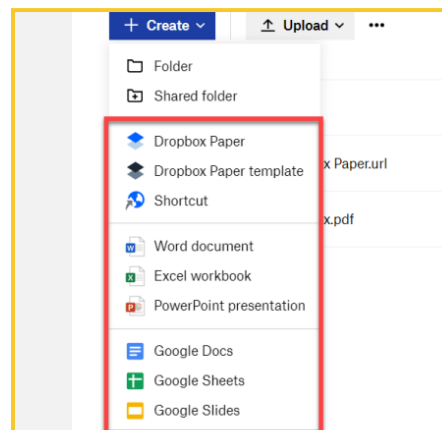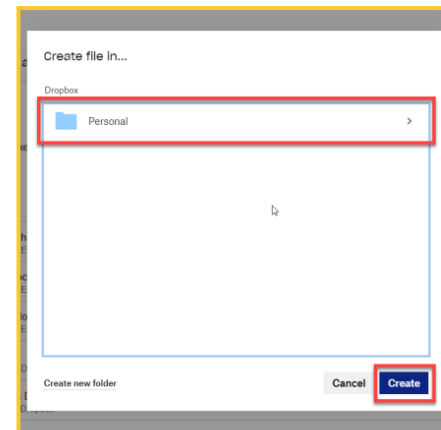
Dropbox for Beginners

Creating a file in Dropbox Home

1 From the Dropbox home page, click on the "Create new file" button which is visible on the right-hand side of the page.

2 A drop-down list will appear. From this list choose the file type that you want to create.

3 A window will open where you choose which folder you want the file to be saved to and then click the "Create" button. The window will close, and a new browser tab or window will open so you can then create the new file. When you have finished creating the file, close the browser tab or window and the new file will be displayed in Dropbox.