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SMART SYNC HOW-TO

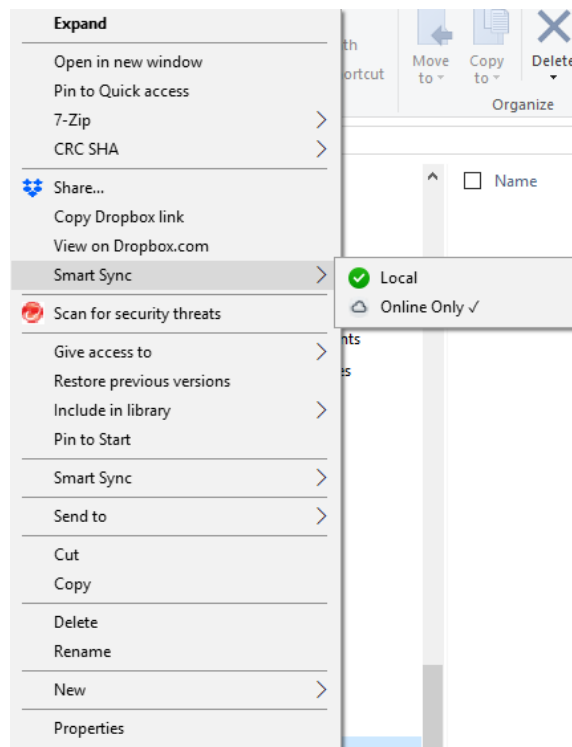Smart Sync is a new feature provided by Dropbox. It allows you have all your files you have access to on your computer without taking up hard drive space. The feature is now rolled out to all business members and is already enabled on your computer.

The admin settings for Smart Sync are set so that all new files that download to your computer will download as "online only", this means the file will be available on your computer, but it is not downloaded to your hard drive. The icon next to this file should look like this: ☁ . When you double click on this file it will instantly download to your computer, the icon next to the file will now look like this: ✅ . The gray cloud icon (☁) means that the file is not saved to your hard drive, the green check icon ✅ means it is downloaded on your hard drive. So now you may have folders that have files that are "online only" and files that are downloaded to your hard drive in the same folder. The icon next to this folder will look like this: ✓ .

If you would like to change a file or folder to be all "online only" or "local" on your hard drive you can right click on the respective file or folder. There should be a "Smart Sync" option scroll over that to get the menu then select either "Local" or "Online Only". See images below for illustration.

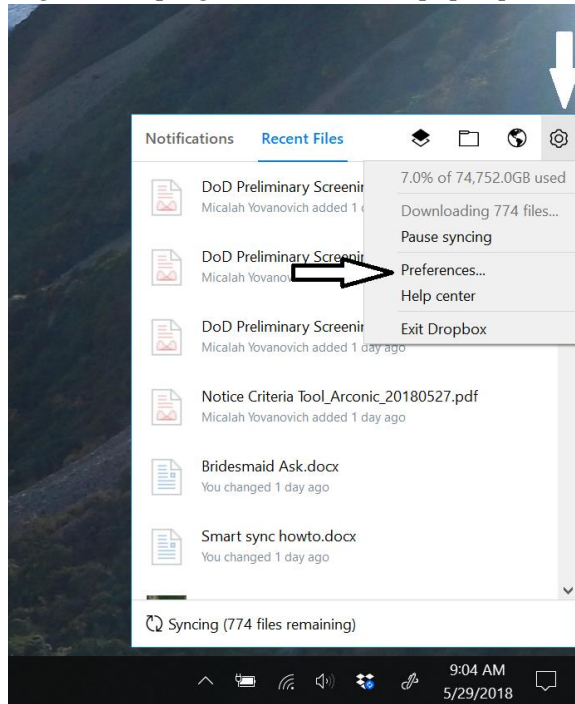

SMART SYNC WITH SELECTIVE SYNC

Now that Smart Sync is an option all files that you have access to can be added to your computer without taking up space on the hard drive. This is done through an option called "Selective Sync". Selective Sync

allows you to choose which files or folders show up in your File Explorer. Now if all files are added back to your computer or "Synced On" they will download as "Online Only" through the default settings set up by the admin. This is how to use Selective Sync:
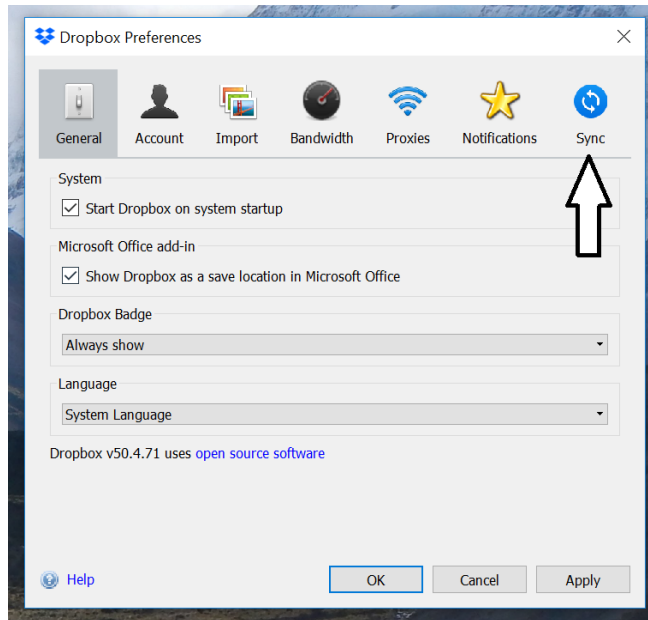
1. Right clock on the Dropbox icon in your tool bar next to the clock in the bottom right of your computer screen.
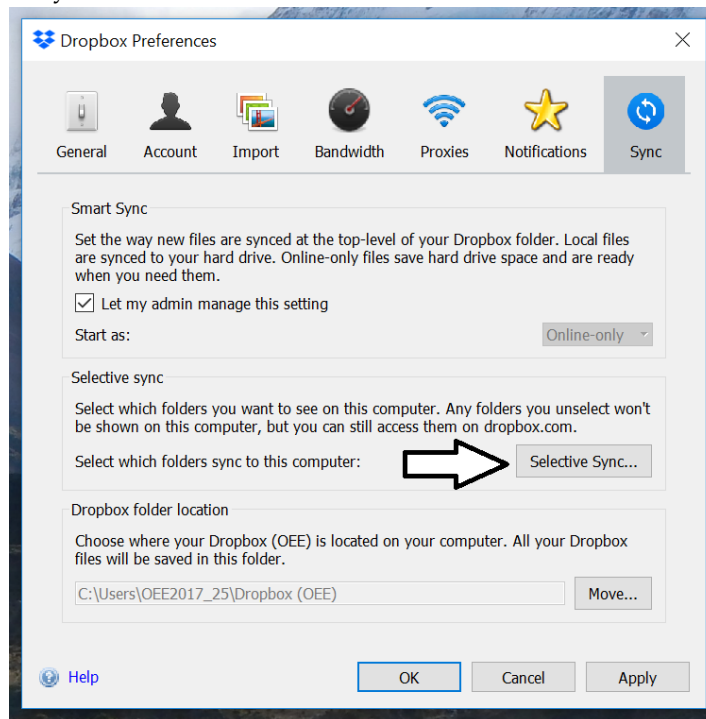

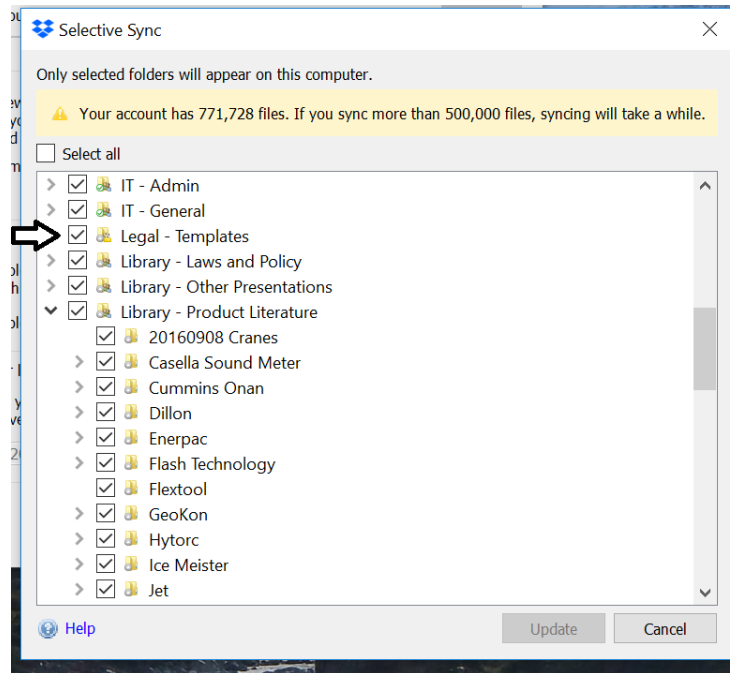2. The click on the settings cog in the top right of the box that pops open and select "Preferences".

3. In the pop-up box click "Sync".

4. Then click "Selective Sync…".

5. From there you can click files on or off. You can also selective sync subfolders by clicking the arrows to the left of the root folder to open it up and see more options. If there is no checkmark next to the folder it means that it is not selected to be synced on your computer. If there is a filled gray box next to the folder it means that the folder is partially synced to your computer.

6. Click "Update".
7. Click "Apply".
8. Click "OK".
9. Done.

FAQ'S (FROM DROPBOX)

How does Smart Sync save space on my hard drive?

Normally, synced files are fully downloaded to your computer and they take up hard drive space. With Smart Sync, you can make files and folders online-only. Online-only files use just a small amount of hard drive space to store information like the file name, size, and thumbnail, but the full contents of the files are stored securely in the Dropbox cloud. You'll always see your online-only files on your computer, so when you need them, you can open them with just a click.

Can I make online-only files available when I'm offline?

Yes, it's easy to make your files available even for when you're offline! Simply right-click on the file and choose Local from the Smart Sync menu. The full contents of the file will be synced to your computer's hard drive so you can work offline.

How is Smart Sync different than selective sync?

Both Smart Sync and selective sync can help you save space. Selective Sync is an older feature that allows you to choose files and folders to sync with Dropbox. Synced files take up hard drive space, and everything you don't sync can't be seen or opened on your computer. With Smart Sync, you can choose to

make files online-only. Online-only files take up practically no space on your hard drive, but you can still see them, rename them, move them, and preview them right from your computer — just like regular files. And when you need them, just open, and they'll sync automatically.