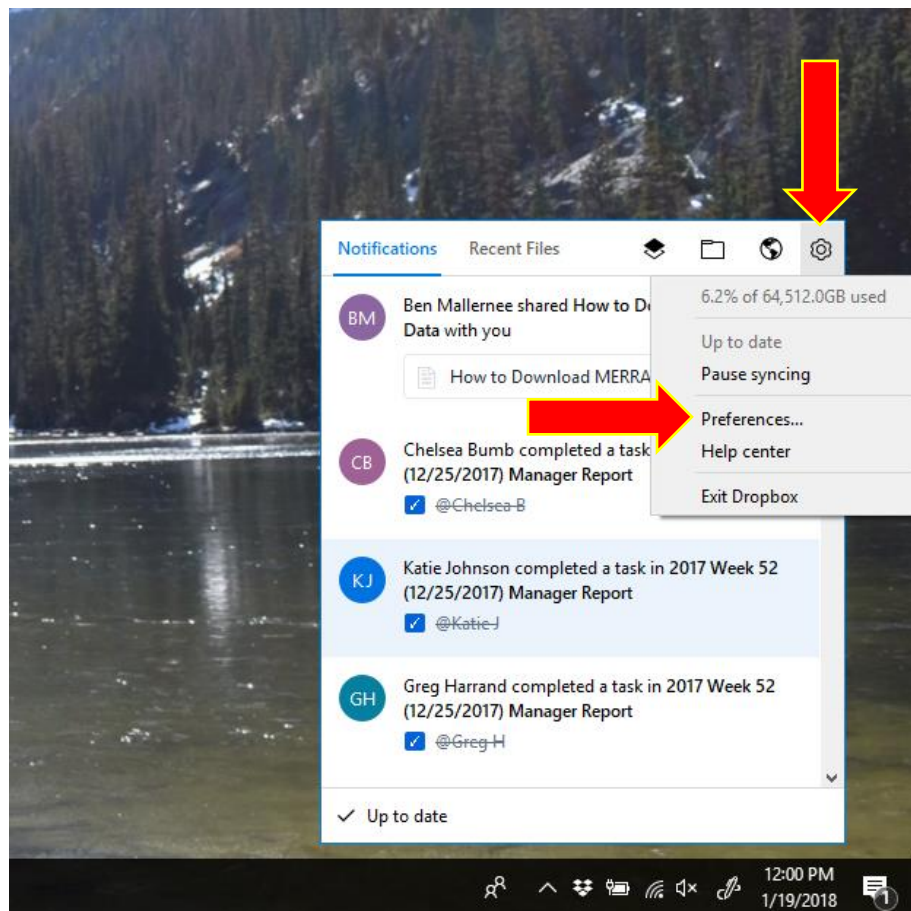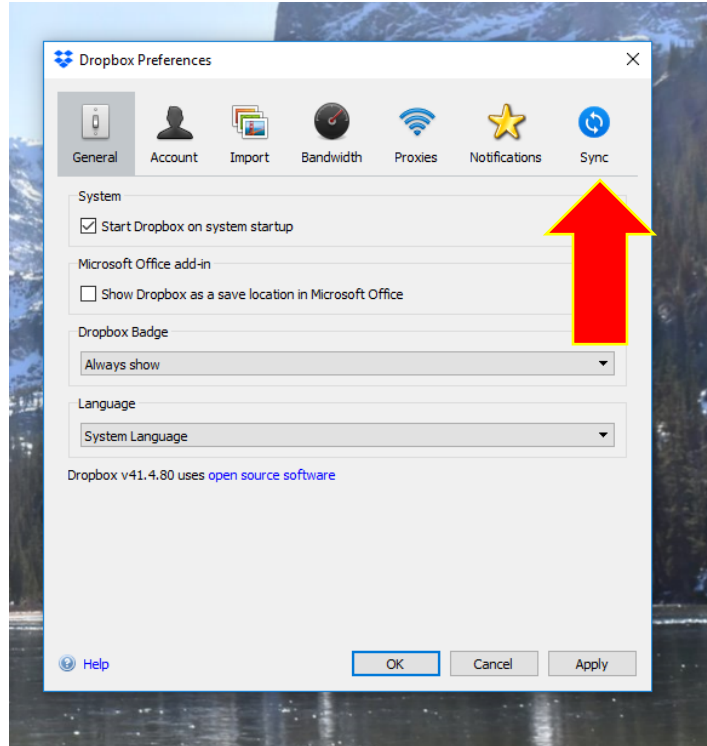# HOW-TO: SELEVTIVELY SYNC FOLDERS IN DROPBOX

1. Right click on the Dropbox icon in your tool bar next to the clock in the bottom right of your computer screen.
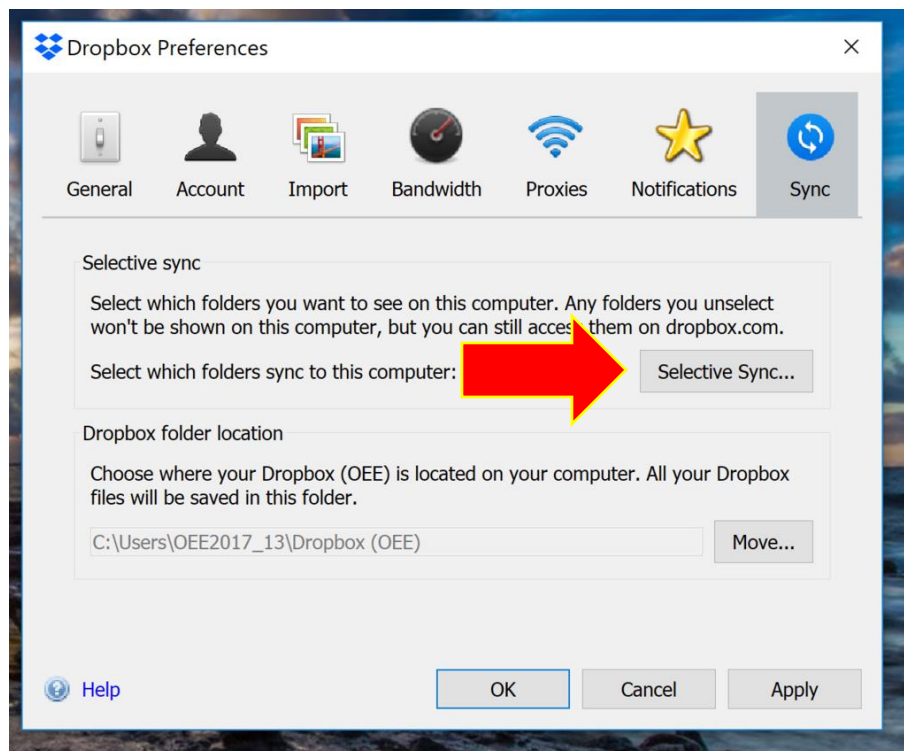

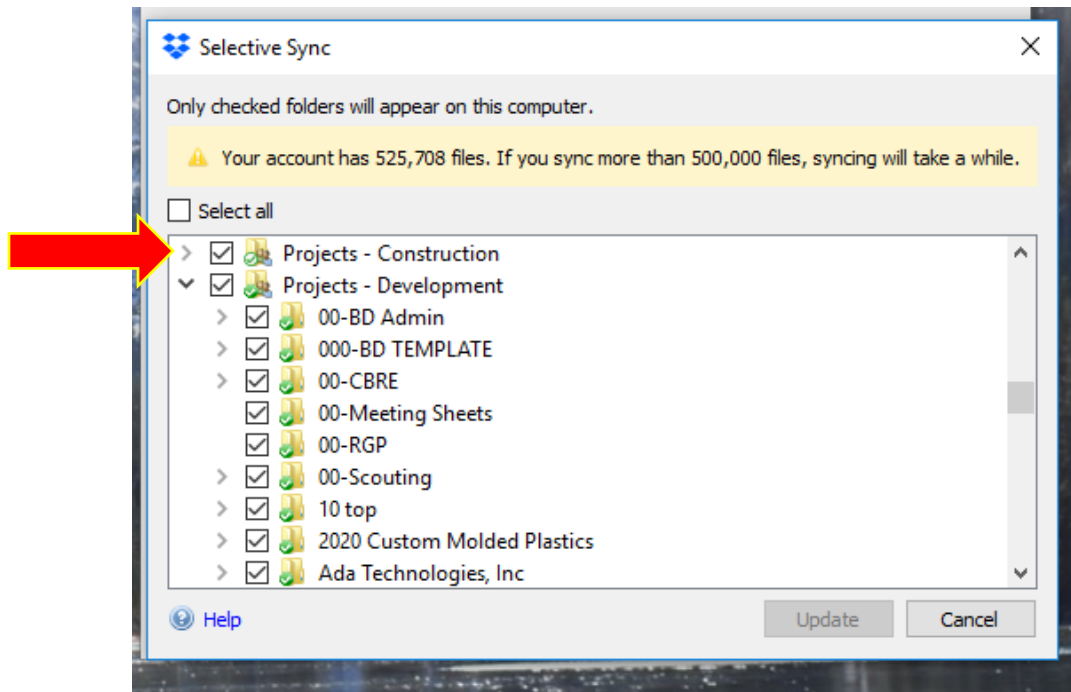2. Then click on the settings cog in the top right of the box that pops open and select "Prreferences"

3. In the pop up box click "Sync"

4. The 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.

6. Click "Update"
7. Click "Apply"
8. Click "OK"
9. All done!