Dropbox.com redesign—a product guide for admins

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dropbox.com/business
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Background

What is the dropbox.com redesign?

To modernize the way people work together, we’re planning to roll out a redesigned version of dropbox.com (our web application) that’s a more streamlined home for your files and the collaboration around them.

When we first announced these changes on January 30, 2017, we informed you about an early access program where you can try out the new design.

In the coming weeks, these changes, plus some additional web design enhancements, will be rolled out to all Dropbox Business users in general availability. Admins will receive a confirmation email a few days before the changes go live for their team.
Purpose of this guide

This guide will give you a visual walkthrough of the upcoming design changes, and provide information you’ll need to prepare your team for the transition. Please familiarize yourself with these changes over the coming weeks and contact us through your Admin Console or account representative if you have questions.

Note

The screenshots in this guide reflect the final product experience and UI you will see at launch, however there may be some small visual changes made to symbols and iconography. For example, the image icons you see next to labeled actions like Download, Rename, Move, or Delete may change visually from what’s shown in this guide.
Availability

Early access vs. general availability

Available now

The early access program is designed to give you time to try out the new design, prepare your team members, and give us feedback. You can opt in to early access here: dropbox.com/team/admin/early_access

In the coming weeks

At general availability, all your team members will be automatically moved to the new design.

Note

Users will no longer be able to switch back to the old version of dropbox.com at that point.
Summary of key changes

1. Simplified and streamlined navigation

   The new layout is clear, consistent, and faster to navigate. We’ve made it easier to share files with others, leave real-time feedback, or see what’s changed—without the back-and-forth of email.

2. Contextual action menus

   We’ve customized the list of actions we show you, presenting only the relevant next steps for what you’ve selected. This makes it easy for users to discover new features, so they can become power users without in-depth training.

3. More powerful search

   We’ve made search even smarter, providing results across all the content in your files and Dropbox Paper docs, so you can find what you need faster.
Clear account separation

We believe that your tools impact your experience at work and at home. That’s why we’ve made it easier to switch between your work and personal Dropbox accounts, so you can have the best experience no matter what you’re working on.

No more distractions

You’ll only see notifications and search for the account you’re in, so you can focus on the task at hand—and you don’t have to worry about personal files popping up during a business meeting.

More information at a glance

The new dropbox.com gives you more visual ways to browse and sort your files as large thumbnails, and to see who else is collaborating with you on shared files and folders. This feature is coming soon at general availability, but it is not part of the early access version.
Clear, consistent layout on every page

Designed with teams in mind, dropbox.com is not only a space for your files, but for people and conversations too.

The new dropbox.com is simplified and streamlined across every page—it’s laid out in 3 consistent sections to make it easier to find what you’re looking for:

- **Navigation** is always to the left—move quickly and easily between pages, so you can spend less time looking for your work, and more time doing it

- **Content** is in the center—a space where you can view your files and folders, without menu options getting in the way

- **Actions** are to the right—a list of actions you can take, and it changes depending on which page you’re on and what you’ve selected
Before

![Before image]

Now

![Now image]
Customized actions for files and folders

We’ve streamlined the way we present actions, offering just the right list depending on what you’ve selected—and it’s consistently on the right hand side of every page.

- In the old design, you may have right-clicked to take action on files or folders. To take action on a file or folder in the new version, hover your mouse over the name of the file or folder to click the checkbox that appears, then select from the options on the right. Different actions are presented depending on whether you selected a file or folder.
Contextual action menus

Before

File selection

![Image of the Dropbox redesign before the update]

Now

File selection

![Image of the Dropbox redesign after the update]

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Customized actions for files and folders

To take action on all of the files or folders displayed on a page, click the checkbox next to Name at the top of the page. You can also use the shift key shortcut on your keyboard to select a group of files at once—simply click the checkbox next to the first file, hold down the shift key, then click on the checkbox next to the last file in the list you want to select.
Contextual action menus

Before

Folder selection

Now

Folder selection
Taking actions on files

- Moving your mouse over a file or folder name will also show an ellipsis (…) icon. Click the ellipsis (…) icon for additional options, such as Add comment, Rename, or Delete. Click the white space beside the name of the file or folder to open it.

- To sort your files and folders by name or date, click on the Name or Modified header above your files and folders.

- To see additional information about files and folders, i.e. Members, Size, Kind, or Extension, click on the column header that says “Members” to toggle between the different fields.

- Click Sharing on the gray navigation panel on the left to view or manage shared Folders, Files, and Links.
Before

![Before screenshot]

Now

![Now screenshot]
Viewing events in your shared folders

To access **Events**, hover over the file name of a shared folder and click the checkbox to see the **Events** option. To restore deleted files in the new design of the events page, click the name of the deleted file or files, and then click **Restore** on the screen that appears.
Contextual action menus

Before

Now
Viewing events in your shared folders

The default view on the **Events** page is related to the shared folder you had selected. To change the view to a different folder, see a full history of **All Events**, or filter events by date, you can select from the menus on the right hand side.
Contextual action menus

Before

![Before screenshot of Dropbox interface]

Now

![Now screenshot of Dropbox interface]
More powerful search

Integration with Dropbox Paper

Search now works across all the content in your Dropbox files and folders, and Dropbox Paper docs too, so you can find what you need faster.
More powerful search

Before

Now
Clear account separation

New account switcher

- In the old design, you could change which account was displayed on a page-by-page basis. In the new design, you see one of your accounts displayed on every page until you switch accounts.

- To switch to your personal account from your business account, click the name of your team at the bottom left of the navigation menu on the homepage. You’ll see the option to choose your personal account. Click your name again to see the option to switch back to your business account.
Clear account separation

Before

Now
No more distractions

Notifications and search exclusive to the account you’re in

If you have two Dropbox accounts, you’ll only see notifications and search for the account you’re in, not for both of your accounts, so you can focus on the task at hand.
No more distractions

Before

Now
More information at a glance

Visual browse

As part of our web redesign, we have a new way to visually browse your files and photos. Now you can toggle between a list of file names or a larger thumbnail view.

- To switch to the larger thumbnail view, click the grid icon in the upper right corner of your files list.
More information at a glance

**Now**

**List view**

![List view screenshot]

**Now**

**Thumbnail view**

![Thumbnail view screenshot]
Thank you

We hope you’ll enjoy the new dropbox.com. If you have any questions or feedback, please reach out to Dropbox support.

dropbox.com/business