

Dropbox.com redesign— a product guide for end users

March 2017

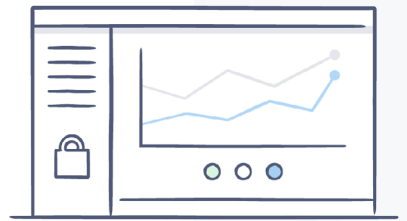


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Background

What is the dropbox.com redesign?

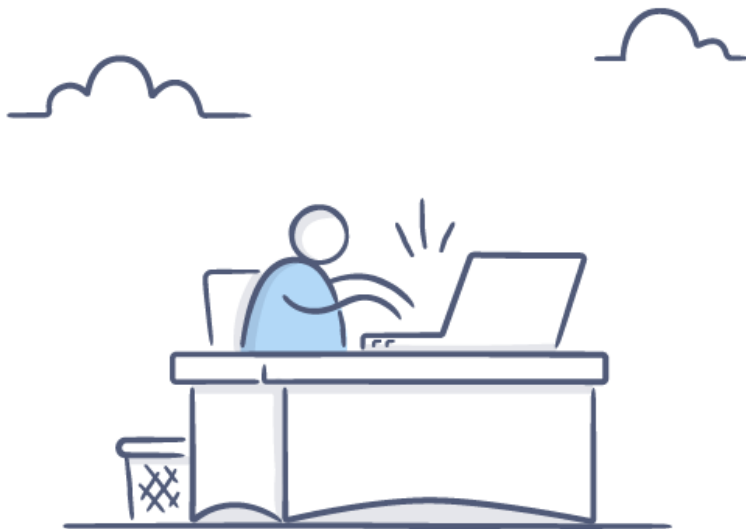
To modernize the way people work together, we're planning to roll out a **redesigned version of dropbox.com** (our web application) that's a more streamlined home for your files and the collaboration around them. The new version of dropbox.com will go live on April 4th, 2017.

In addition to the in-product navigation, this guide will give you a visual walkthrough of the upcoming design changes, and provide information you'll need to understand the redesign. If you have any questions or feedback, please reach out to [your team admin](#) or to Dropbox support.

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.





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.





4

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.

5

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.

6

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.



Simplified and streamlined navigation

01

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.

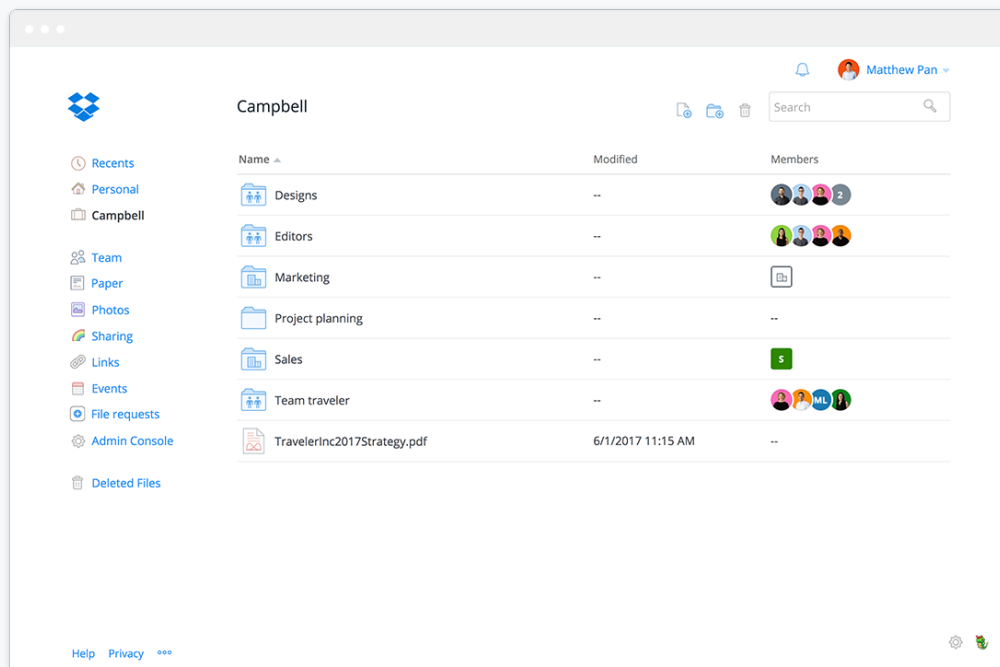
The new dropbox.com is simplified and streamlined across every page—it's laid out in 3 consistent sections to make it easier to find what you're looking for:

- **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

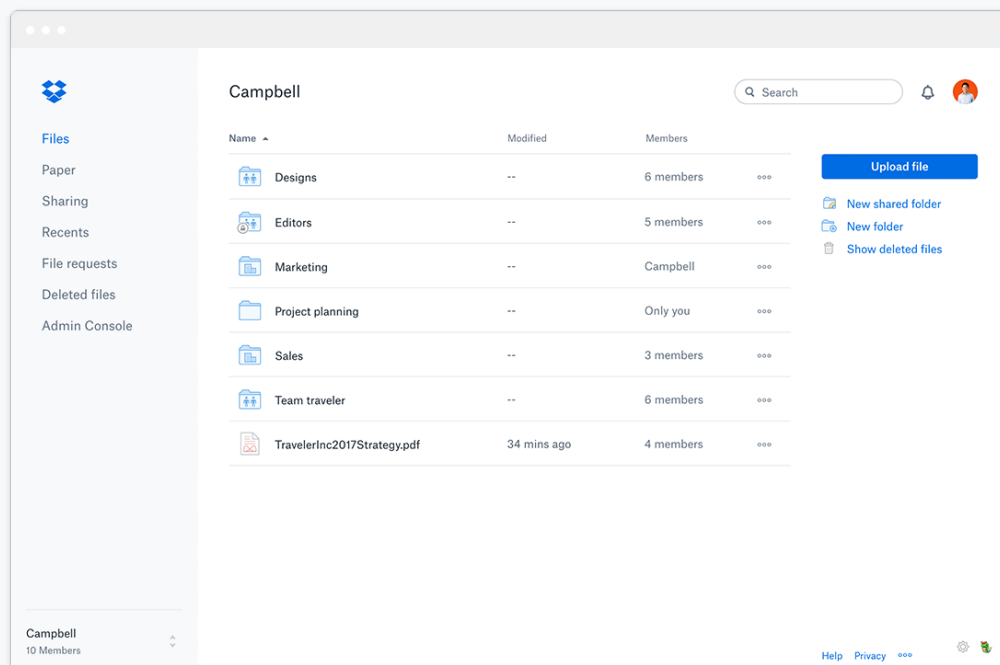


Simplified & streamlined navigation

Before



Now



Contextual action menus

02

Customized actions for files and folders

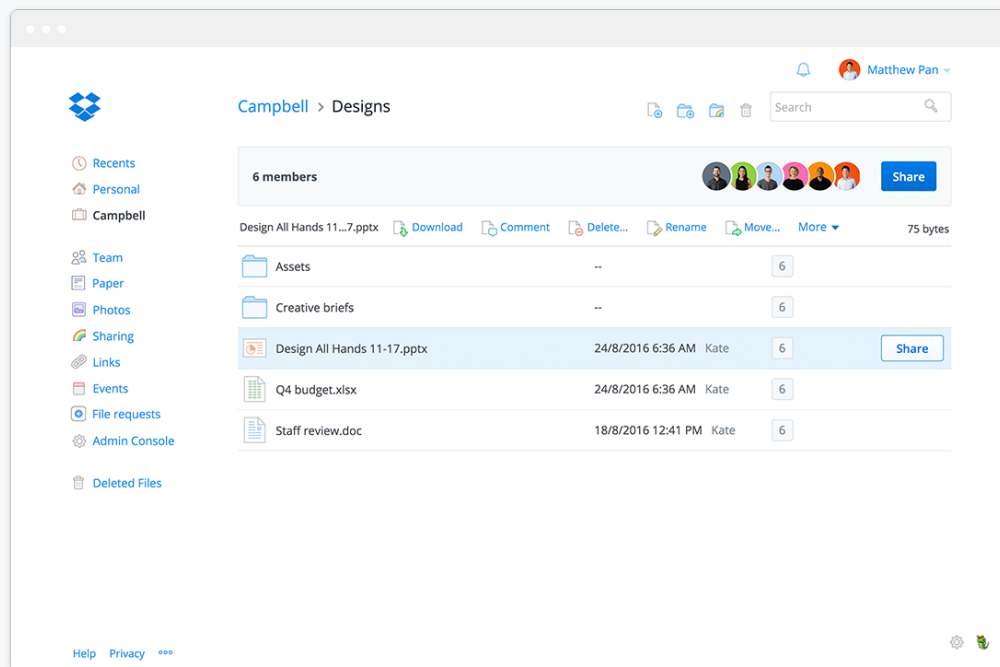
We've streamlined the way we present actions, offering just the right list depending on what you've selected—and it's consistently on the right hand side of every page.

- 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.



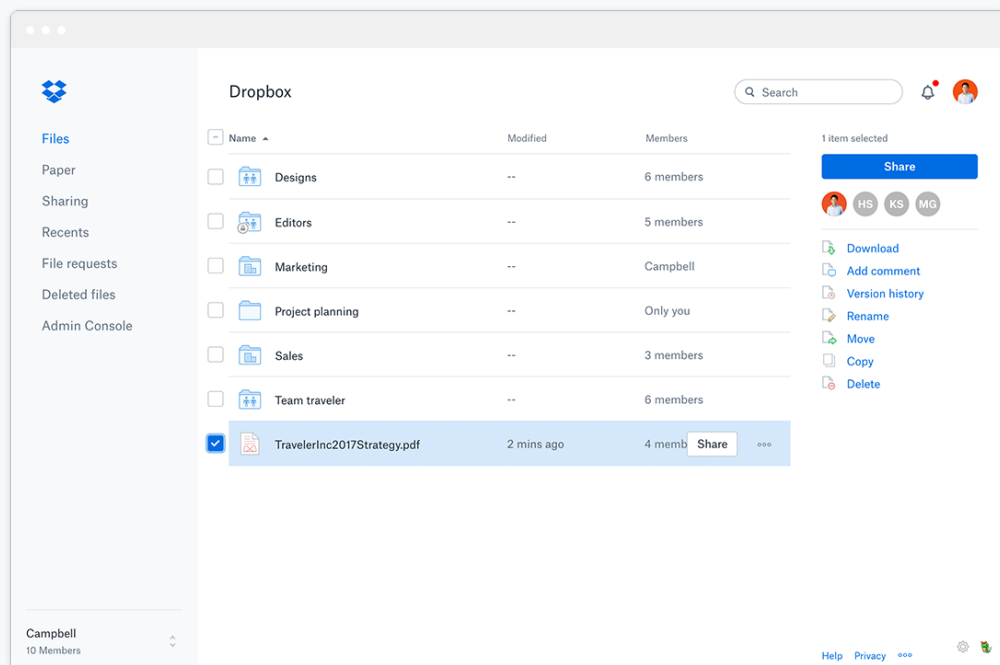
Before

File selection



Now

File selection



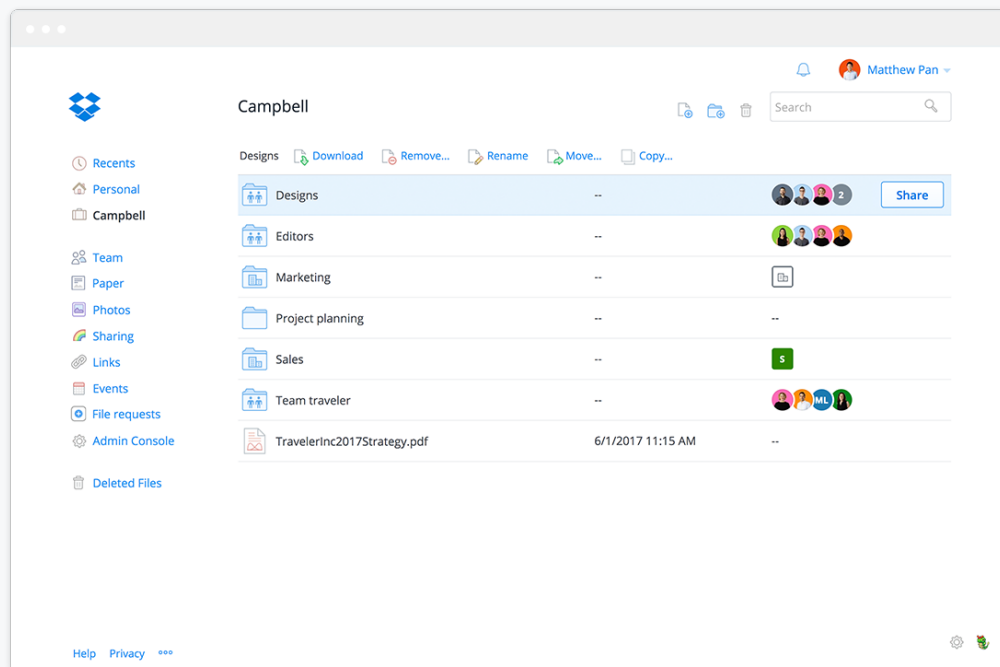


Customized actions for files and folders

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.

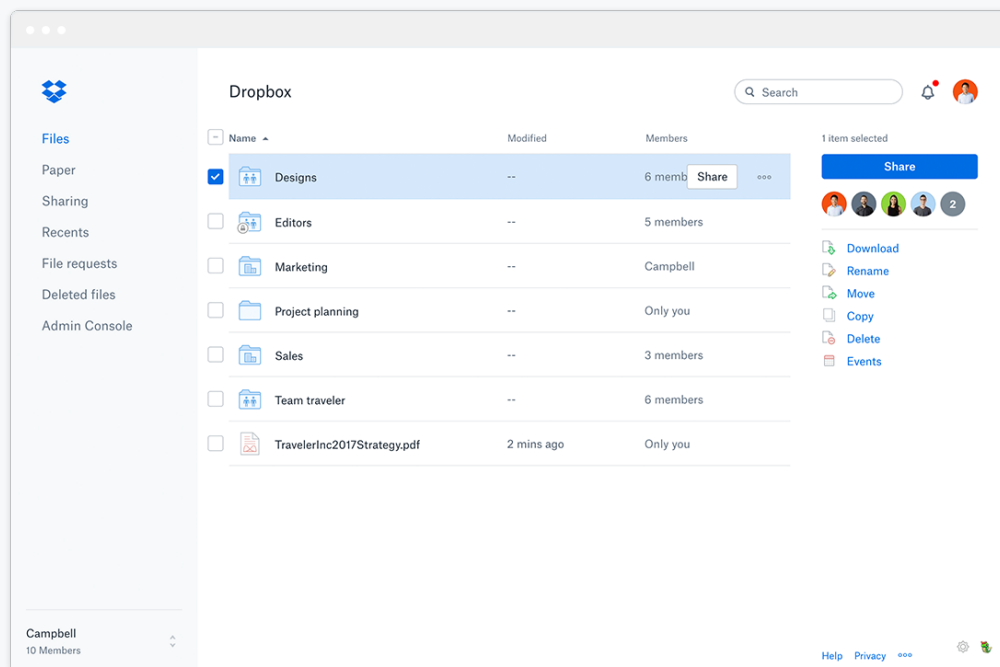
Before

Folder selection



Now

Folder selection

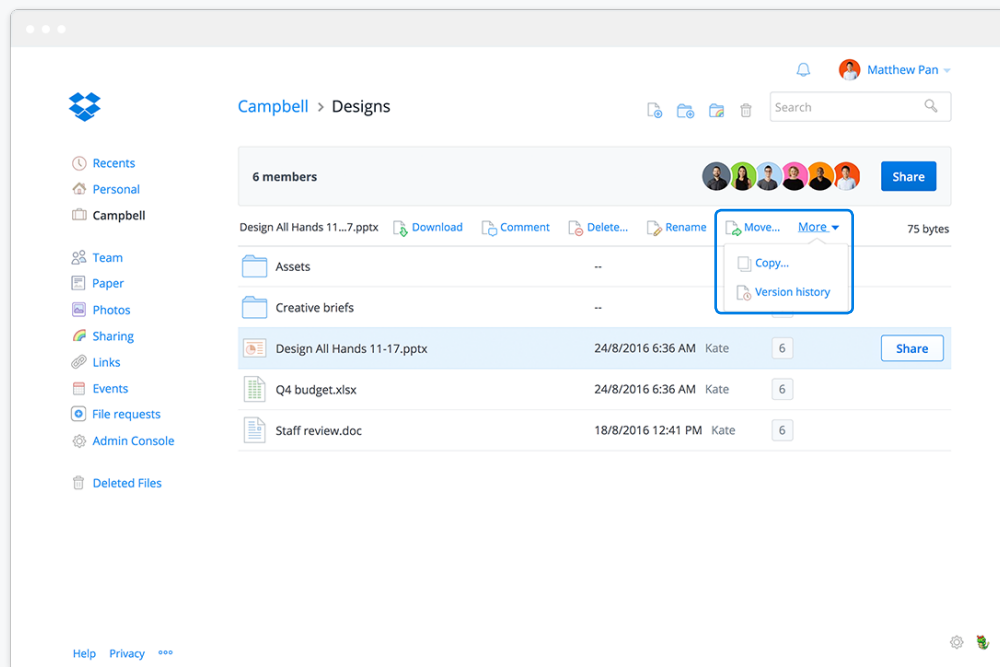




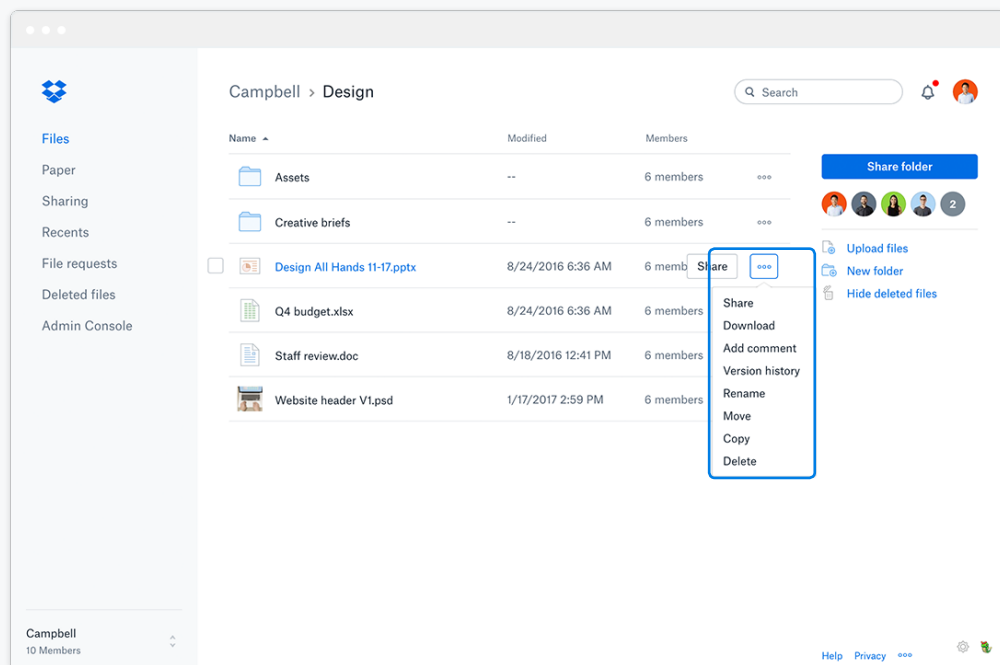
Taking actions on files

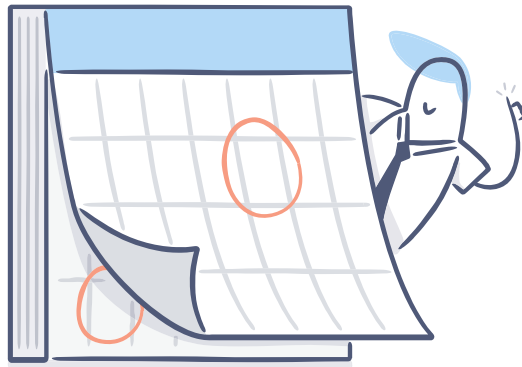
- Moving your mouse over a file or folder name will also show an ellipsis (...) icon. Click the ellipsis (...) icon for additional options, such as **Add comment**, **Rename**, or **Delete**. Click the white space beside the name of the file or folder to open it.
- To sort your files and folders by name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



Now

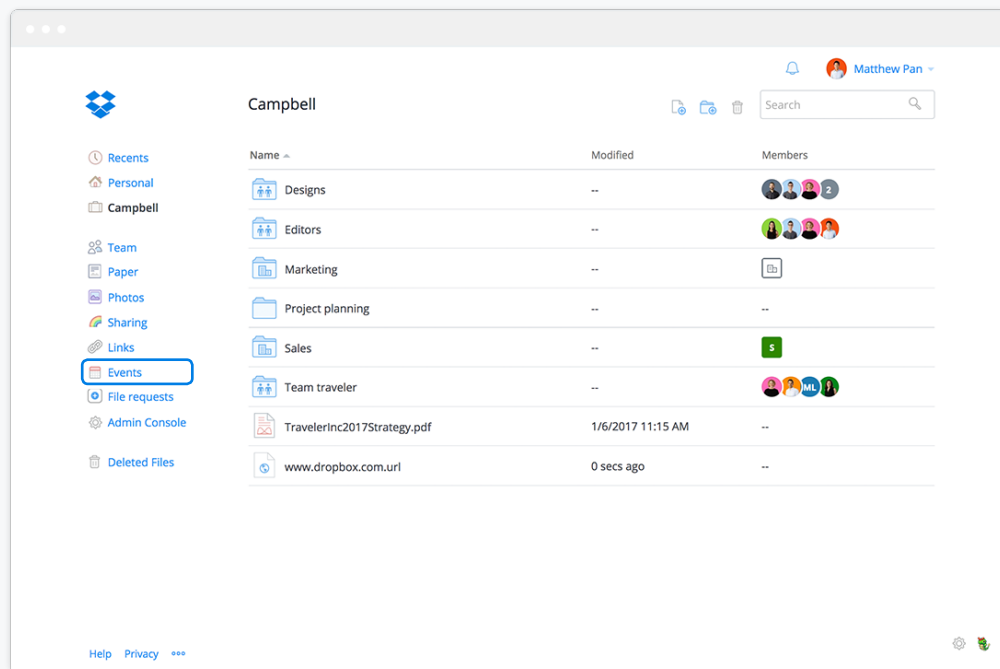




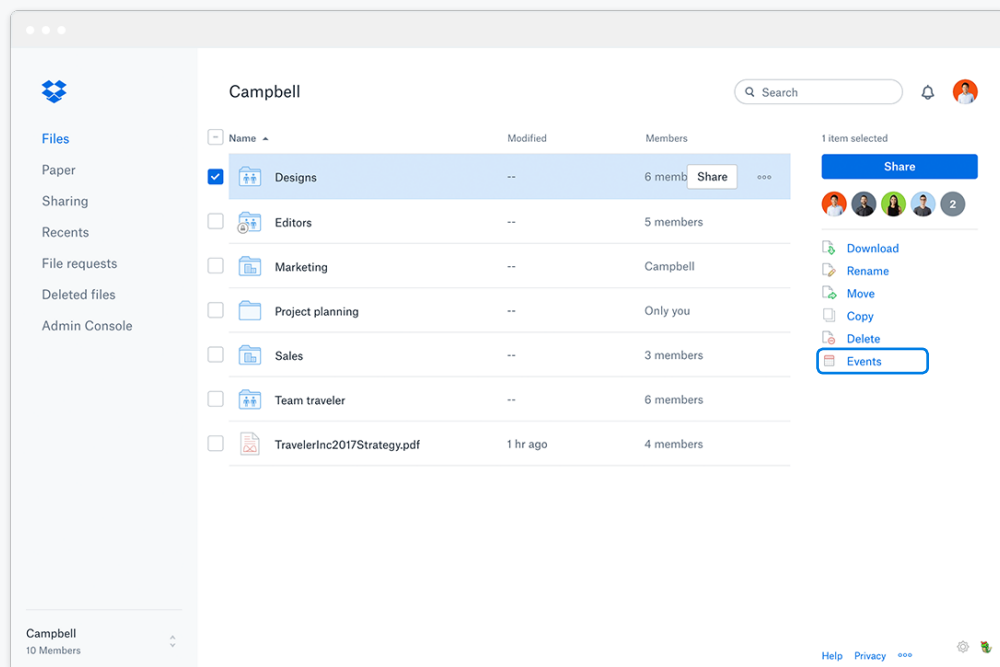
Viewing events in your shared folders

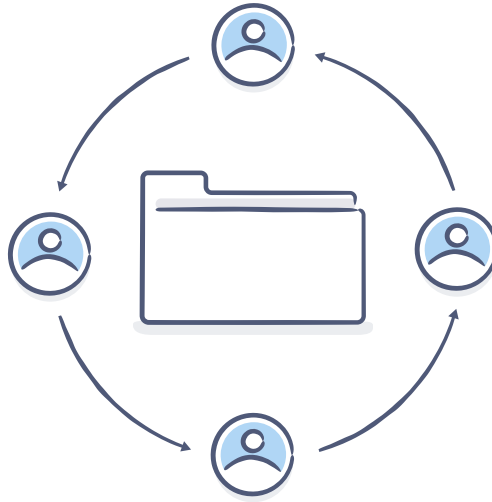
To access **Events**, hover over the file name of a shared folder and click the checkbox to see the **Events** option. To restore deleted files in the new design of the events page, click the name of the deleted file or files, and then click **Restore** on the screen that appears.

Before



Now

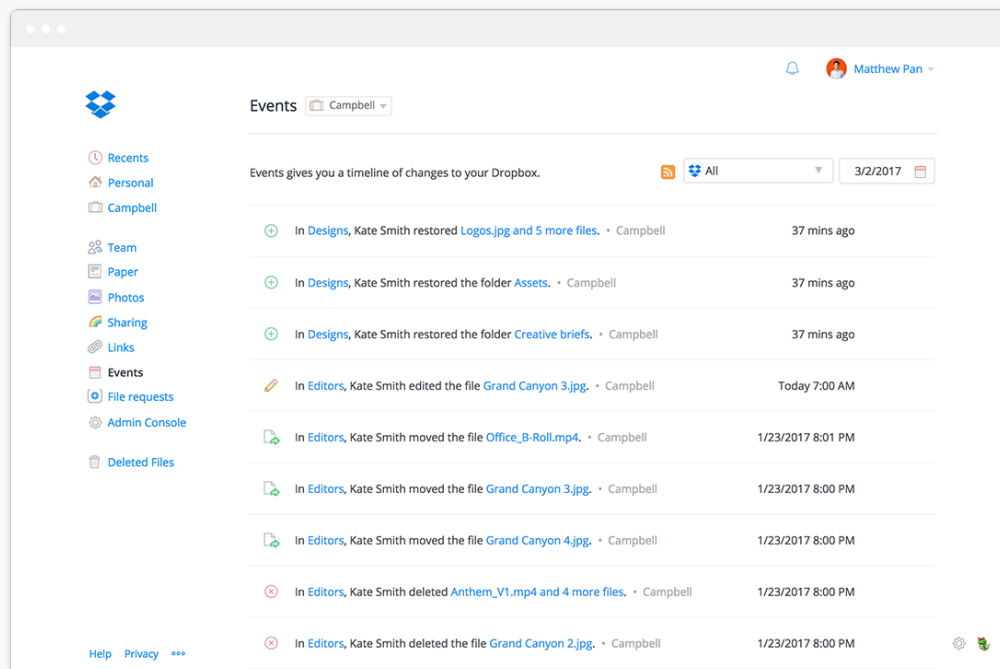




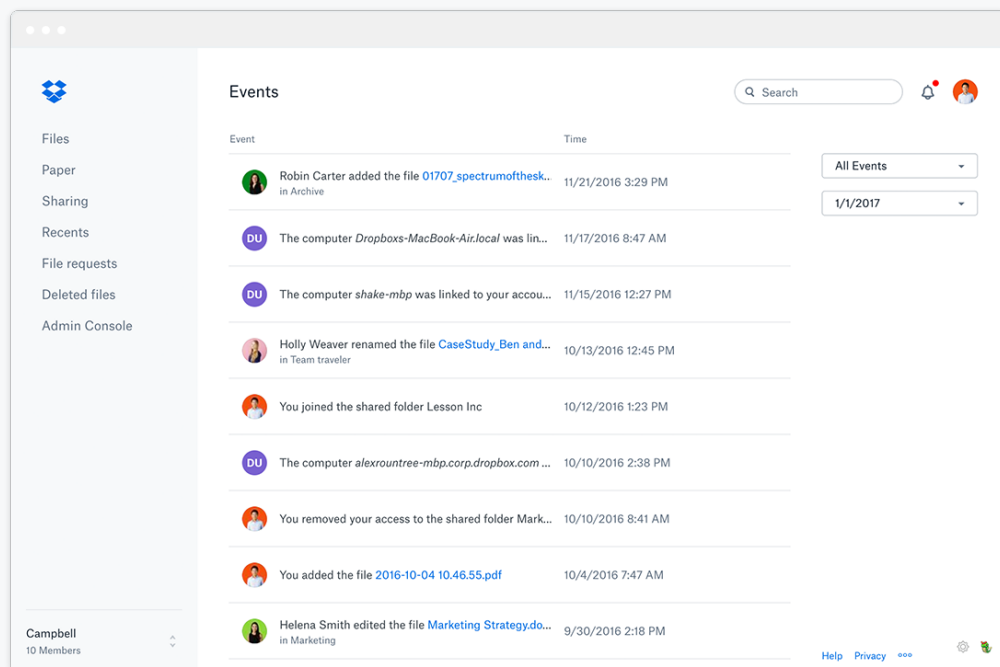
Viewing events in your shared folders

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.

Before



Now

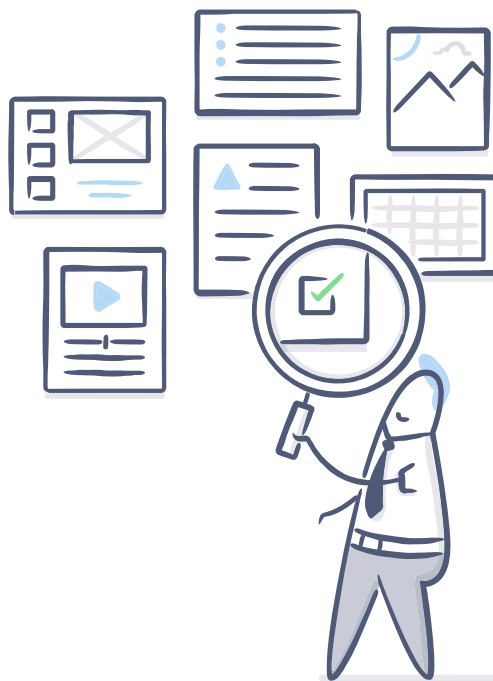


More powerful search

03

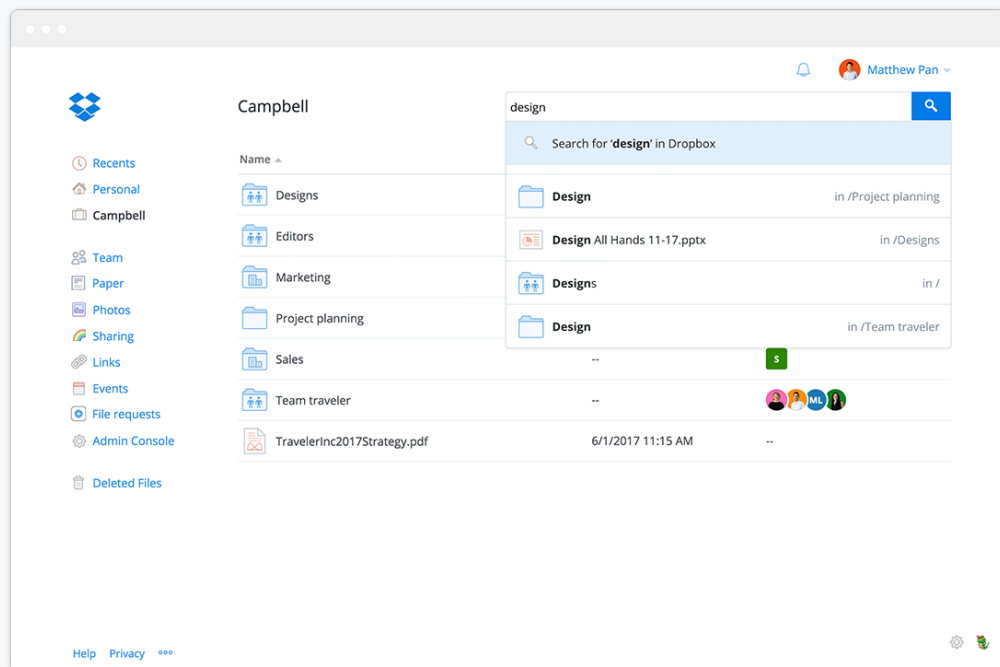
Integration with Dropbox Paper

If your team is on Dropbox Paper, your search bar in Dropbox 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.

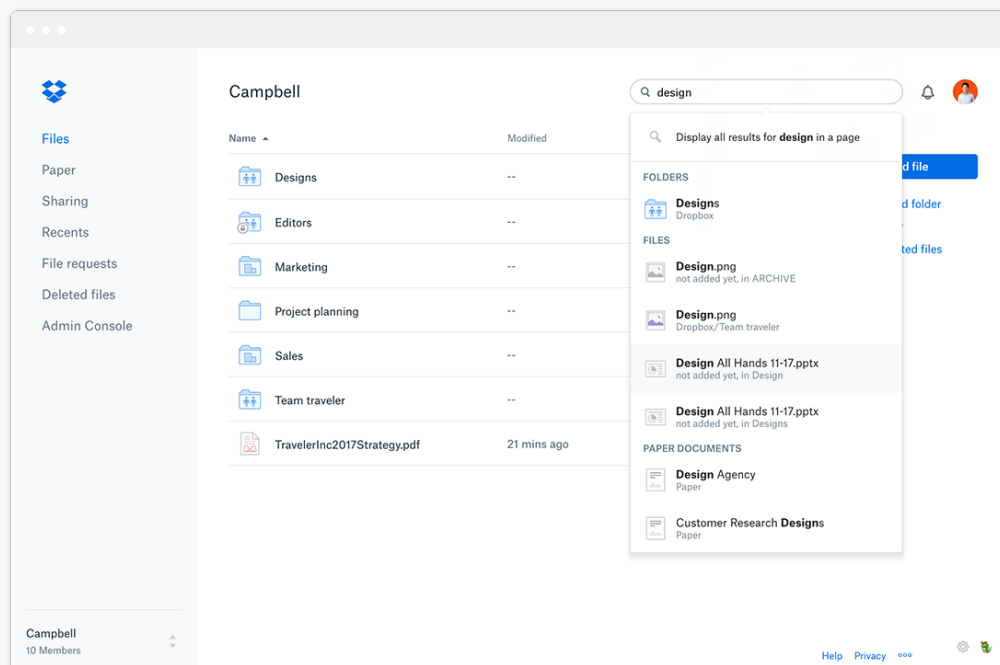


More powerful search

Before



Now

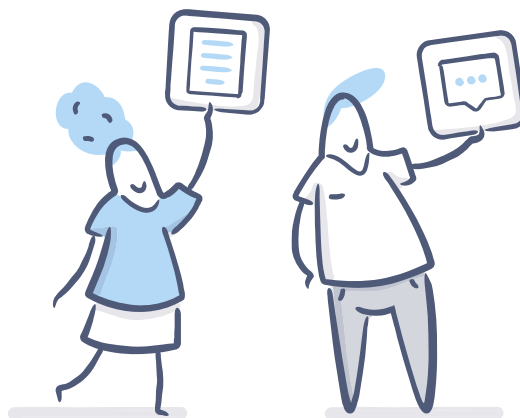


Clear account separation

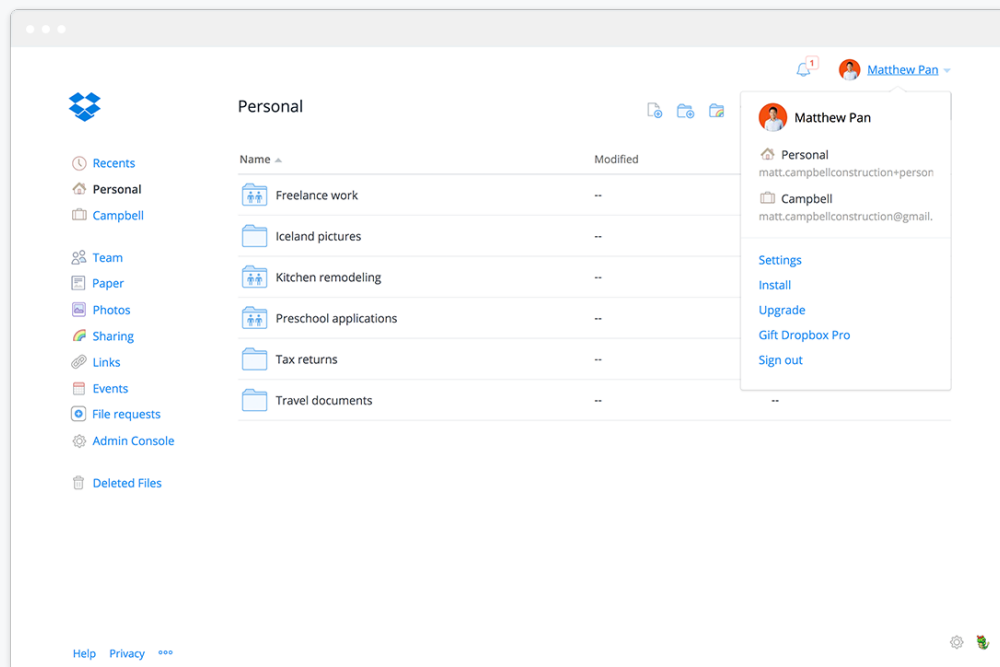
04

New account switcher

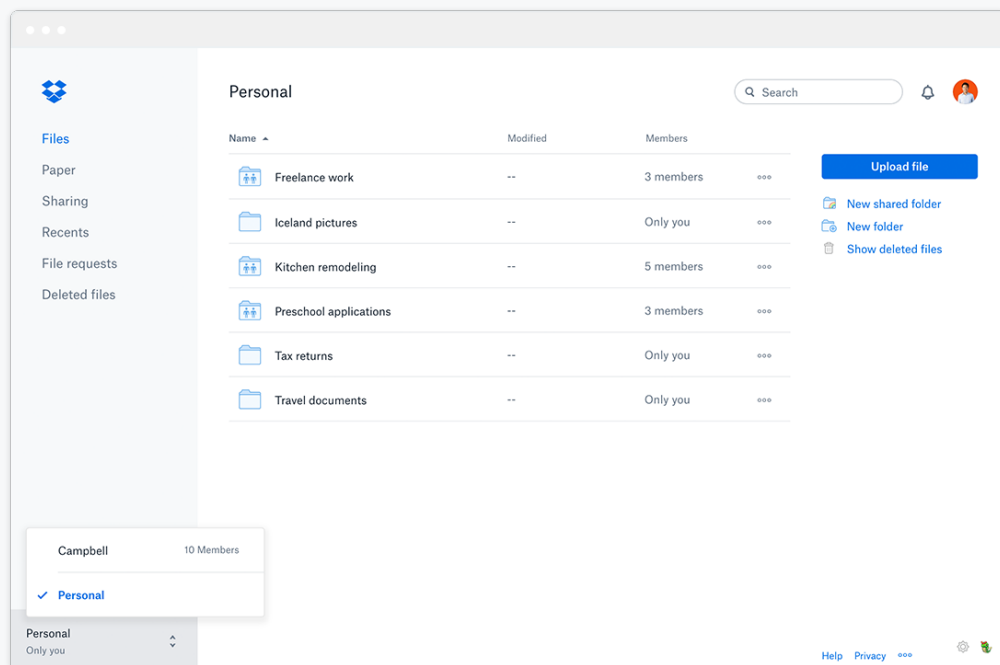
- In the old design, you could change which account was displayed on a page-by-page basis. In the new design, you see one of your accounts displayed on every page until you switch accounts.
- To switch to your **personal** account from your **business** account, click the name of your team at the bottom 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.



Before



Now



No more distractions

05

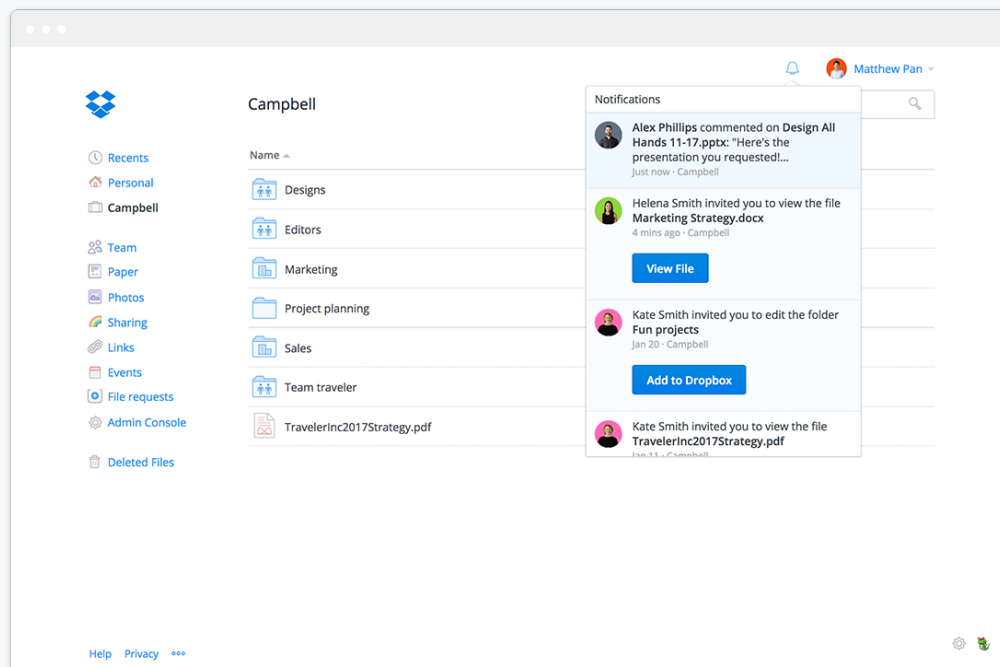
Notifications and search exclusive to the account you're in

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.

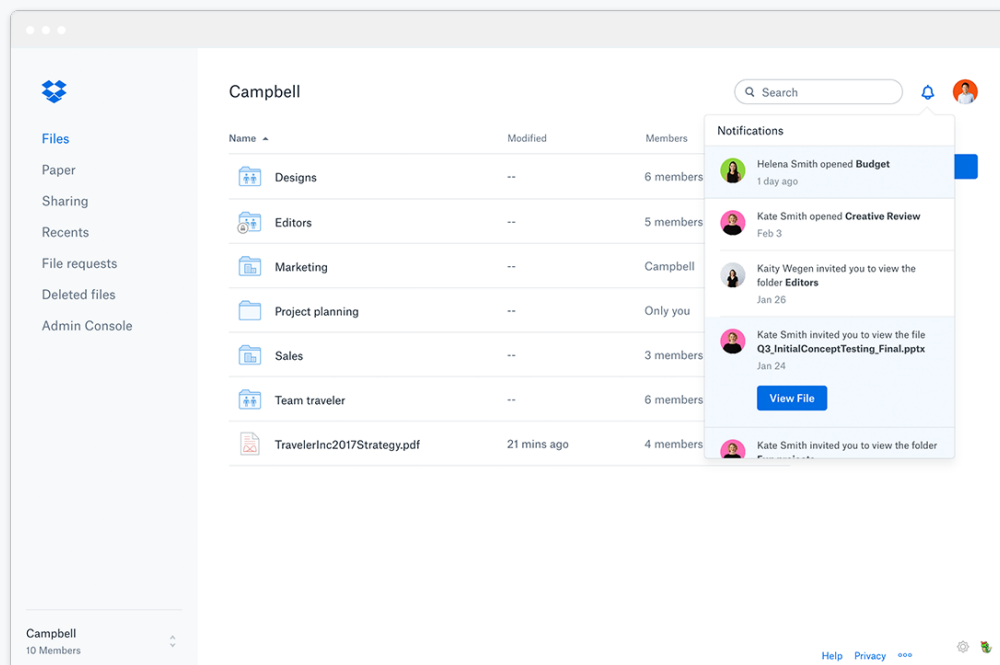


No more distractions

Before



Now



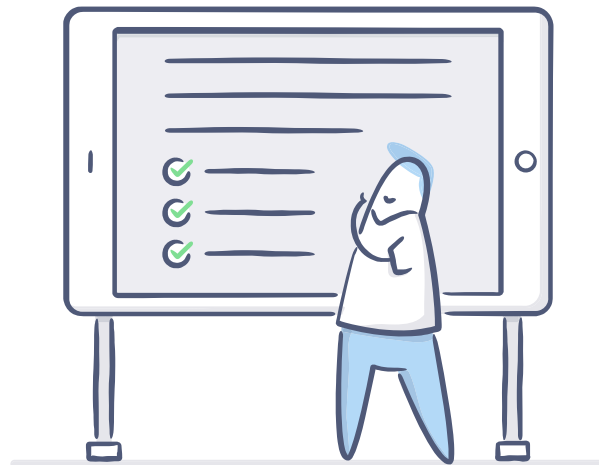
More information at a glance

06

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.

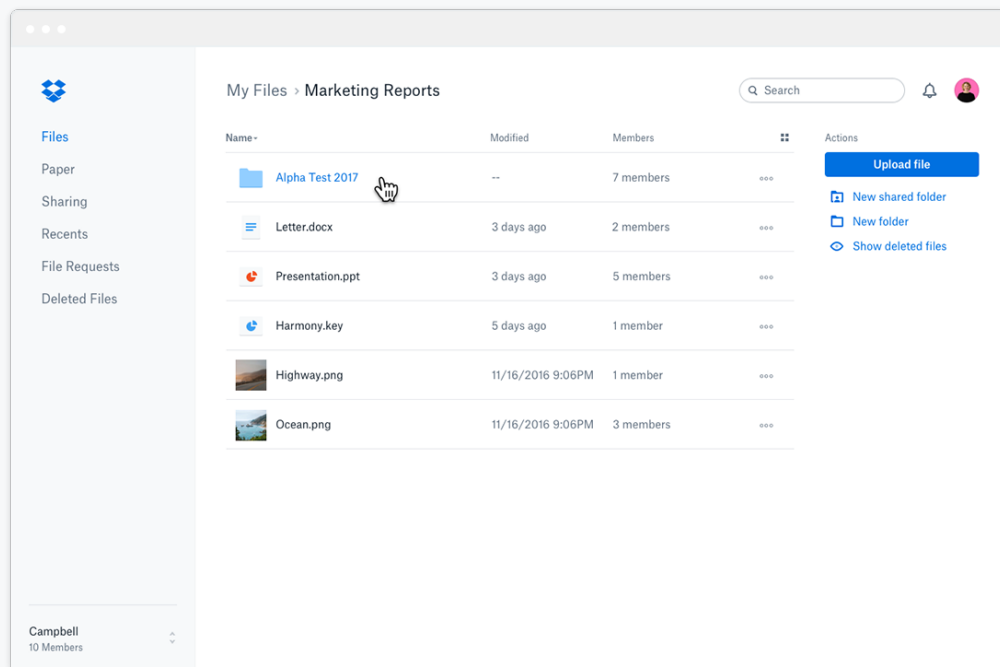
- To switch to the larger thumbnail view, click the grid icon in the upper right corner of your files list.



More information at a glance

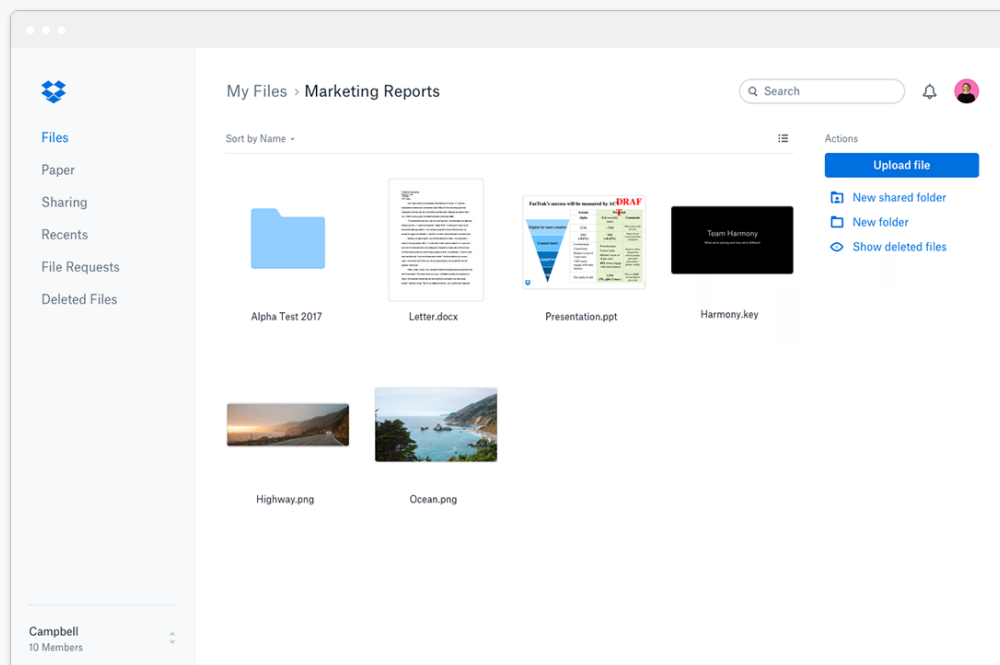
Now

List view



Now

Thumbnail view





Thank you

We hope you'll enjoy the new dropbox.com. If you have any questions or feedback, please reach out to [your team admin](#) or Dropbox support.

