



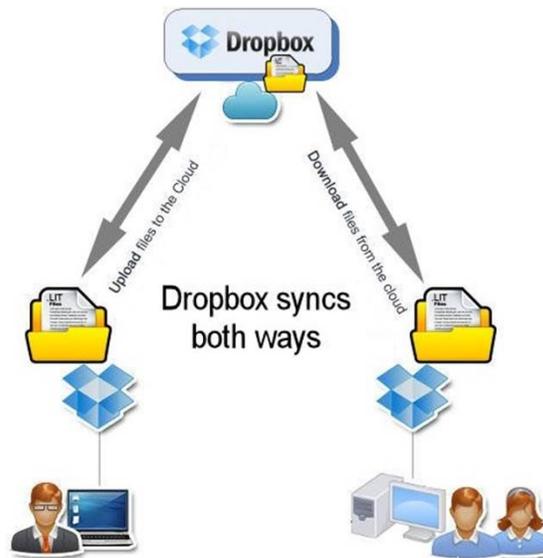
HOW-TO GUIDE:

USING DROPBOX TO TRANSFER FILES

Windows 7, 8, XP, Vista and 2000

Foreword

BMS advises using Dropbox when you need to transfer files from one computer to another when both computers are not on the same network rather than using a USB flash drive. Dropbox is a free service that synchronizes your files online and across computers. Any files you place within the Dropbox folder will be available on your other computers that have Dropbox installed, as well being available to download on the web. Furthermore, if you make any updates to the files within your Dropbox, those files will update across all of your other computers without you needing to do anything. Please also keep in mind that while your data is in transit to/from the cloud and while it resides on Dropbox's server, your data is encrypted and safe.



In this guide, we will illustrate how to use Dropbox in a common situation: when you are exporting files from CaseLink Office to CaseLink LITE and back from CaseLink LITE to CaseLink Office [afterward](#).

If both computers are on the same network, the preferred method would be to move the files through your network rather than using Dropbox.

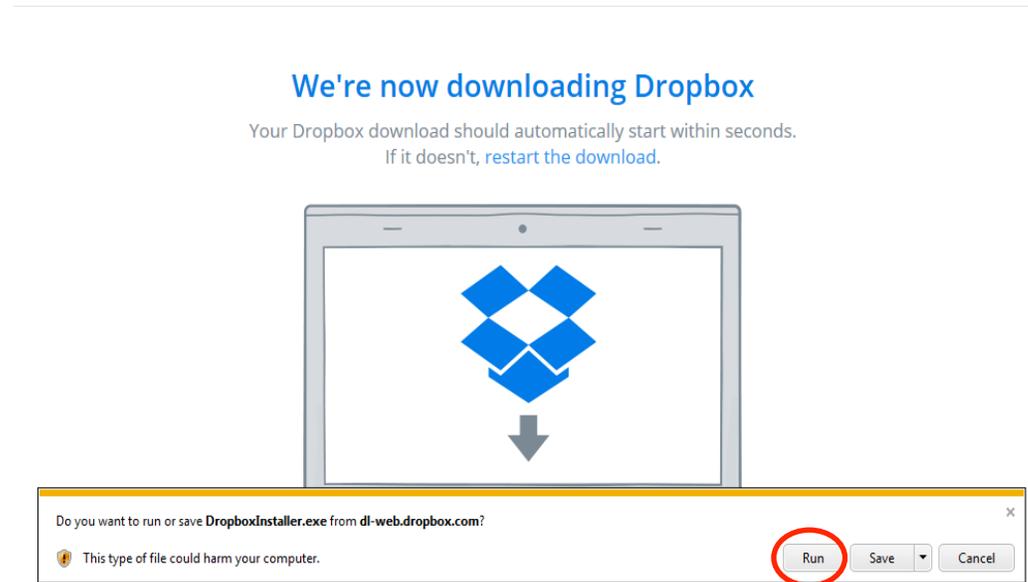
Note: Internet access is required to use Dropbox (for all computers that need [to](#) access the shared files).

Important Notes:

- 1) You should **create a new email address that is only used for the Dropbox account** since it will be used by others to access the shared folder that will be used for the CaseLink LITE files.
- 2) You **should not install Dropbox on a phone or tablet device**. This may result in chapter 7 data being synced to unencrypted mobile devices.

Download and Install

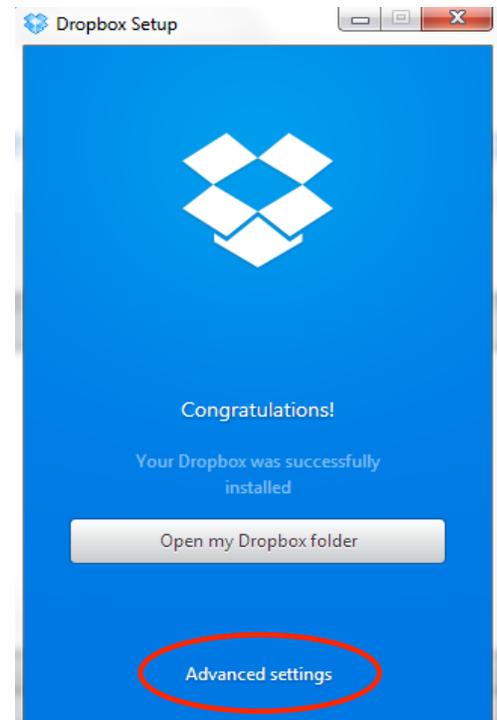
Download Dropbox by going to <https://www.dropbox.com/downloading> and clicking **Run**. This will have to be done on each computer that you want to sync files to.



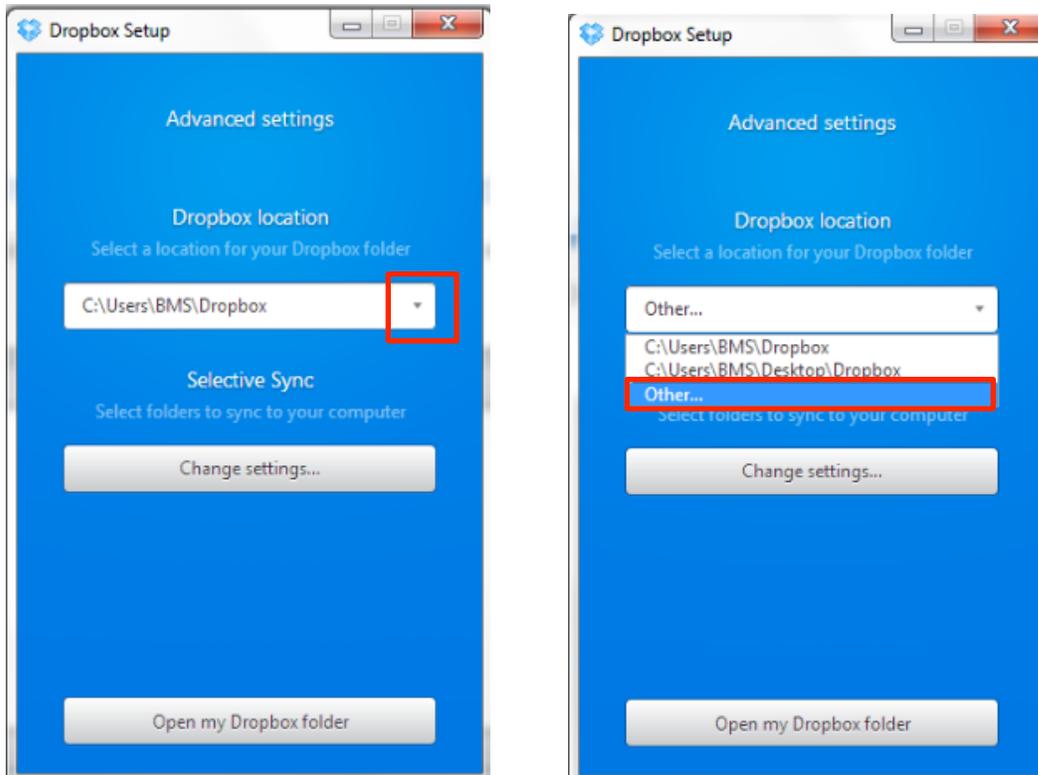
The Dropbox Folder

After you install Dropbox software on your computer, a "Dropbox folder" is created. This folder is just like any other folder on your computer; however, any file you save to your "Dropbox folder" is also saved to any other computers that have that same "Dropbox folder" installed. In addition, the file would be saved within your account on the Dropbox website.

Once Dropbox is installed, you will see a dialog box that allows you to configure it for easier synchronization between multiple computers. When you see this dialog box, click on [advanced settings](#).



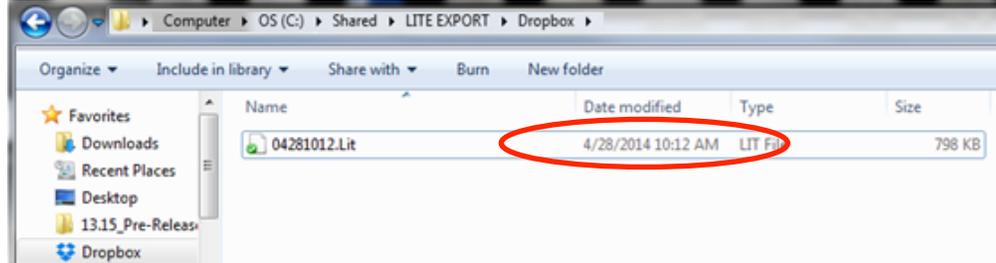
Now you want to click on the [drop-down](#) menu and select "[Other...](#)". This will allow you to change the folder you sync to the cloud and to your other computers. Please point this to your LITE EXPORT folder.



At this point, you can click on the X to close the window, and repeat the above process on your laptop or any other computer you wish to sync to using the same Dropbox account (email address and password).

Things to consider when syncing a LITE Export via Dropbox:

- You need to have both your desktop computer and laptop computer turned on and connected to the Internet for the LIT file to sync. If only one computer is connected, the files will sync to the Dropbox server, but will not sync to the second computer until it is turned on and connected to the Internet.
- Dropbox will start syncing immediately; however, depending on how large your LIT file is, and the speed of your [Internet](#) connection, it may take a while for the transfer to complete. If your connection is fast, this is a very quick, efficient, and secure method of transferring your LIT files.
- You will know a LIT file has finished syncing to your other computer by looking at the date modified as [shown](#) in the picture below. You will have to use your due diligence to ensure this is the correct LIT file to use.



- It does not matter if you're exporting to LITE or importing to Main; you simply place your LIT file in your synced Dropbox folder to move it from one PC to another. You can then use the LIT file from your Dropbox folder as you would normally do.
- Once the file with the same name has been synced to Dropbox, the previous file will be overwritten and only the last uploaded version will be available.
- You get 2GB of storage space for free. That means you can only save a couple LIT files in your Dropbox folder. You will have to delete old LIT files (just as you do now) if you do not wish to pay for more space.