

## Working With Shared Committee Information in Dropbox

Using Dropbox, member offices can access electronic committee packets when shared by a committee, create electronic bill books for the member's use, or share documents with office staff that can be accessed remotely.

### Accepting an Invitation to a Shared Folder

You will receive an e-mail notification when others share a file or folder with you. The e-mail will contain a hyperlink to the shared folder on the Dropbox website. The invitation must be accepted through the Dropbox website.

1. To accept a sharing invitation, follow the hyperlink to the Dropbox website and sign in.
2. Click **Sharing** from the left sidebar, then click the **1 new shared folder invitation** link.

### Working with Shared Committee Data

Copy data from the shared committee folder and transfer it into your office's chosen Dropbox folder for the member's committee information. Folders shared with you are easily recognized by their icon;



1. To copy data, right-click on the shared file or folder and click **Copy**. The *Copy folder to* window displays.
2. Navigate to your chosen Dropbox folder and select the folder, then click **Copy**.

Once the shared data has been transferred into a folder within your office's Dropbox account, staff members can edit the data and add supplemental notes as needed to prepare for the hearing.

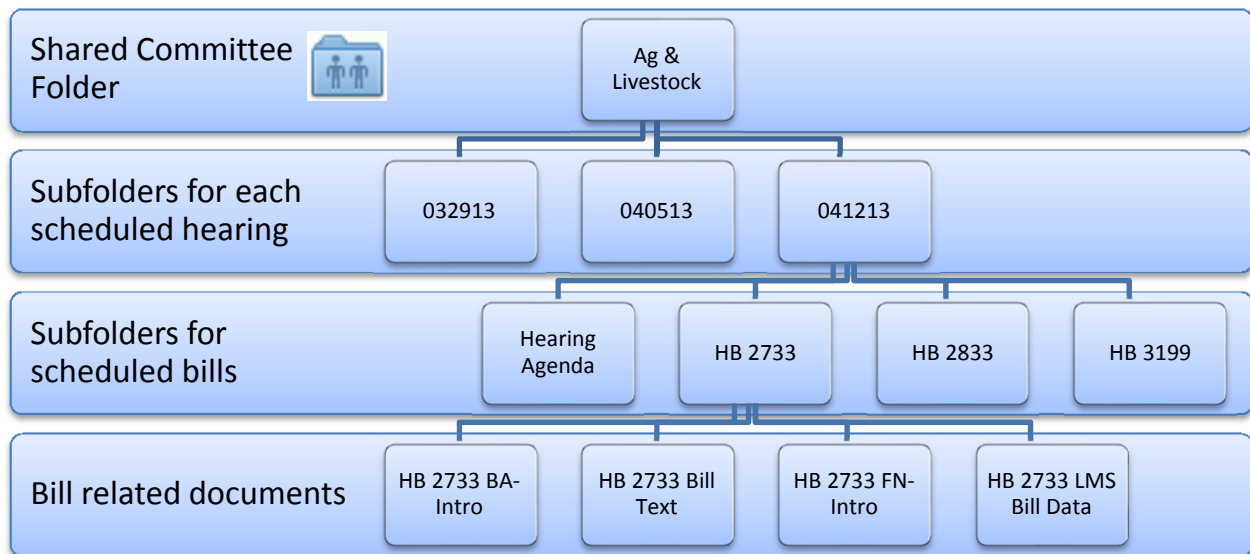
#### **Important! Tips for working with shared data in Dropbox:**

- Shared folders from committees should be regarded as 'Read Only'. Do not edit documents in these folders. Instead, copy files or folders into your Dropbox account.
- Do not 'drag and drop' shared folders. Instead, copy files or folders into your Dropbox account.
- Rename any copied folders and provide a unique name to avoid confusion with the folders shared by the committee.
- Do not share committee or any other sensitive material with a third party. Doing so may result in the loss of the information's confidential status.
- Using the *Share link* feature in Outlook is not recommended. Shared links could easily be re-shared without the committee's consent.

## File Organization and Naming Conventions

Dropbox is organized as a series of folders and subfolders. The recommended method for organizing committee data is to organize folders by committee name with subsequent subfolders for hearing dates, then subfolders for individual bills. Individual bill folders may contain bill text, fiscal notes, bill analysis, and other supporting documentation.

Long file names are truncated when viewed on the iPad. You may consider abbreviating the file name for easier viewing and navigation. For example, a bill analysis for the introduced version of HB 1234 could be shortened to *HB 1234 BA-Intro*, and a fiscal note could be shortened to *HB 1234 FN-Intro*, and so on.



By default, Dropbox arranges items in the following order when viewed on the iPad:

1. Folders display before individual files.
2. Files display in alphabetical order.
3. Numerical file names display in order by the first digit (e.g., folders 10 and 11 will be listed after folder 1, not folder 9).

## Managing Dropbox

Free storage space is limited. We recommend that you use Dropbox for transitory file placement. *It is not intended to replace storing files on your X: drive.* After a hearing, all hearing related documents in the member's folder can be saved to the X: drive and used later to build a bill book for the member's use in the chamber.