

Tips for Creating an Electronic Committee Packet in Dropbox

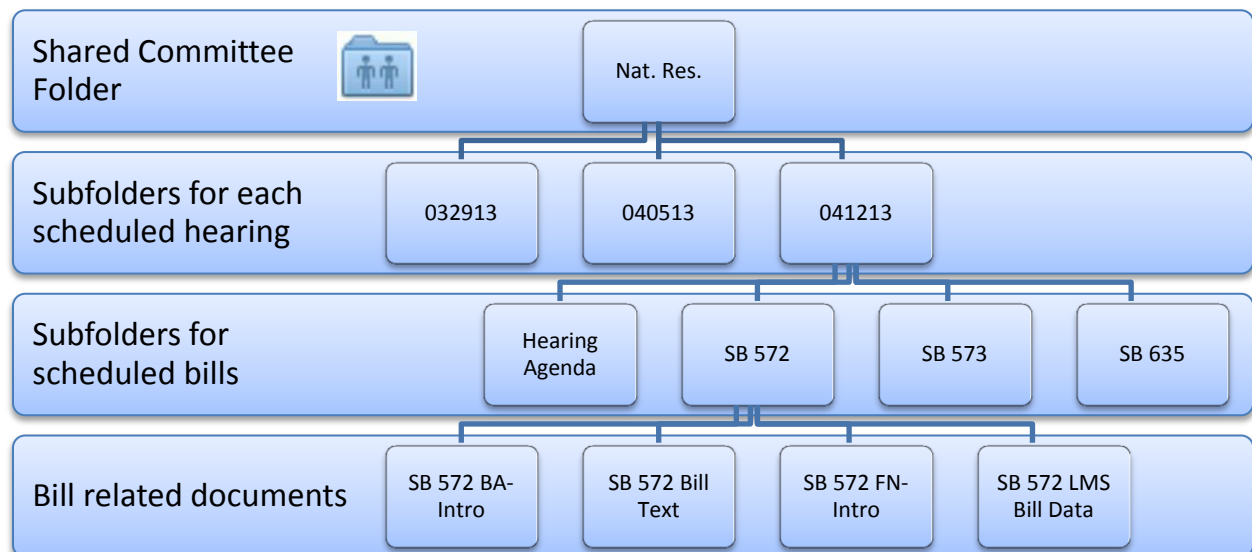
Using Dropbox, committees can create electronic committee packets and share them with committee members. Each committee has a dedicated Dropbox account that is administered by committee staff (s7###@senate.state.tx.us). Individual folders created within the account can be shared with committee members.

Dropbox should be used as a transitory space for sharing committee material and not as a replacement for archiving data on a network drive. Once a Dropbox folder is shared, the recipients can add, delete, or change any file within that folder. Original copies of folder material should be kept on the office's X: drive. If files are accidentally deleted from your shared Dropbox folder, they can be re-uploaded from your network drive or restored (within 30 days of deletion) via the Dropbox website.

Creating the Committee Hearings Folder

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

Add the hearing agenda as the first item in the hearing date folder, followed by the individual bill folders. You may consider creating a *Pending Bills* folder for any bills that are not on the current agenda.



File Organization and Naming Conventions

To help users navigate between folders, consider the file format, naming conventions, and folder order. Long file names are truncated when viewed on the iPad. You may consider abbreviating the file name for easier navigation. For example, a bill analysis for the introduced version of SB 1234 could be shortened to *SB 1234 BA-Intro*, a fiscal note would shorten to *SB 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 are in order by first digit (e.g., folders 10 and 11 will be listed after folder 1, not folder 9).

NOTE: Documents with advanced formatting are best displayed on the iPad as PDFs. For all file formats currently viewable on a tablet, see <https://www.dropbox.com/help/80/en>.

Sharing the Folder With the Committee Members

It is recommended to share the committee meetings folder with all members of the committee. Once a committee office shares the folder, all subfolders and files are accessible to members of the committee.

You can prevent members from inviting others to the shared folder by deselecting the *Allow members to invite others* option at the time the folder is created, or by accessing the shared folder's options from the Dropbox website.

1. To share a Dropbox folder, sign in to the committee account on the Dropbox website.
2. Right-click on the folder you want to share and click **Invite to folder**.
3. Enter the e-mail addresses for the office(s) you are sharing with. Member offices also have a dedicated Dropbox account created with their office code (h####@house.state.tx.us).
4. To prevent members from inviting others to the folder, deselect the **Allow members to invite others** check box.

In Dropbox, you are unable to share subfolders. Attempting to share a subfolder within a shared folder will automatically send you to the sharing options of the top-level shared folder.

You can remove shared access to a folder on the Dropbox website by clicking **Sharing**, then **Options** for the folder you want to un-share. In the *Shared folder options* window, click the



icon and select **Kick out**.

IMPORTANT: Using the *Shared Links* feature in Dropbox is strongly discouraged. Shared links can be easily forwarded to a third party without the committee's consent.

Tips for Dropbox Maintenance

Dropbox keeps version histories for your files including deletions and edits made to the file for thirty days. This allows you to revert to a previous file version or restore a deleted file. To review changes, click **Events** on the Dropbox website.