



## Easily send, receive, and share large files and folders with Dropbox

Elenor A. - 2022-10-12 - Getting Started

**Dropbox** is a service that lets you bring all your files: photos, documents, and videos anywhere. Any file you save to your Dropbox will also automatically save to all your computers, phones, and even the Dropbox website. This means that you can start working on your computer in the office and finish on your home computer.

The service works either through the web or on your desktop computer. Using the desktop version, you can use your Dropbox account just like a regular folder on your computer. This method is faster and more convenient than using the web interface and is highly recommended – so read the tutorial below.

**Checkpoint:** Have you already downloaded and installed ShopFactory? You can download the latest release from <https://www.shopfactory.com/contents/en-us/d105.html>

- Register your ShopFactory software using your existing account (username and password)

### **I - Installing Dropbox**

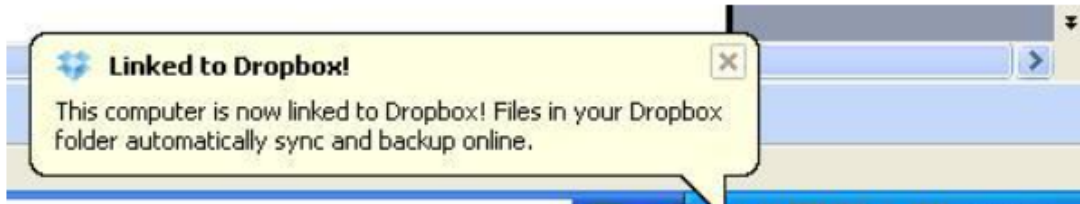
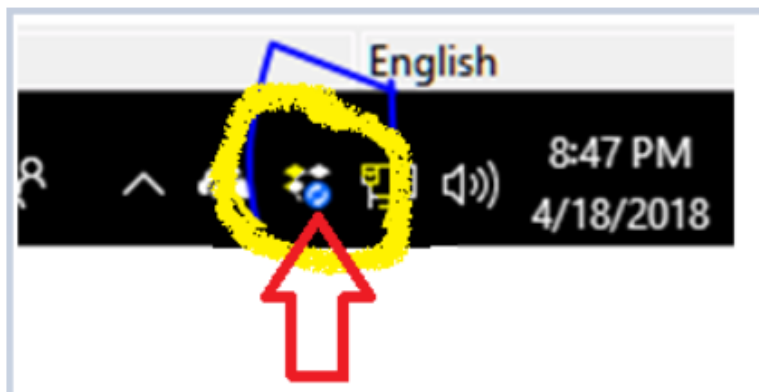
<https://www.dropbox.com/help/desktop-web/download-dropbox>

Click the download link from there and install the app. When the installation process is complete, you'll have to activate and register. You will need to sign up for an account if you don't have one yet. Select "I don't have a Dropbox account" to get started.

But if you already have an account and you're installing Dropbox on the other device, choose "I already have a Dropbox account" option. You'll be able to login directly to your Dropbox account.

Once Dropbox is installed on your computer, you'll see a Dropbox folder on your hard drive.

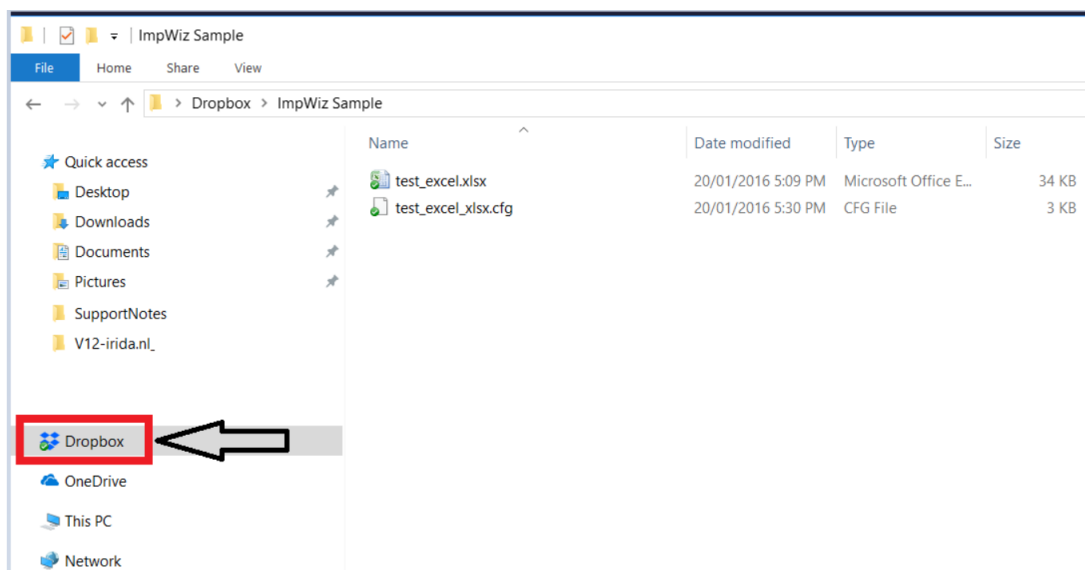
You should also see a *Dropbox* icon in the system tray or menu bar:



## II - Copying and Sharing your Files with Dropbox

Copying files to your Dropbox folder is easy

Simply copy the file using Windows Explorer and then paste it in your Dropbox folder.

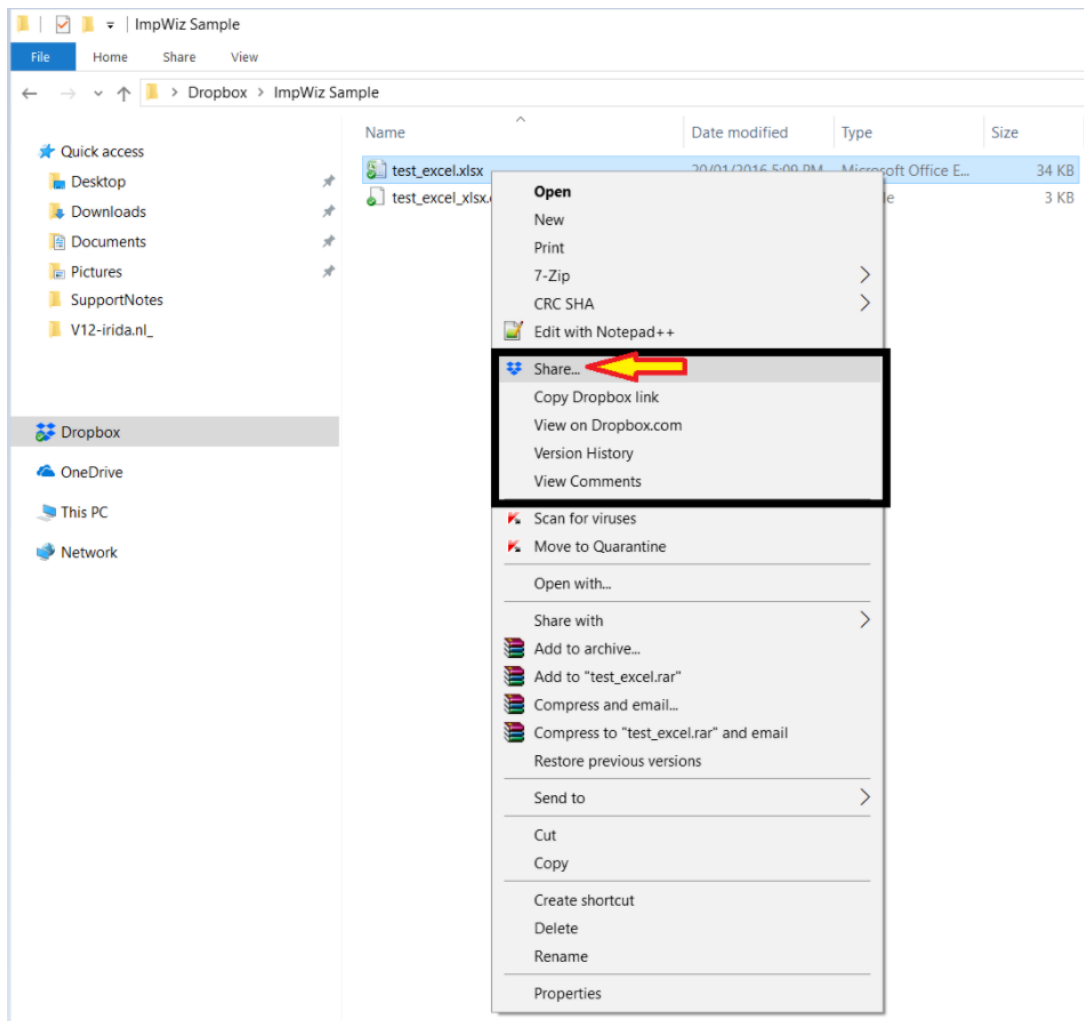


*Some icons that indicate how your Dropbox is doing:*

**Green circle and check:** All the files in your Dropbox are up to date.

**Blue circle and arrows:** Files in your Dropbox are currently being updated.

Once the folder is completely synchronized, you can right click on the folder and select “Dropbox -> **Share this folder...**”- as shown below.



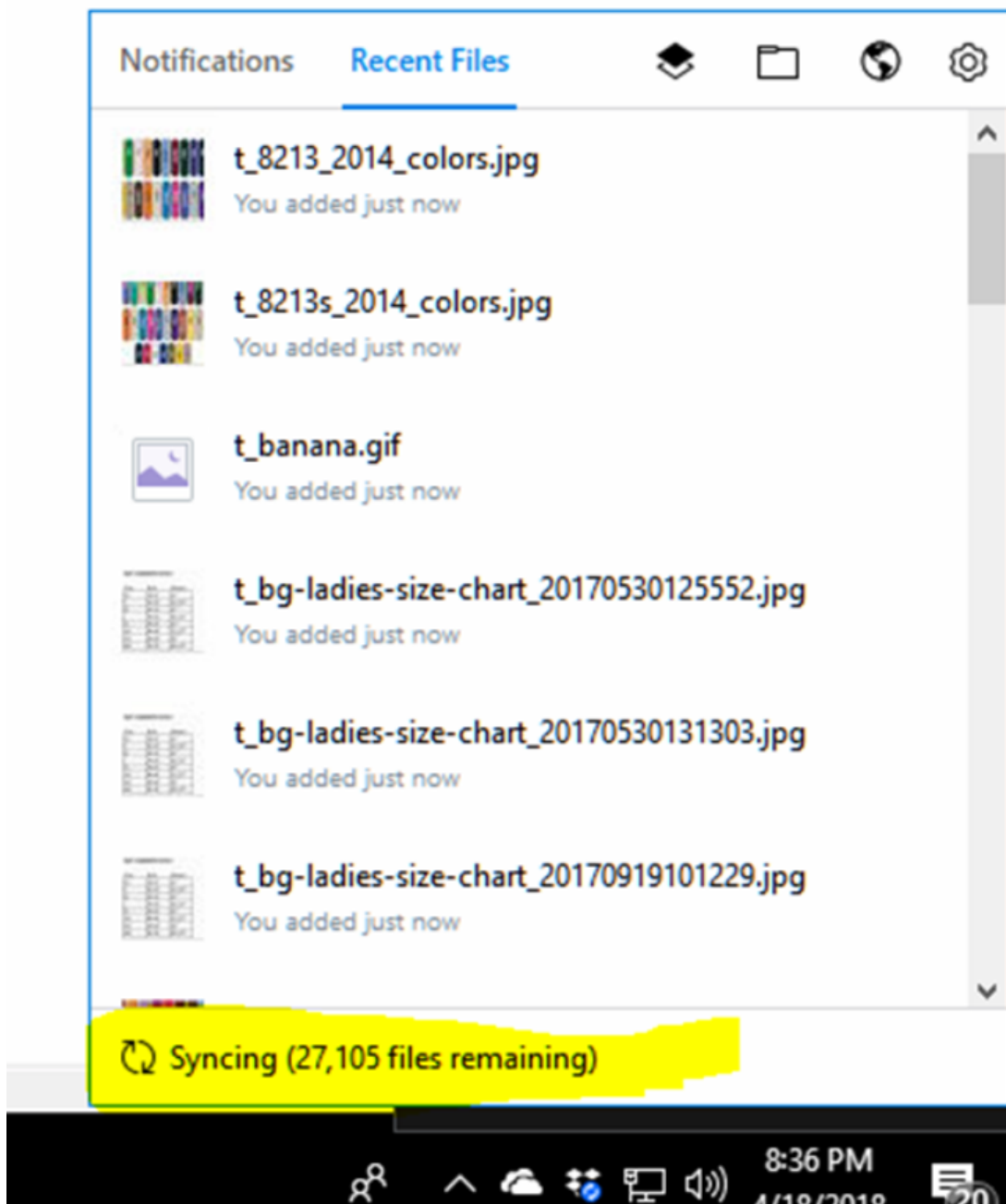
You can install Dropbox on your other PCs and mobile devices. Simply repeat the above steps but this time selecting "I already have a Dropbox account". Register the Dropbox app using your existing Dropbox account - it must be the same account that you are already using - both you and the other party will have the Dropbox access details.

### III - Updating your ShopFactory project in Dropbox

**IMPORTANT:** When updating/editing your ShopFactory project via DropBox, please ensure only ONE party is editing/updating the shop project at a time to avoid 'database conflict'. Also make sure that the "synchronization" button has completed before you start editing your shop project.

-Synchronize your files in Dropbox before doing any work in ShopFactory. The Dropbox icon in the system tray (the lower right section of your taskbar) will show whether your LOCAL DropBox folder is currently synchronizing or indexing - if it says it's still syncing, do NOT open ShopFactory yet. You have to wait until DropBox has fully synchronized all the files from online to your local DropBox folder. Once DropBox icon says it is "Up to date" - then it is time to open ShopFactory and get on with it.

In the sample screenshot below, this means your local DropBox is still syncing the project files so you need to wait until the sync job is completed - it should show "Up to date" once your local DropBox folder is updated.



**REMEMBER:** At the end of your work time, do NOT forget to save and close down ShopFactory. The shop project must be closed down to ensure the other party can access without any concurrency issue (database conflict). Save and close down ShopFactory.

**Upgrading a shop project to a new version**

If you upgrade the project in DropBox to a newer version i.e. you previously worked on the shop using ShopFactory V12 but has recently installed and upgraded to ShopFactory V14

- What's going to happen the first time you open the project in the newer Version 14 is that ShopFactory will create a copy of the V12 shop and then the upgraded/converted shop will be saved in the default folder, "Documents\ShopFactory V14 Websites" folder.

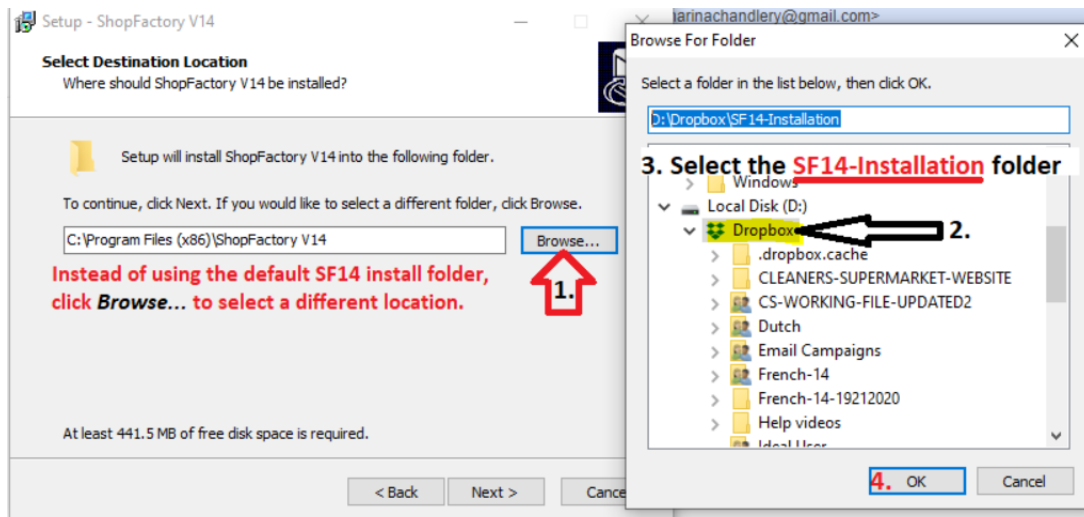
In this instance, you will need to do click on "File -> Save As..." and then rename the shop project

to a more meaningful one, such as "MyShopV12\_2021-06-22" and then save it to your **DropBox folder again** to share it to your team. Otherwise, the converted shop will remain in your PC's "**Documents\ShopFactory V12 Websites**" folder and other team members will not be able to access the latest converted shop project.

#### IV - Sharing "ShopFactory V14" installation folder in Dropbox

The ShopFactory 14 installation can be saved in the 'shared' Dropbox folder. This is the only way you can synchronize the SF installation between 2 computers as well.

- Run Windows File Explorer and navigate to your **Dropbox** folder
- Create a new folder called **SF14-Installation**
- Download the latest ShopFactory V14 build 21172 from <https://www.shopfactory.com/contents/en-us/d18.html>
- Run the SF installer and in this dialog, click BROWSE... button and locate the SF14-Installation folder in Dropbox
- Select that folder and click OK



**IMPORTANT:** Install ShopFactory V14 in **Dropbox\SF14-Installation** folder

- Click next until installation is completed. Finish.
- COPY your existing templates from the old installation folder to the new SF installation in Dropbox

COPY your existing templates from the default installation directory -

The existing saved options and shipping templates are in


**C:\Program Files (x86)\ShopFactory V14\ShopFactory\Shared Templates**

PASTE TO:

**Dropbox\ShopFactory V14\ShopFactory\Shared Templates**

SF14-Installation > ShopFactory V14 > ShopFactory > Shared Templates >

Name	Date modified	Type	Size
contacts	6/22/2021 11:21 AM	File folder	
Options	6/22/2021 12:18 PM	File folder	



**IMPORTANT:::**

To ensure you are running the correct ShopFactory 14 installer, Run the **SFEditorU.exe** from that Dropbox folder to open SF14

It should be in **Dropbox\ShopFactory V14\ShopFactory**

Name	Date modified	Type	Size
lting14nu.dll	27/07/2012 2:46 PM	Application exten...	1,066 KB
ltkrm14N.dll	27/07/2012 2:46 PM	Application exten...	430 KB
ltkrm14nu.dll	27/07/2012 2:46 PM	Application exten...	438 KB
ltmm_n.dll	27/07/2012 2:46 PM	Application exten...	1,756 KB
LTSCR14nu.DLL	27/07/2012 2:46 PM	Application exten...	126 KB
littwn14nu.dll	27/07/2012 2:46 PM	Application exten...	110 KB
ltwvc14nu.dll	27/07/2012 2:46 PM	Application exten...	2,038 KB
ModifyStyle.xml	26/03/2007 6:40 PM	XML Document	183 KB
Name2Text.xml	12/05/2017 4:50 PM	XML Document	169 KB
NewShop.xml	28/05/2021 12:40 ...	XML Document	815 KB
PageViewObjSelU.dll	21/06/2021 11:27 ...	Application exten...	345 KB
PageViewU.lic	26/03/2007 6:40 PM	LIC File	1 KB
PageViewU.ocx	21/06/2021 11:28 ...	ActiveX control	2,689 KB
precomp.exe	21/06/2021 11:35 ...	Application	321 KB
Regions.xml	27/08/2018 4:25 PM	XML Document	519 KB
Report Errors Disable.reg	25/09/2015 2:36 PM	Registration Entries	1 KB
Report Errors Enable.reg	25/09/2015 2:36 PM	Registration Entries	1 KB
SciLexerU.dll	18/12/2007 4:36 PM	Application exten...	370 KB
SF sf5Upgrader.exe	21/06/2021 11:35 ...	Application	844 KB
SF-2754.zip	4/09/2020 11:08 PM	zip Archive	87 KB
SFConvertU.dll	21/06/2021 11:27 ...	Application exten...	397 KB
SFDBP_MSA.dll	21/06/2021 11:29 ...	Application exten...	2,805 KB
sfeditor_update.ini	28/11/2016 10:10 ...	Configuration sett...	1 KB
SF SFEditorU.exe	21/06/2021 11:54 ...	Application	13,508 KB
SFImageU.lic	26/03/2007 6:40 PM	LIC File	1 KB
SFImageU.ocx	21/06/2021 11:27 ...	ActiveX control	1,977 KB
SocialMedia.xml	18/12/2018 10:53 ...	XML Document	10 KB
splash-gold.png	12/11/2018 12:25 ...	PNG File	35 KB
splash-platinum.png	12/11/2018 12:25 ...	PNG File	35 KB
splash-pro.png	12/11/2018 12:25 ...	PNG File	36 KB
SrchEng.xml	19/01/2012 6:27 PM	XML Document	282 KB
unicows.dll	27/07/2012 2:47 PM	Application exten...	240 KB
updatechecker.dll	31/03/2015 6:00 PM	Application exten...	78 KB
zlib1.dll	7/04/2010 5:26 PM	Application exten...	77 KB

- Open any of your existing shop projects
- Update as required.

### Using Dropbox to update SF shop project in multiple PCs

You are clear with the instructions on this. It's important that Dropbox is synced successfully (**up to date**) in each computer before commencing work and updates on the shop project (in each computer). And the **SFEditorU.exe** from the **Dropbox\ShopFactory V14\ShopFactory** folder must be used to update the shop project each time.