

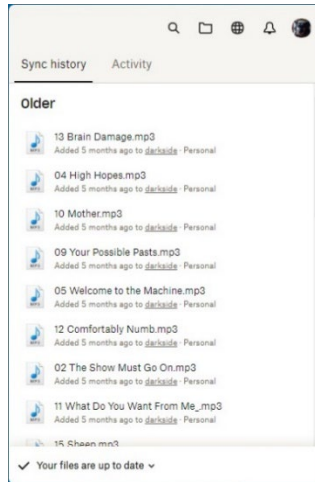
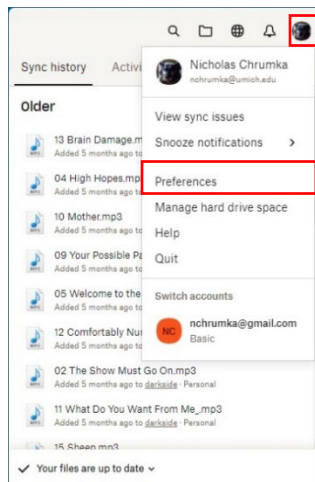


How to Sync Your Folders and Files to Dropbox.com Only (How to cleanup space on your PC)

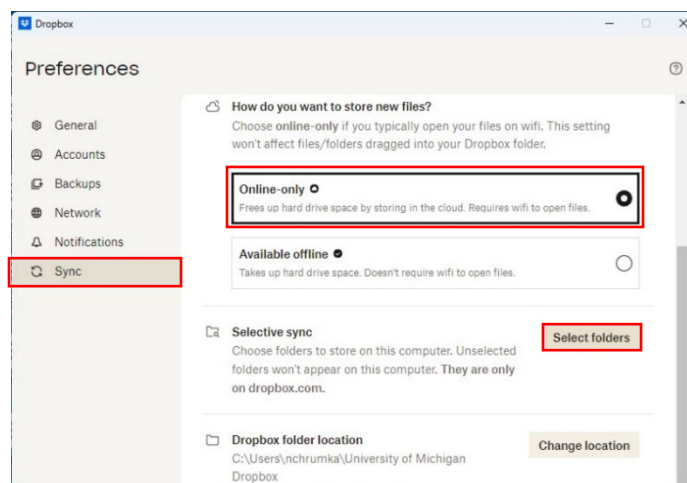
1. Open the Dropbox application on your computer. You can do this by clicking on the caret  on your taskbar and then clicking on the Dropbox icon .



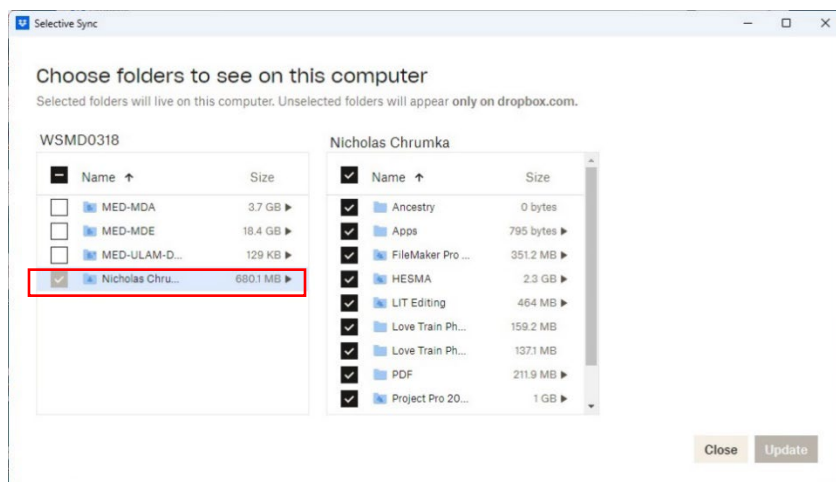
2. Click on the icon in the upper right corner of the Dropbox app and then select **Preferences**.



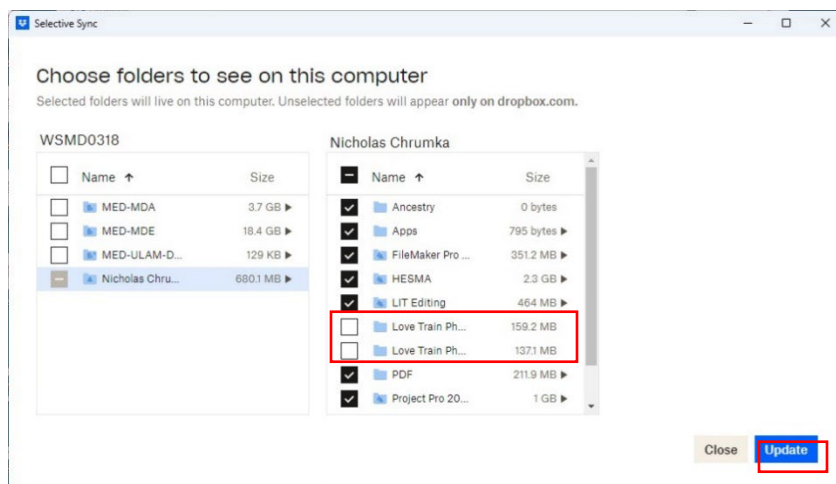
3. On the left-hand side click on **Sync** and then on the right-hand side under **Selective sync** click on **Select folders**. **Make sure that Online-only is selected**. If **Available offline** is selected the files will start pushing back down to your machine. **We do not want this to happen since we are trying to clear up free space on your computer.**



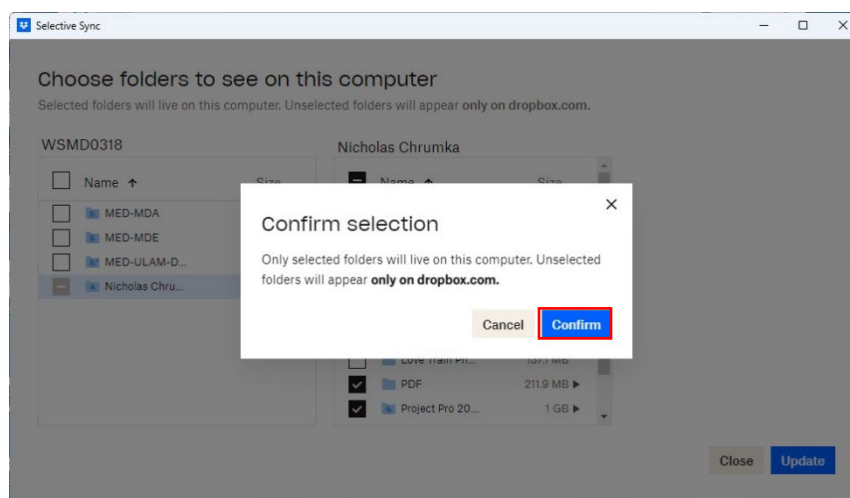
4. On the left-hand side select the folder that you are wishing to un-sync from Dropbox. A list of your files and folders will appear on the right-hand side.




5. **Un-Check** the folders or files that you would like to keep on the Dropbox.com (Cloud) only. Then click **Update**.



6. A new popup will appear, and you will need to click on **Confirm** to agree that you want "Only selected folders will live on this computer. Un-selected folders will appear **only on dropbox.com.**"



7. Dropbox will now sync between Dropbox.com and the app on your computer and you should see the files you selected being removed from your local Dropbox folder and freeing up your hard drive space. Your files have not been deleted they are just now only available on Dropbox.com and you can go there to find them or click on  the in the app to take you there.