



DROPBOX PAPER OVERVIEW

Cool New Features & Capabilities



WHAT IS DROPBOX PAPER



- Collaborate with others
- Write and edit & brainstorm ideas
- Review designs
- Manage tasks
- Run meetings



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CHALLENGE IT SOLVES



- Bring multiple docs into single space
- Useful for joint Projects/Presentations
- Managing Team projects
- Working remote with groups of people
- Track action items
- Collaboration space
- Accessible on Web, Phone or Table



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FEATURES & CAPABILITIES



- Free Basic Version to set up
- Dark Mode by default
- Collaborate on Files and Ideas
- Share Images, Videos, Docs & Links
- Post specific comments and tag people
- Formatting Features
- Manage To-Do & Simple Schedule



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USEFUL FEATURES



- Format the flow
- Use Tables
- Include Emoji
- Live Links (Pictures, Images, Sound)
- Invite Multiple People
- Comment, Create To-Do, Manage Due Dates



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SECURITY



- Data is shared based on URL
- Anyone with URL may Edit
- Can be changed in Settings



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