



AAOP Dropbox Guide

Welcome to the AAOP Dropbox Folders! This space has been designed to keep committee documents secure, organized, and easy to find. Below is a quick guide to help you navigate like a pro.

📁 Folder Overview:

Folder Name:	Contents:

🔗 How to Use your Committee Dedicated Dropbox:

- Preview or download files: Click on any document to review in Dropbox, or right-click to download
- Upload Files: Use [this dedicated upload link](#) or click into a folder to directly upload a file
 - Please follow staff instructions for where to place items, and please avoid dragging files directly into folders unless asked.
- Editing Documents: Many files are PDFs or read-only. If collaborative editing is needed, the document will not show up as read-only.
 - Links may be provided for specific collaborative purposes.
- Need Help? Please reach out to Nadine Lemons (nlemons@oanpd.org) for any Dropbox-related support.



✅ Board Dropbox Etiquette

📌 DO:

- When using the direct upload portal please rename your uploaded files with your name and document type: **(LastName_FirstName_DocType_SubmissionDate)**
- Check file dates and titles before opening or commenting
- Use the dedicated [BOD Upload Portal](#) instead of dragging files into folders unless otherwise instructed
- Keep communication professional in any comments or shared notes
- If you are having difficulties or need one on one guidance, please reach out.

❌ DON'T:

- Upload blank or duplicate forms
- Edit files directly unless explicitly asked to
- Rename or move existing documents
- Add personal notes or unrelated files
- Panic — we're here to help!

🧠 Pro Tips:

- Bookmark your Dropbox link in your browser for easy access
- File names include dates for quick reference: YYYY-MM-DD_DocumentType_Name.pdf
- You may be asked to log in to Dropbox to view certain files — a free account is fine

🔍 Who Can Access:

This folder is private to current committee members and designated AAOP staff. Please do not forward documents or links to individuals outside the Board unless directed.

🔍 Thank You

Your time and service to the Academy are deeply appreciated. We've designed this Dropbox experience to minimize tech headaches and maximize clarity. Do not hesitate to reach out for assistance. We are here to help!