Figma at Dropbox

This is a "best practices" doc that we created to help provide some tips and tricks on how to organize our Figma instance and collaborate with others.

❓ Why Figma?

We looked through the pros and cons of using Figma, Sketch, and Framer X for our design systems tooling and found that Figma struck a perfect balance of scalability for our systems and ease of use for designers.

Combined with the fact that it operates in the cloud and allows for better real-time collaboration, sharing, and version/file management, it was a great choice for us to focus our efforts on going forward. We're not the first to make this transition either. Airbnb, Uber, Twitter, GitHub, and more are all primarily using Figma as their product design tool of choice.

We also are looking into working with the Figma API to see how we can simplify workflows and make our systems even more scalable in the future.

Organizing your files

Naming projects

You should organize all of your files inside of projects for your team. A recommendation on how to name projects inside your team would be:

<🔵|🔴> [<Squad Name>] <Project Name>

Blue means active, red means archived. The name of your squad, and then the project name. This will allow you to quickly find projects that are either being actively worked on or archived. So for example, one project inside the Growth team might be named like this:

☆ 🔵 [Try & Commit] The Coolest Project   a few seconds ago

Feel free to name how you'd like on your team, but this system has been working so far for some similar sized companies.

Moving files from one project another

If you already have some files that you're working on in another project or team space, it is very easy to move them to a different one. The easiest way is to just open the file in Figma, then click the project name at the top of the screen.

That should open a modal that allows you change which project the file lives under. If you click the search icon in the top of the modal, you can then search for the project you wish to move it to.
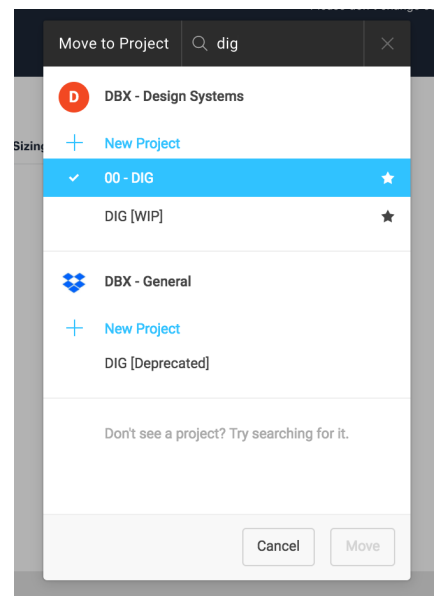
Select the project you want to move it to and then click the "Move" button.

Collaborating with others

Preventing non-Dropbox employees to see Figma share urls

If you're sharing a link to a Figma file with a collaborator internally, please ensure that link sharing is set to "**Anyone at Dropbox with the Link**" or "**Anyone at Dropbox**" in the Share modal accessed by the blue "Share" button.

Do not select "Anyone with the link" unless you're sharing with a specific non-Dropbox collaborator and the information is public and not material. Please go into

all your files and ensure that this is the case.
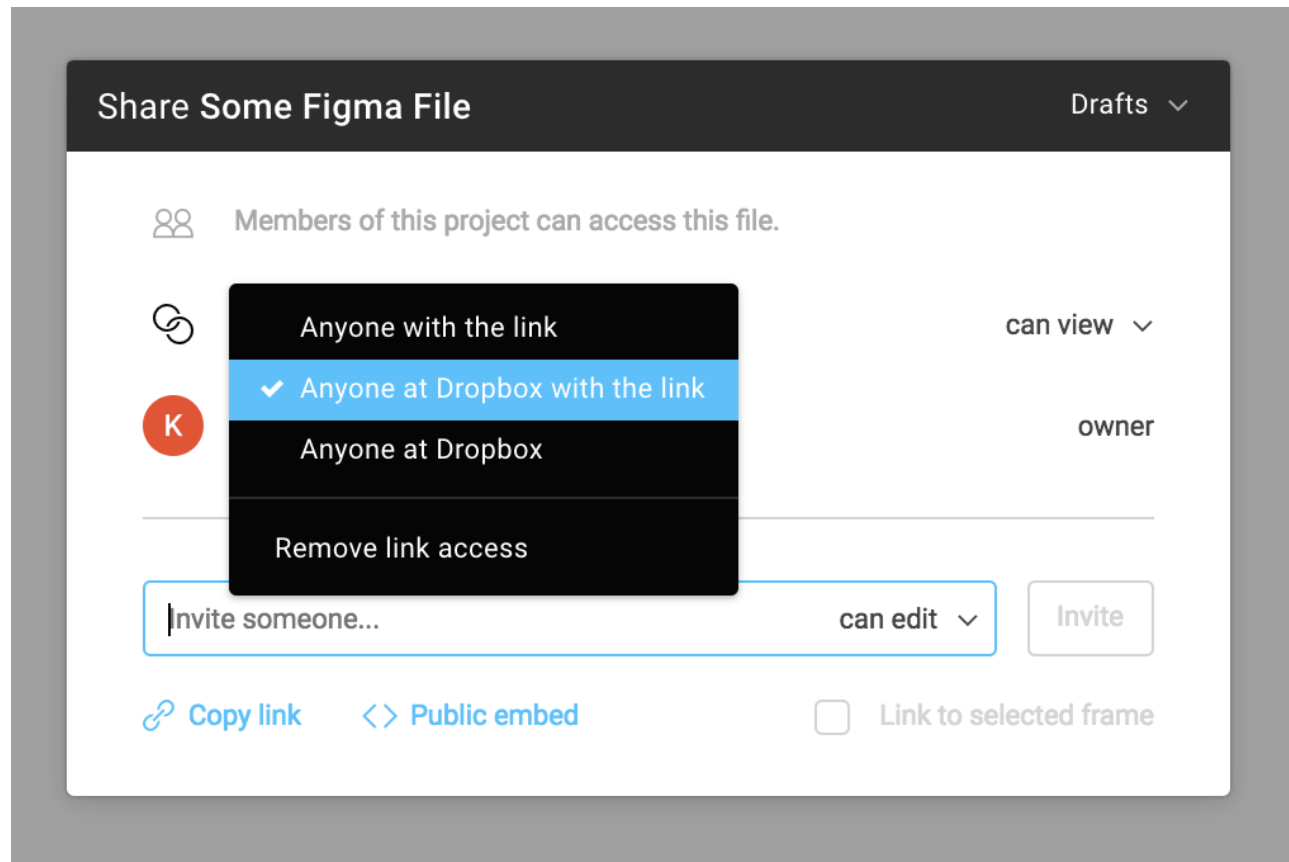
You can also change access in the share settings to limit to only a select few people if you're working on something confidential that can't be seen by everyone at Dropbox.

Note: This does remove the ability for this file to be embedded into a Paper doc.

Sharing a read-only file with an external vendor

If you're sharing a file with an outside vendor, please make sure you're only giving them access to what they need and not all of Dropbox.

In order to do that, please only share files directly to the collaborator's email address (through clicking
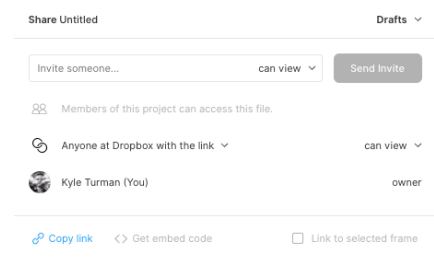
the 'Share' button) and not with a link. Also, please ensure that it's only in "Can view" mode unless absolutely necessary.

Inviting an external vendor or contractor to collaborate

You can invite an external member to collaborate in one of two ways. If they don't have an @dropbox.com email, you can invite them in "Can edit" mode to a specific file by clicking the "Share" button, or you can invite them to a Team.

Sometimes it might be easier to create a specific project just for external collaborators. You can create a new project in your team by
- Go to team page from sidebar
- Click "New project" link
- Name your project and leave "<Team Name> can edit" setting
- Click "Create New Team"