

Auto-Backup Your Work Photos to Dropbox

iPhone setup · ~10 minutes, once · Built for Sarah and the CST team

Setup

Build the shortcut

Schedule it

Daily habits

Why it's safe

Simpler option

Android

TL;DR

- Make one **"Work" album** on your phone. After a shoot, drop the work photos in it. That tap is the only decision you make.
- A free built-in **Shortcut** uploads that album to a Dropbox folder **every night automatically** while you sleep.
- Your **personal and family photos never go in the album**, so they never touch the work Dropbox. Privacy stays clean.
- The laptop-kept-awake-overnight step **goes away**. The phone uploads straight to Dropbox.
- Built to be **self-healing**: a missed night catches up on its own, and you never get duplicate files.

1 One-time setup

Five minutes. You only do this once.

- 1 **Make the album.** Open **Photos**, go to the Albums tab, tap  → New Album, and name it **Work**.
- 2 **Install Dropbox and pick your folder.** Install the Dropbox app, sign in, and make the destination folder (for example **Work Photos** or your shared team folder).

Create it now so the shortcut has somewhere to put things.

- 3 **Turn Dropbox on inside Files.** Open the **Files** app → Browse → tap  (top right) → Edit → toggle **Dropbox** on. The shortcut can't see Dropbox until you do this.

2 Build the shortcut

Open the **Shortcuts** app (it's already on every iPhone), tap  to create a new one, and name it **Upload Work Photos**. Add these three actions in order.

- 1 **Add action:** **Find Photos**

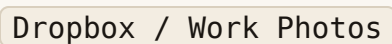
Tap **Add Filter** and set: **Album** →  → .

Leave it there. Do not add a date filter (that is on purpose, see the "Why it's safe" section).

- 2 **Add action:** **Repeat with Each**

It automatically uses the photos from Find Photos. The next action goes **inside** this repeat block.

- 3 **Inside the repeat, add:** **Save File**

- File = **Repeat Item**
- Tap **Destination Path** and browse to your  folder
- Turn **Ask Where to Save** → **OFF**
- Turn **Overwrite If File Exists** → **ON**

Test it now

Add a couple of photos to the  album, then tap the shortcut once. They should appear in your Dropbox folder within a few seconds. If they do, you're done building.

3 Make it run every night

This is what makes it hands-off. Set it once and forget it.

- 1 In Shortcuts, go to the **Automation** tab → tap **+** → **Create Personal Automation**.
- 2 Trigger: choose **Time of Day** → set **1:00 AM** → **Daily**.
- 3 Action: **Run Shortcut** → pick **Upload Work Photos**.
- 4 Turn **Ask Before Running** → **OFF** so it runs silently. Keep your phone charging on wifi overnight and it uploads on its own.

4 The only two habits

Everything above runs itself. These are the two small things a human still does.

After a shoot (10 seconds)

In Photos, select the work shots → Share → **Add to Album** → **Work**. **That selection is the work-vs-personal decision.** Personal photos you don't add simply never leave your phone.

Once a week (15 seconds)

Open the **Work** album, select all, and remove them from the album (this does **not** delete them from your phone or from Dropbox). It just keeps the nightly upload quick instead of re-scanning old shoots.

5 Why it's built this way

A couple of choices look odd until you know the reason. Both make it more reliable, not less.

It uploads the whole album every night, not "only new photos"

With **Overwrite ON**, the same photo keeps the same filename, so re-running just overwrites itself. That means **no duplicates**, a **missed night catches up** on the next run so nothing is ever lost, and photos you file late (shot days ago, added

today) still upload. The "only new" version looks cleaner but quietly skips late-filed photos.

The automation never guesses work vs personal

It can't, and it shouldn't try. You already know which photos are work, so you make that call in one tap. Nothing scans your family photos, and nothing personal ever lands in the work Dropbox.

6 Even simpler option (if you'd rather not wait overnight)

Skip the album and the schedule entirely. Make the same shortcut a **Share Sheet** action instead:

In the shortcut's settings, turn on **Show in Share Sheet** and set the input to **Images**. Then your flow becomes: select work photos in Photos → **Share** → **Upload to Dropbox**.

One tap, instant, no scheduling, no weekly cleanup. The trade: it's "one deliberate tap when you choose" instead of fully automatic overnight. Pick whichever fits how you work.

7 On Android?

Same idea, different tool. Install the free **Autosync for Dropbox** app, point it at a chosen camera folder, and it auto-syncs that folder to a Dropbox folder. Save your work shots to that folder and they back up on their own.

