

# Are there any good collaboration authoring/file sharing tools or resources available online?

There are a variety of great tools including but not limited to Google Docs, Dropbox, and Box.net.

Google Docs is a FREE web-based word processor and data storage service offered by Google. It allows users to create and edit documents online and collaborate with other users in real time. Users can track who made changes, and when, and roll back to any version of the document. They can also give or restrict permissions for others to edit or view the document. Users can save documents on the Google servers by creating them in the application, importing them via the web interface, or sending them via email. Google Docs will take a variety of document formats. There are also templates available within the application. Some new features include: sharing drawings, flowcharts, and more! For a more detailed in-depth guide on how to use Google Docs, go to:

<http://it2020.ucla.edu/digital-citizens/files/10-minutes-resource-guides/Google%20Docs.pdf>

Dropbox is software tool that syncs your files online and on across your computers. There are multiple ways to save your files. Upload them to the Dropbox website or you simply install Dropbox on your computer and put your files into your Dropbox. All your files can then be easily accessed online or on any of your other computers where you've installed Dropbox (Windows, Mac, and Linux). While Dropbox functions as a storage service, its focus is on synchronization and sharing. It supports revision history, so files deleted from the Dropbox folder may be recovered from any of the synced computers. For a more detailed in-depth guide on how to navigate

Dropbox, refer to this link: <http://it2020.ucla.edu/digital-citizens/files/10-minutes-resource-guides/Dropbox.pdf>

Box lets you store all of your content online, so you can access, manage and share it from anywhere. Box is a simple, scalable and affordable solution to manage documents, media and all your content online. Share files as a link. Sync files on the desktop. It's file sharing, reinvented. For more information on Box, check out: <https://www.box.com/business/features/>

