Presentations   University Libraries

5-23-2019

Working Together: File Collaboration and Communication

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WORKING TOGETHER:
FILE COLLABORATION AND COMMUNICATION

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OUTCOMES

- Know how to store and edit collaboratively on documents from Google Drive, Box Sync, and Microsoft OneDrive.

- Know how to share files effectively and securely.

- Aware of communication and scheduling tools.

- Know how to request reports/presentations/posters to be added to Tiger Prints.

LOCAL VS CLOUD

LOCAL

- You will lose your files.

- Do not store them like this.

- If you don't trust the cloud, have two extra thumb drives that will not get lost in the car or washing machine.

- Very difficult to work together like this.

- Please avoid.

CLOUD

- Beautiful and fluffy.

- Fun to fly through.

- Brings rain.

- Stores stuff securely (usually)

- Great for collaboration and saving trees (ignoring the carbon footprint of having to cool the servers)
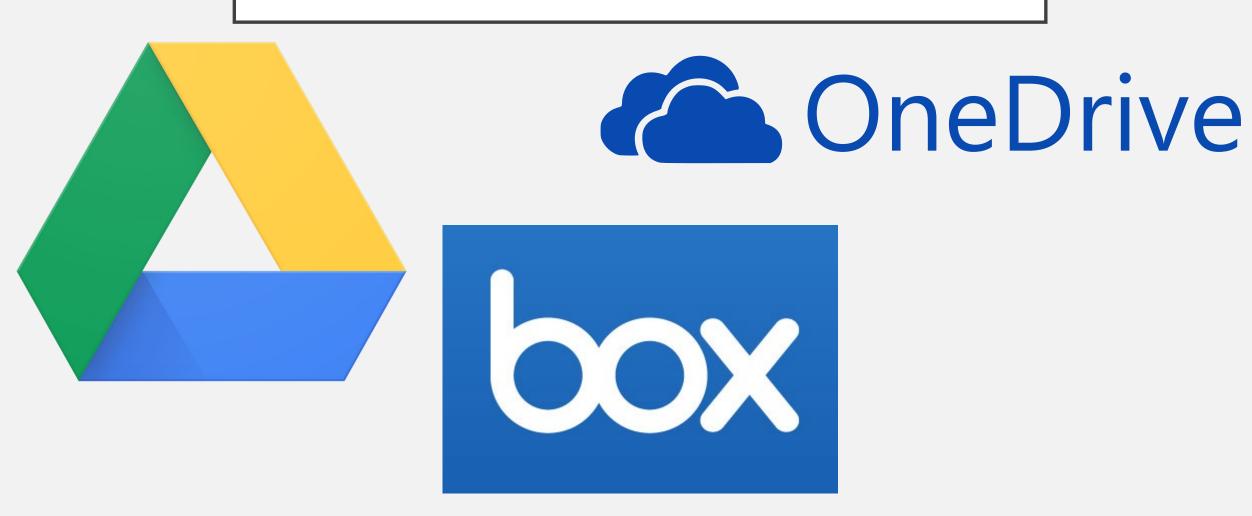
CLOUD VS HUMID

CLOUD

- Files are saved on servers and cannot be accessed without a browser.

- Adding files from your computer requires manually downloading, uploading, deleting.

- Easily shareable. No messy email and links.

- No worries backup.

- Must be online.

- Versioning.

HUMID

- Files are synced between the servers and your computer.

- Automatically add files by creating them on your computer.

- Easily shareable if in a shared folder, otherwise emails necessary.

- No worries backup if you have an internet connection.

- Can be online, but don't have to be.

- Versioning.

GOOGLE DRIVE - STORAGE

- Two ways to store on your computer

  - <u>Backup and Sync</u> stores your content locally on your computer but also makes a copy in the cloud you can go to and edit. The humid environment. Reserved for personal Google accounts.

  - <u>Drive File Stream</u> will stream all of your files and folders from the cloud. Acts like Netflix but for files. Doesn't take up the same amount of storage space. A new, weird rainy environment. Used for business accounts, such as your g.clemson.edu email.

- "Unlimited" storage space.

- Always backed up to the cloud, though Backup and Sync requires an internet connection to update the online file or vice versa if updating a document in the browser.

- Versions. Google documents every change made and you can see previous revisions and restore the document to a previous state or make a copy of that revision. You can even name versions, such as Draft 1 or Draft 2 or Final Draft.

GOOGLE DRIVE - SHARING

- Linking to your document:
    - Public link - Anyone can find and access
    - Anyone with the link can access (important for requesting edit)
    - Anyone at Clemson University
    - Anyone at Clemson University with the link
    - Specific people invited as collaborators
- Work with collaborators at the same time! (Browser version)

GOOGLE DRIVE - OWNERSHIP

- You are in control of your files.

- Others can make copies or make edits as collaborators.

- If you delete your file and empty the trash, it is gone for everyone. Only Google can help you. CCIT cannot access.

- If this file is meant to live on without you, such as departmental guidelines, meeting minutes, etc, please make sure to invite co-owners of the files before you leave.

- This account stays with you post-Clemson.

BOX - STORAGE

- Two ways to store on your computer

  - <u>Box Sync</u> stores your content locally on your computer but also makes a copy in the cloud you can go to and edit. The humid environment. Have to select which files and folders you want to sync locally.

  - <u>Box Drive</u> streams your content much like Google Drive Stream.

- "Unlimited" storage space.

- Always backed up to the cloud, though Box Sync requires an internet connection to update the online file or vice versa if updating a document in the browser.

- Versions. Box allows users to view the different versions of a file and restore if needed. <u>(Limited to 10 versions)</u>

BOX - SHARING

- Linking to your document:
  - Anyone with the link can access
  - Anyone at Clemson University with the link.
  - Specific people invited as collaborators
- Work with collaborators at the same time! (Browser version)

BOX - OWNERSHIP

- You are in control of your files.

- Others can make copies or make edits as collaborators.

- If you delete your file and empty the trash, it is gone for everyone.

- If this file is meant to live on without you, such as departmental guidelines, meeting minutes, etc, please make sure to invite co-owners of the files before you leave. Box and CCIT have the ability to restore files if someone leaves Clemson, but just add a co-owner. Less hassle than submitting a ticket.

OneDrive

ONE DRIVE

- Pretty much the same as Box except only one terabyte of storage is allowed.
- Instant shared library with "team".

DEMO

- https://drive.google.com/

- https://clemson.box.com/

- https://clemson-my.sharepoint.com

MEETINGS

- Share your calendars! See them in the browser or in Outlook

- Scheduling assistant in Outlook

- Doodle

- WhenIsGood

- Or back and forth emails about finding a time

OUTSIDE THE MEETING

- Microsoft Teams comes with our work accounts and is easy to open and start using.
  - Can see when people are busy/in a meeting
  - Make calls
  - Instant chat
  - Attach and share files, hook into Drive, Box, and OneDrive
  - Create Channels
- Slack does most of these as well but is third party and requires separate login.

GETTING A DOCUMENT INTO TIGERPRINTS

- Email Kirstin the file (any file type) and provide:
  - Title
  - Date first published
  - Abstract
  - Other authors' names, emails, and institution names
  - Note about when and where a presentation was given

HELPFUL LINKS

- Activate your g.clemson.edu account
  http://ccitutil.sites.clemson.edu/email_forwarding/

- CCIT's Best Practices for Cloud Storage

- Box Sync tutorials

- Microsoft OneDrive tutorials

- Google Drive tutorials