Collaborating in the Clouds: The Tools

Anna Creech
Electronic Resources Librarian, University of Richmond

Rachel Vacek
Web Services Coordinator, University of Houston

Internet Librarian - October 26, 2009

This is NOT collaboration!

Communication Tools

"The problem with communication ... is the *illusion* that it has been accomplished."

- George Bernard Shaw

Yahoo! Groups - groups.yahoo.com

- Pros: share files, images, easy to post, calendaring, flat file searchable database
- Cons: better tools exist for managing links, file sharing, and calendaring, must have Yahoo! ID link to email address

Google Groups - groups.google.com

- Pros: easier interface than yahoo groups, easier member profiles, more intuitive, clean interface, file and link sharing
- Cons: no group calendar integration, no searchable flat-file database
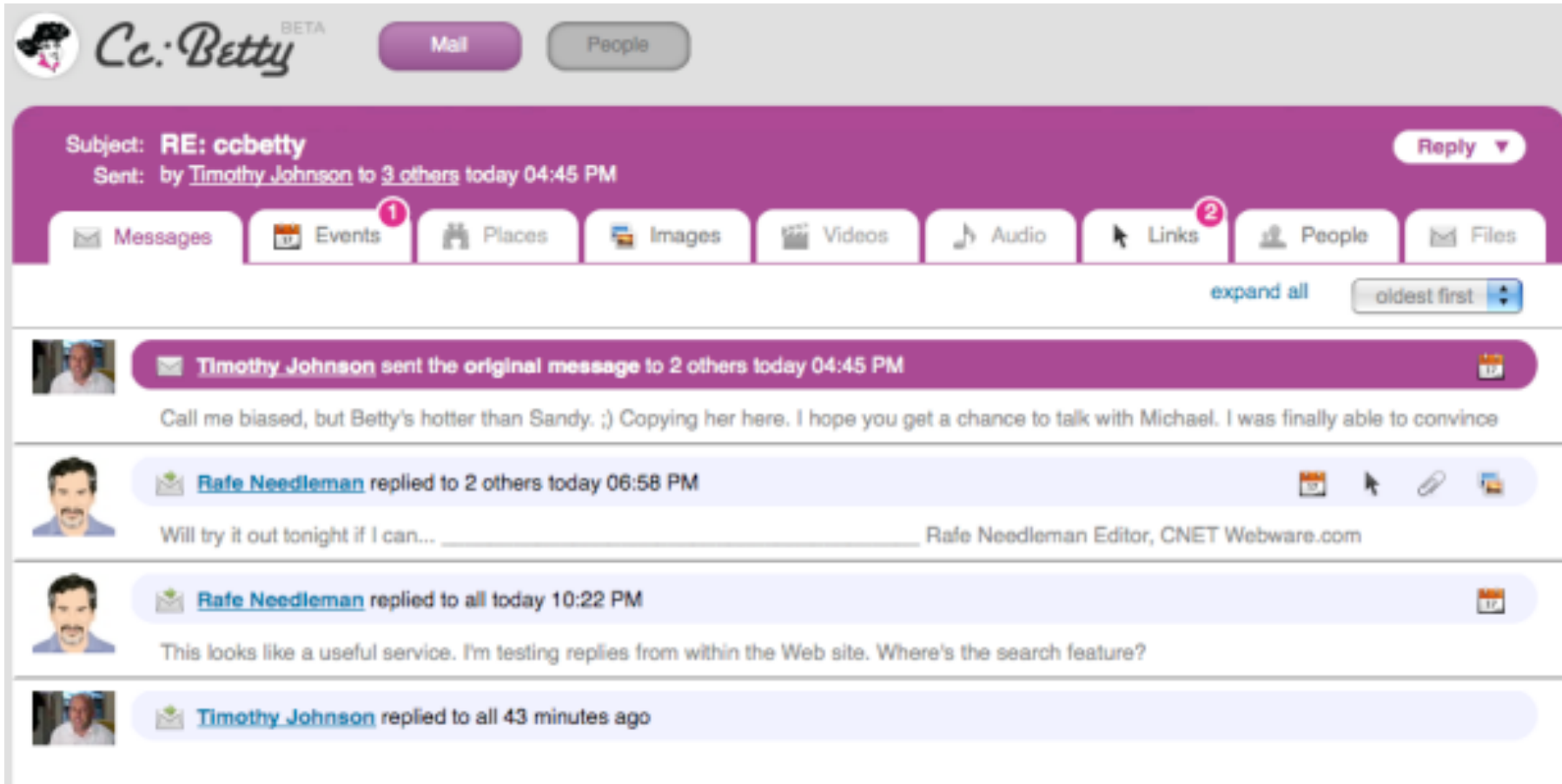
Cc: Betty - ccbetty.com

- Pros: You can cc: betty@ccbetty.com on all your email group discussions and it automatically grabs and sorts your images, videos, messages, events, and other types of files
- Cons: yet another place to look for stored files, and you have to remember to cc: betty
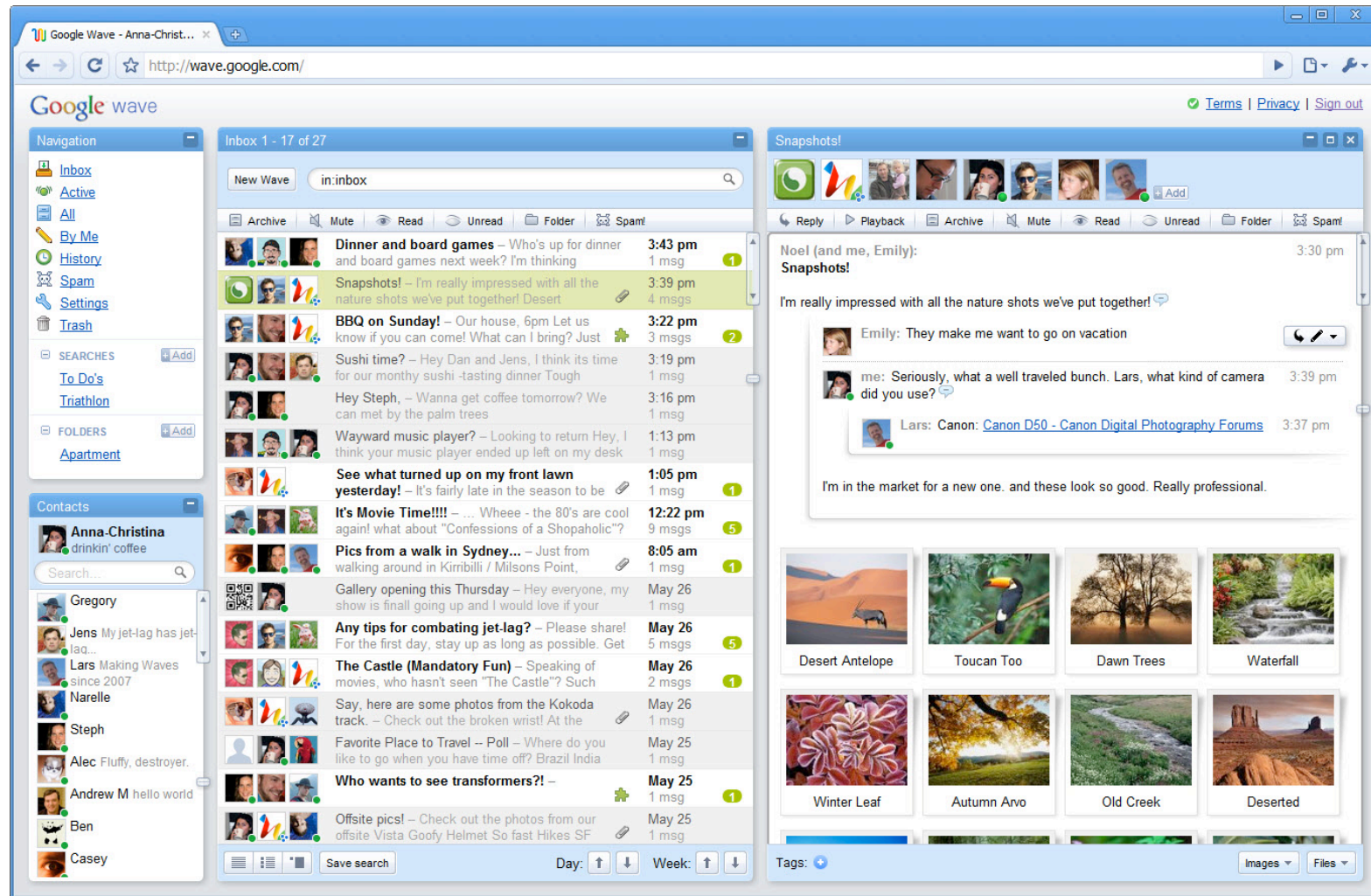
Google Wave - wave.google.com

- Pros: real-time communication and collaboration; discuss text, photos, videos, maps; play games; reply anywhere in a message, edit the content, add participants - all at any point in the process; playback/rewind the wave
- Cons: need an invite from someone currently using it

Project Management Tools

"Plans are nothing; planning is everything."

- Dwight D. Eisenhower

Remember the Milk - rememberthemilk.com
- Pros: send/receive tasks, prioritize & move tasks to projects/categories, browser integration, reminders
- Cons: no nested tasks or filesharing
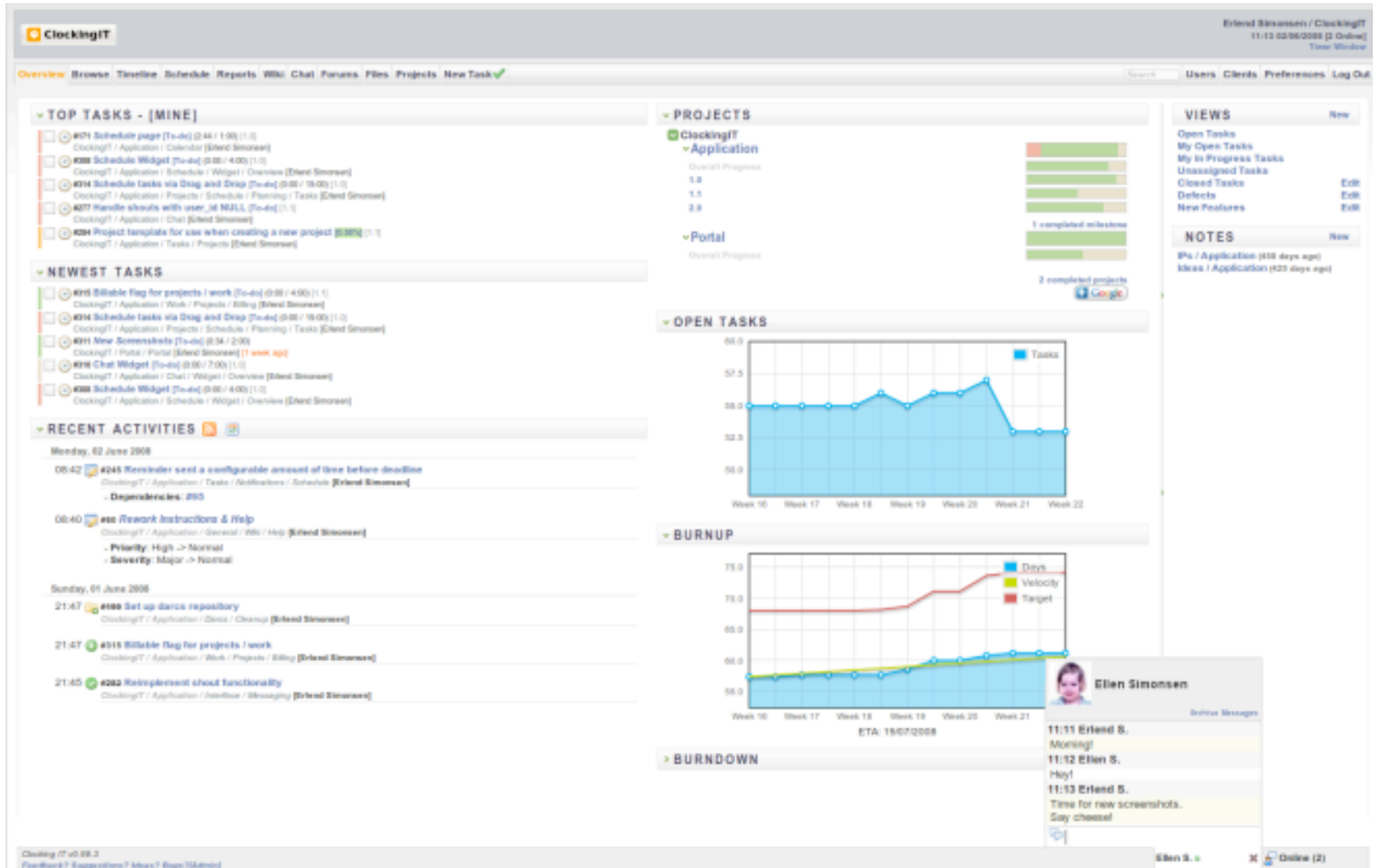
ClockingIT- clockingit.com
- Pros: multilingual support, task/project assignment, reports, email/RSS/iCal updates, wiki, forum, chat, no fees
- Cons: interface is text-heavy & clunky in appearance

Zoho Projects - projects.zoho.com

- Pros: calendaring, task/project assignment, time reports, document sharing, wiki, chat
- Cons: free version is limited to one project and 100MB storage (i.e. SAK for opening letters)

October

Items: (6)
Events: (1)
Due date: the future

Shared with: +

*New task   *New link

☑ **Create a project** *
☑ **Add some tasks** *
   ☑ Add a sub-task
☑ **Create a link** *
   ☑ Make the link an event

☐ **Internet Librarian 2009 - Net Initiatives For ...** *

The Big Picture - thebigpic.org
- Pros: intuitive tools, iCal calendar feed, projects can be shared or kept private, shared projects can be modified locally
- Cons: collaborators must already have accounts to be added, calendar not two-way with existing calendaring systems

More of the Big Picture

Office Tools

"Hard work never killed anybody, but why take a chance?" - Edgar Bergen
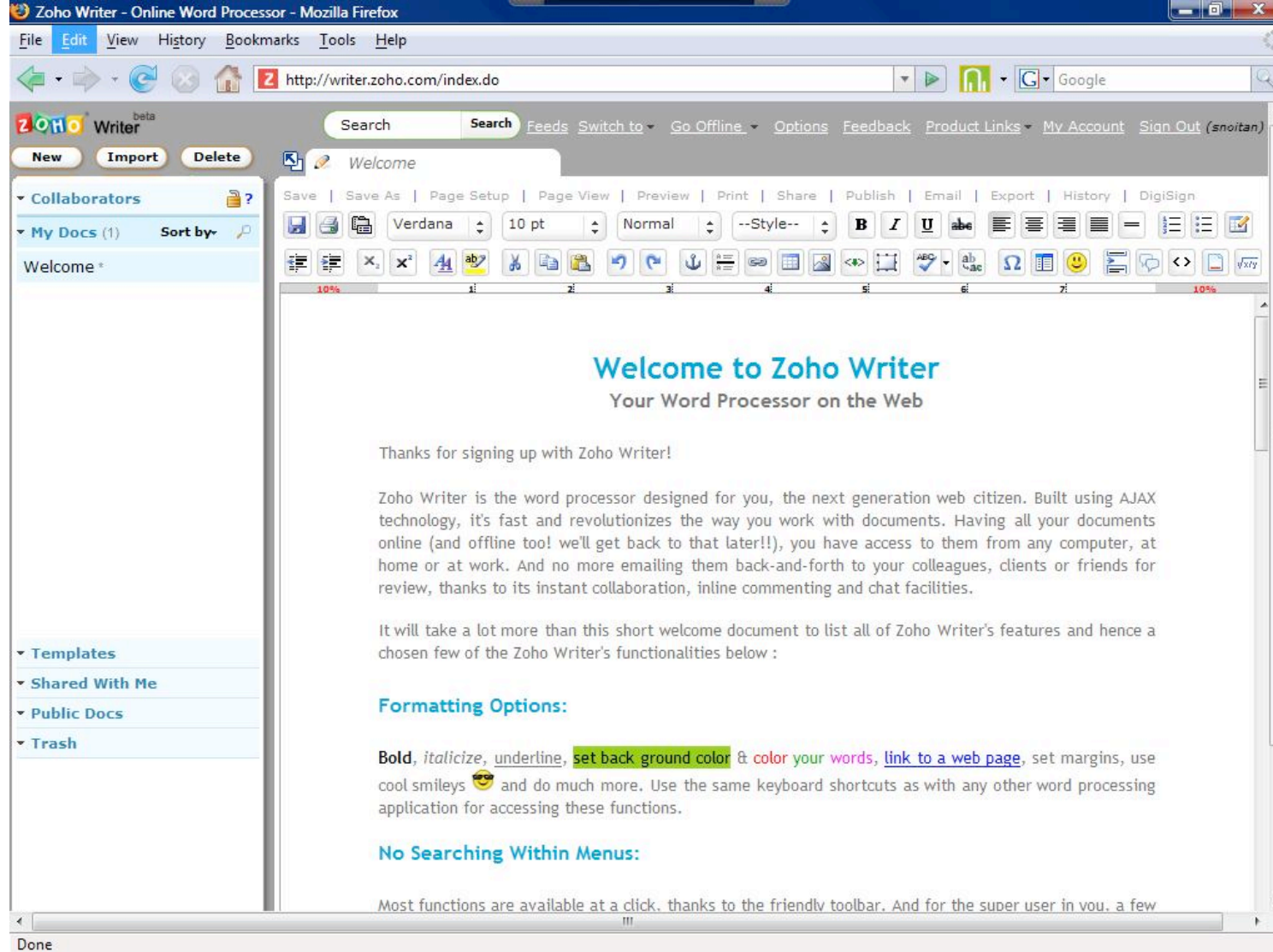
Zoho Docs - docs.zoho.com

- Pros: Combines Writer, Sheet, & Show; uses sidebar, familiar look, best online word processor available
- Cons: no as-you-type spell checking, tagging and creating folders to organize files is clunky

Productivity & Collaboration Apps

Zoho Mail
Web-based Email Service — Try Now

Zoho Writer
Online Word Processor — Try Now

Zoho Sheet
Spreadsheets. Online — Try Now

Zoho Show
Online Presentation Tool — Try Now

Zoho Docs
Online Document Management — Try Now

Zoho Notebook
Online Note Taker — Try Now

Zoho Wiki
Easy to use, full-featured Wiki — Try Now

Zoho Share
Centralized Public Repository — Try Now

Zoho Planner
Online Organizer — Try Now

Zoho Chat
Make Group Decisions Faster — Try Now

Business Apps

Zoho CRM 3 Users Free
On-Demand CRM Solution — Try Now

Zoho Discussions 2 Forums Free
Customer and Employee Forums — Try Now

Zoho Meeting One on One Free
Web Conferencing, Remote Support — Try Now

Zoho Creator 2 Users Free
Platform to Create Database Apps — Try Now

Zoho Invoice 5 Invoices Free
Online Invoicing. Quick and Easy — Try Now

Zoho Projects 1 Project Free
Project Collaboration Software — Try Now

Zoho Reports
Online Reporting & BI Service — Try Now

Zoho People 10 Users Free
HRIS & Applicant Tracking System — Try Now

Zoho Business 10 Users Free
Email Hosting & Office Suite — Try Now

Zoho Marketplace
Buy Apps -or- Post your requirement — Try Now
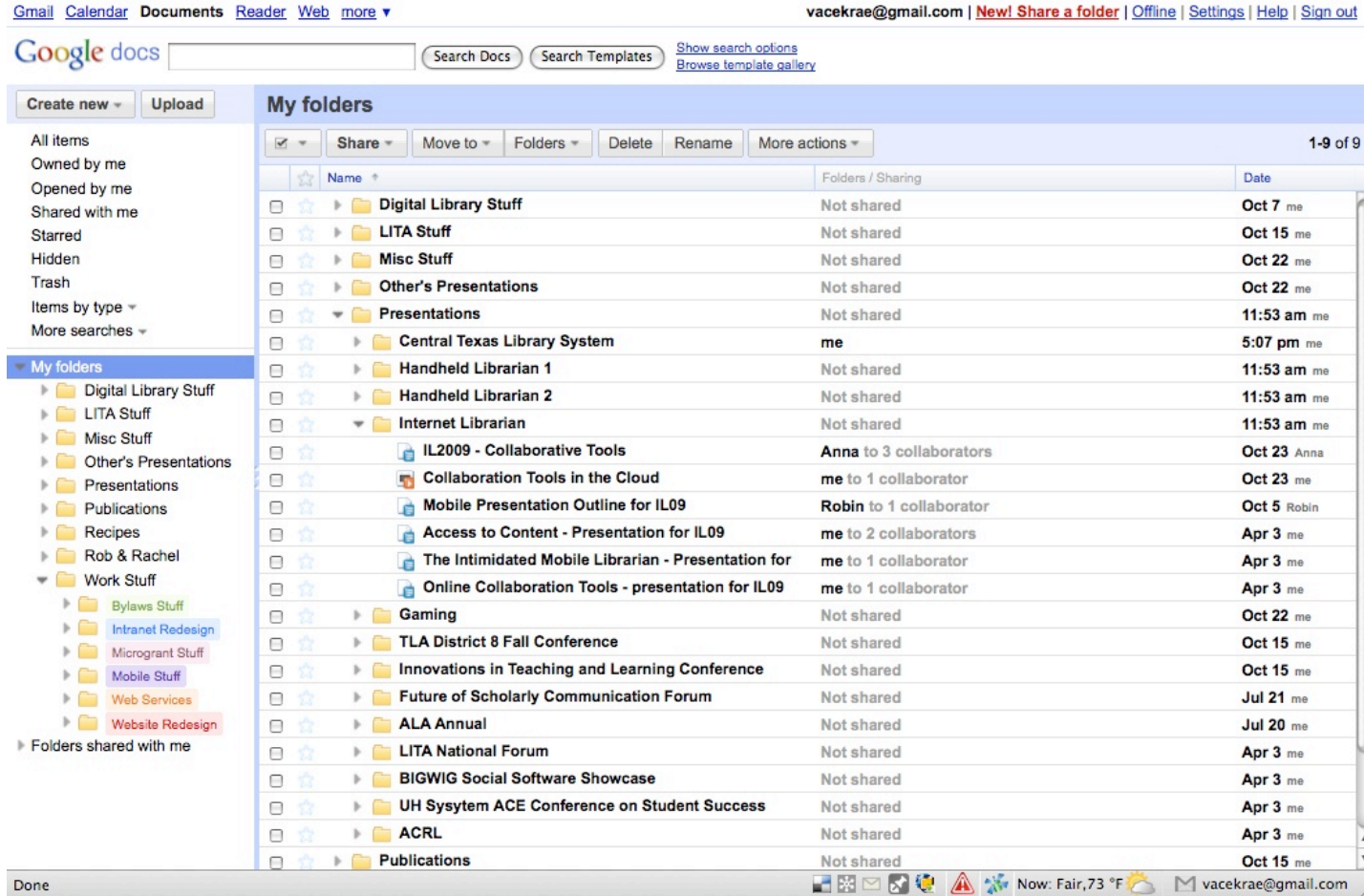
Google Docs - docs.google.com

- Pros: can embed files in other sites, upload existing files, download in multiple formats, control access, clean and yet sophisticated interface, includes documents, spreadsheets, presentations, forms
- Cons: better than most on mobile devices, not as many features as its competitors, but "it's good enough"
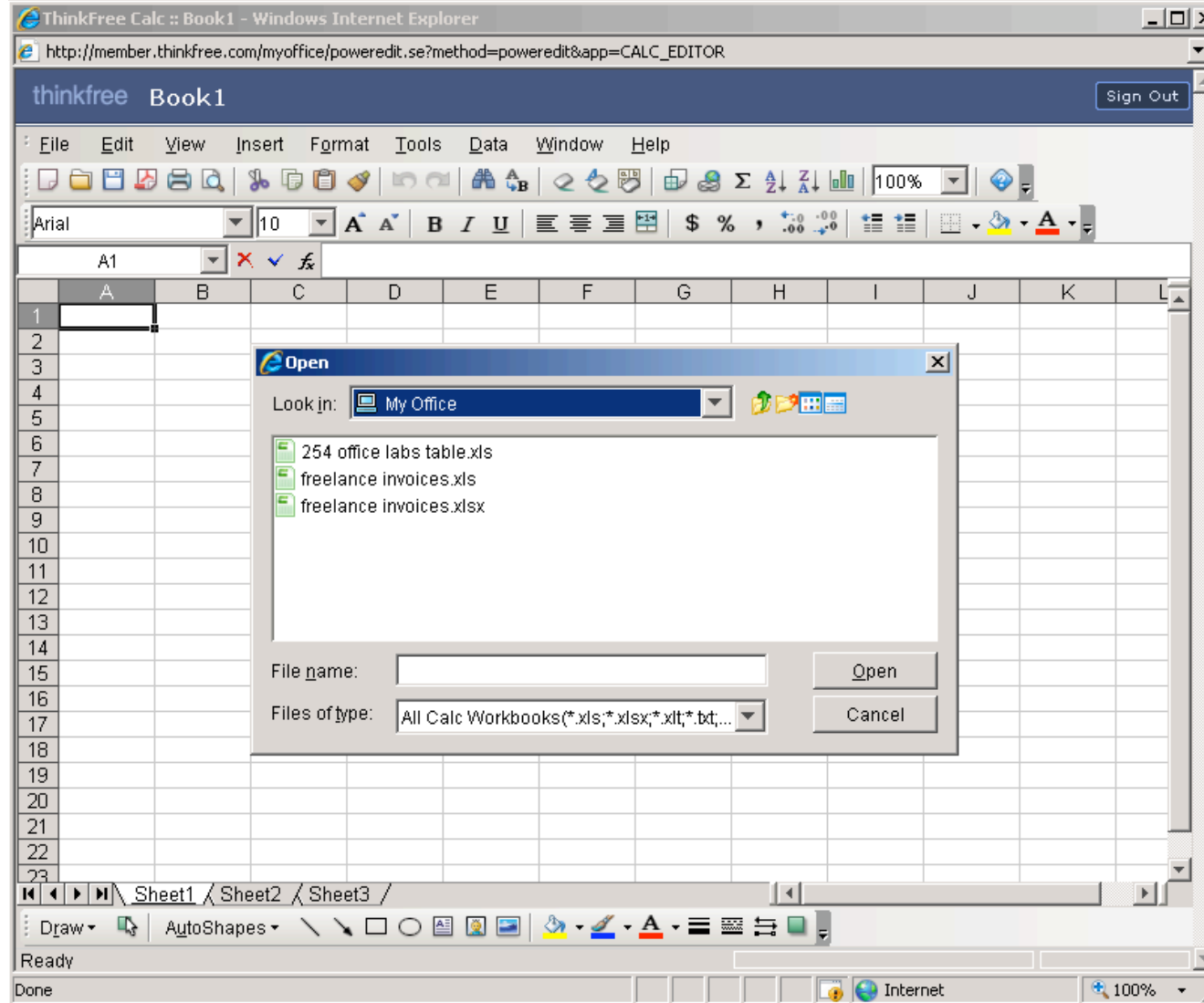
ThinkFree - thinkfree.com

- Pros: looks and feels like MOffice, advanced editing features, can use with Google docs w/out having to transfer files
- Cons: looks and feels like MOffice, interface can be confusing, creating new documents is slow

Adobe Buzzword- expressocorp.com

- Pros: only word processing; has ability to edit headers and footers, page numbering, endnotes, & more
- Cons: Flash heavy, so not good for older computers

| Company	Address	Close Date	Probability	Value	Associate	Email Address
Aardvark Foods	3323 Chester St., New York	Mar 3, 2008	0.24	$10,000	Avi Bryant	avi@dabbledb.com
ABC Convenience	3926 75th Blvd, Sydney, AU	Feb 21, 2008	0.47	$10,000	Avi Bryant	avi@dabbledb.com
Abes Foods	635 48th , Memphis, TN	Dec 22, 2007	0.97	$500,000	Marie Hebert	marie@dabbledb.c
And Dessert Too	410 56th Street, Tokyo, JP	Apr 5, 2008	0.64	$25,000	Marie Hebert	marie@dabbledb.c
Babel Market	1806 Askeland , Memphis,	Jan 23, 2008	0.06	$25,000	Anna Cortez	anna@dabbledb.c
Bacon n More	1568 25th , Toronto, Ontari	Dec 21, 2007	0.79	$25,000	Nick Erickson	nick@dabbledb.co
Better Grocer	2758 Guam Ave., San Dieg	Feb 6, 2008	0.02	$500,000	Anna Cortez	anna@dabbledb.c
B&O	2984 71st , Sacramento, C.	Dec 25, 2007	0.52	$10,000	Andrew Catton	andrew@dabbledb
Carne	4969 24th Blvd, Yokohama	Feb 6, 2008	0.69	$25,000	Simon Bentel	simon@dabbledb.
Cranberry	2363 2nd Street, Berlin, Ge	Nov 10, 2007	0.81	$200,000	Nick Erickson	nick@dabbledb.co
Crawdaddy	4877 9th Street, Berlin, Ger	Dec 19, 2007	0.76	$200,000	Alex Dickerson	alex@dabbledb.co
December Foods	1769 Audubon Street, Vanc	Dec 13, 2007	0.66	$75,000	Lee Chan	lee@dabbledb.com
Delimart	2245 20th Ave., Yokohama	Feb 15, 2008	0.52	$500,000	Alex Dickerson	alex@dabbledb.co
Doctor Food	3202 44th Ave., Sydney, AU	Feb 11, 2008	0.81	$500,000	Andrew Catton	andrew@dabbledb
Do-Little Mart	803 78th St., Colorado Spri	Apr 7, 2008	0.42	$500,000	Alex Dickerson	alex@dabbledb.co
Early Mart	1466 13rd Street, Madrid, S	Jan 22, 2008	0.16	$200,000	Marie Hebert	marie@dabbledb.c
Earls Fine Cousine	2091 Gunwale , Miami, FL	Apr 6, 2008	0.36	$10,000	Alex Dickerson	alex@dabbledb.co
Edmond Super Save	595 Hillcrest park , Montrea	Dec 11, 2007	0.54	$200,000	Avi Bryant	avi@dabbledb.com
Fast Fine Food	416 49th St., Memphis, TN	Apr 14, 2008	0.95	$75,000	Lee Chan	lee@dabbledb.com
FoodPlus	1083 5th , San Jose, Califo	Feb 22, 2008	0.36	$75,000	Alex Dickerson	alex@dabbledb.co
For Low Prices	2961 33rd Blvd, Miami, FL	Dec 5, 2007	0.96	$25,000	Simon Bentel	simon@dabbledb.
Fresh	2826 East Blvd, Philadelphi	Apr 2, 2008	0.83	$500,000	Lee Chan	lee@dabbledb.com
Giant Food	1702 83rd Street, Madrid, S	Feb 8, 2008	0.86	$500,000	Nick Erickson	nick@dabbledb.co
Gingham Food Gingham F	1439 77th Ave., Memphis,	Feb 7, 2008	0.15	$10,000	Nick Erickson	nick@dabbledb.co
Giraffe Meats	545 16th Ave., Bangalore, I	Feb 24, 2008	0.03	$25,000	Andrew Catton	andrew@dabbledb
Grants	4565 6th Ave., Philadelphia	Jan 2, 2008	0.48	$200,000	Marie Hebert	marie@dabbledb.c
Hearth	502 Baxter Ave., Frankfurt,	Mar 12, 2008	0.9	$500,000	Alex Dickerson	alex@dabbledb.co
Hens and Roosters	151 6th Ave., New York Cit	Feb 18, 2008	0.91	$25,000	Nick Erickson	nick@dabbledb.co
Hi-Lo	2267 6th Ave., Paris, Franc	Mar 30, 2008	0.12	$75,000	Avi Bryant	avi@dabbledb.com
Howe Convenience	1174 Gorlanof St., San Jos	Jan 11, 2008	0.85	$500,000	Alex Dickerson	alex@dabbledb.co
Immense Bargain Market	3819 79th Ave., Houston, T	Mar 5, 2008	0.35	$200,000	Marie Hebert	marie@dabbledb.c
Independent Grocers	2196 Bennington Street, Da	Jan 27, 2008	0.15	$500,000	Lee Chan	lee@dabbledb.com
Intermart	1662 7th Ave., Sydney, AU	Feb 10, 2008	0.64	$500,000	Nick Erickson	nick@dabbledb.co

Dabble DB - dabbledb.com

- Pros: easy to create databases, pivot tables, maps, graphs, charts, paid version offers more features
- Cons: viewing individual records is clunky, user management, free for up to 15 users, 100,000 entries, no encryption, no attachments, no logo or custom colors
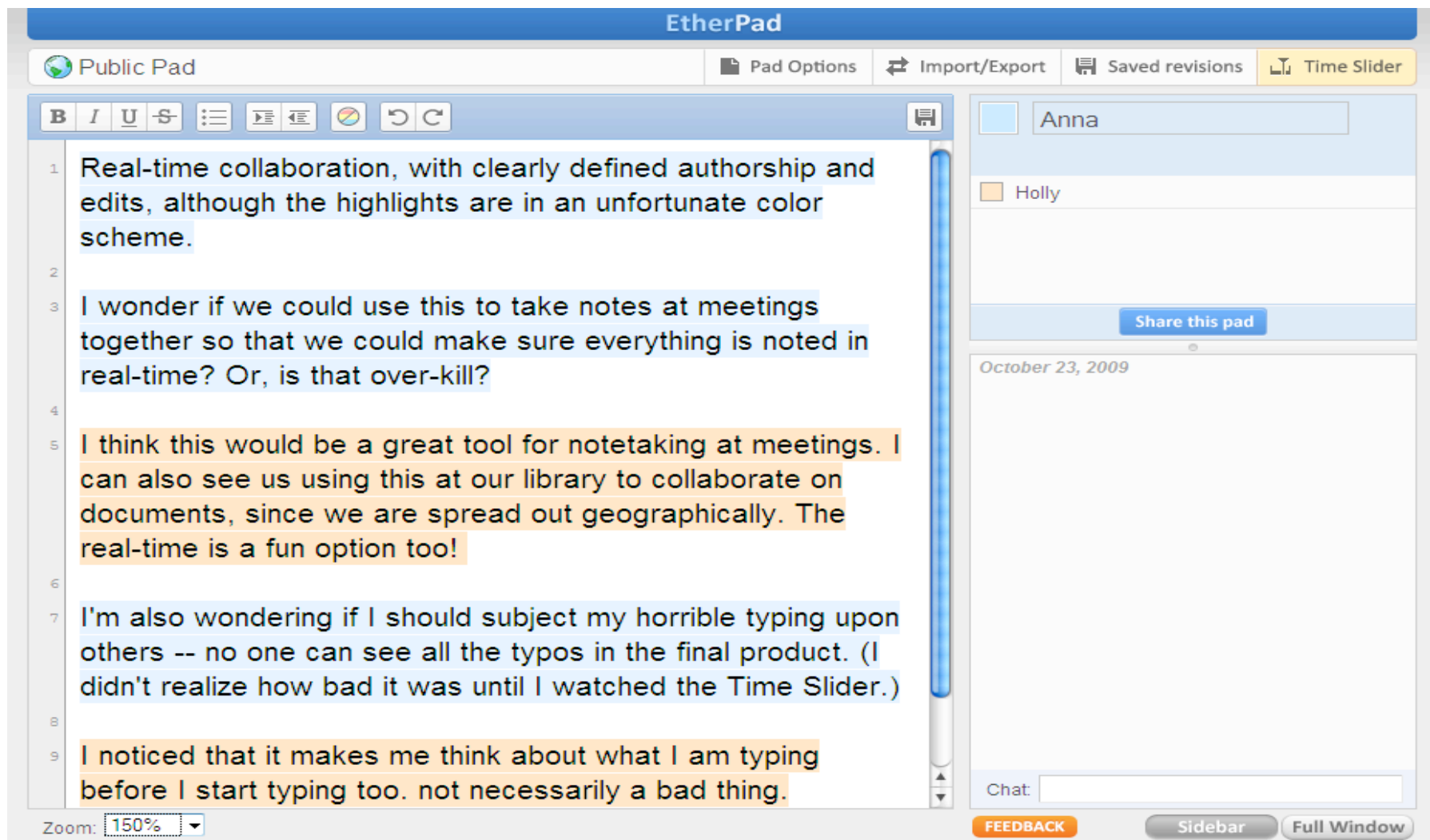
Creativity Tools

"The world is but a canvas to the imagination."

- Henry David Thoreau
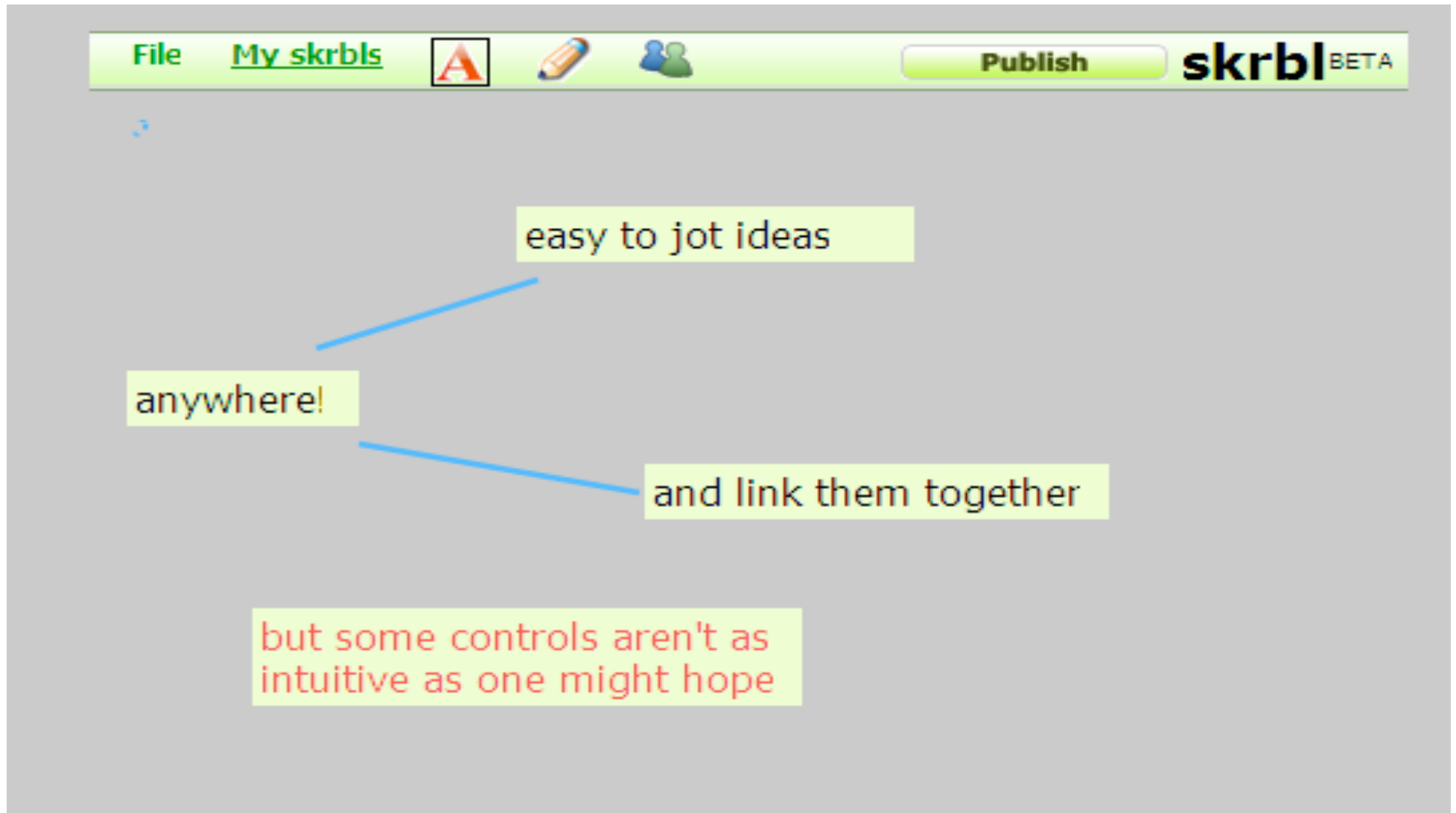
skrbl - skrbl.com
- Pros: simple text and shape tools
- Cons: free for only one user (with unlimited guests), free version is more limited, too, in storage capacity & features

EtherPad - etherpad.com

- Pros: authorship indicators, real-time with playback, saved versions
- Cons: text-only, in paragraph or outline form, free version is public with no option to associate with one's account
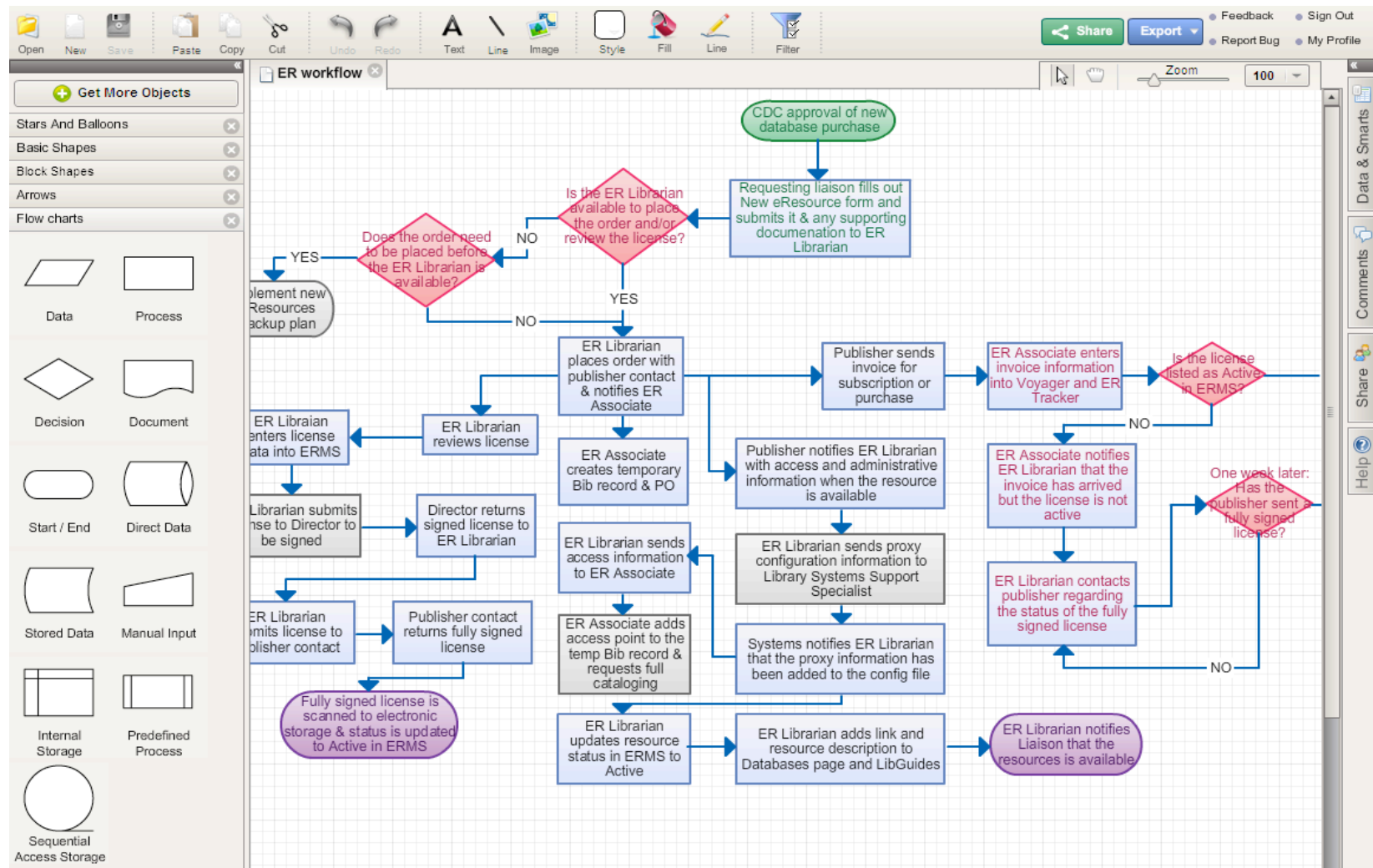
Creately - creately.com
- Pros: many options for shapes, connectors, colors, etc.; pay version has more support, and the pricing is "pay what you want"
- Cons: free version limited in number of collaborators, size, and is branded
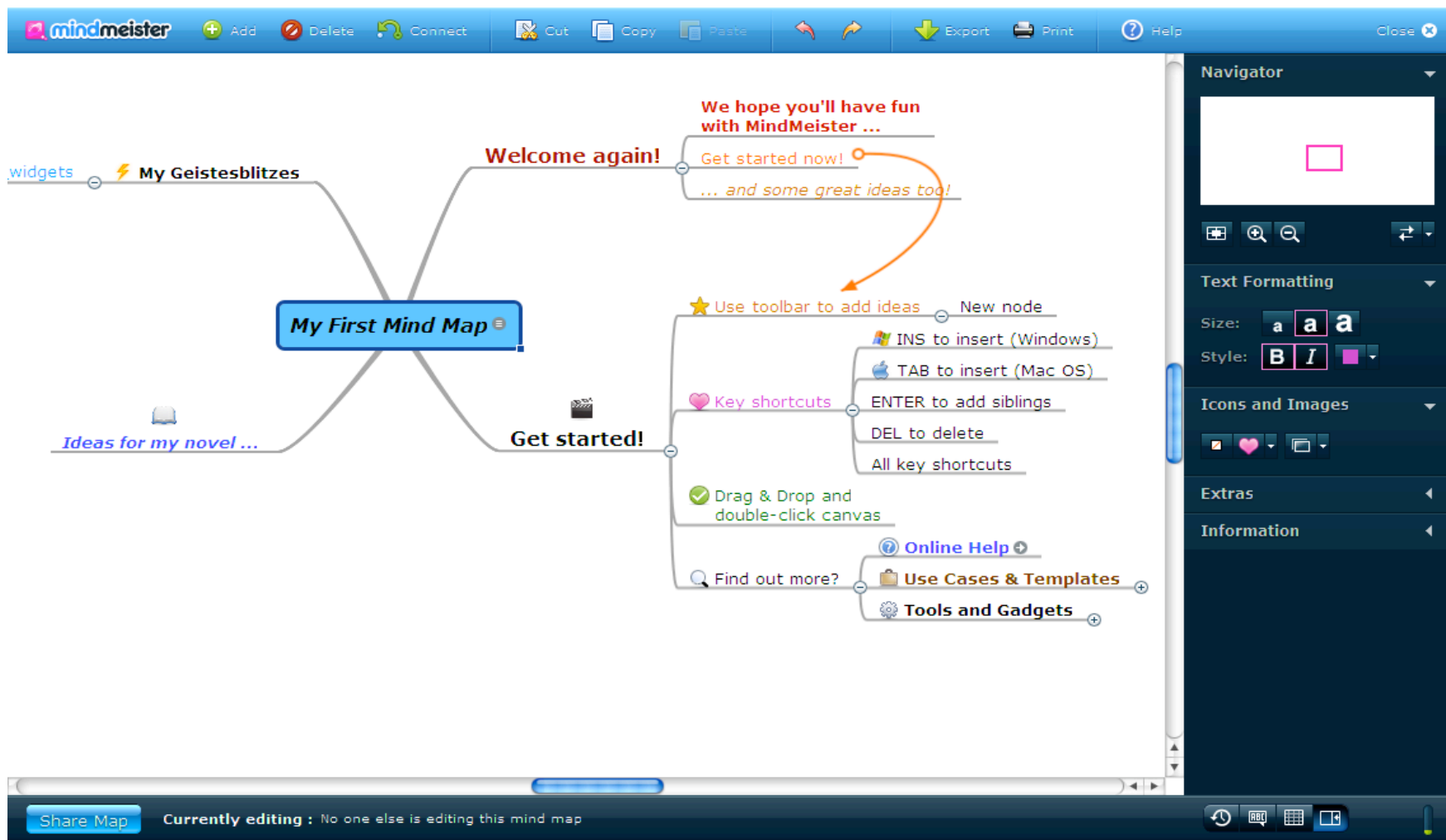
MindMeister - mindmeister.com

- Pros: many tools & features with flexibility in use; keyboard shortcuts; extensive help documentation; playback option; pay version is heavily discounted for academic use
- Cons: free version limited to 3 mindmaps; supported by advertising; not encrypted

Collaborative Website Building & Video Conferencing

"The miracle is this - the more we share, the more we have."

- Leonard Nimoy
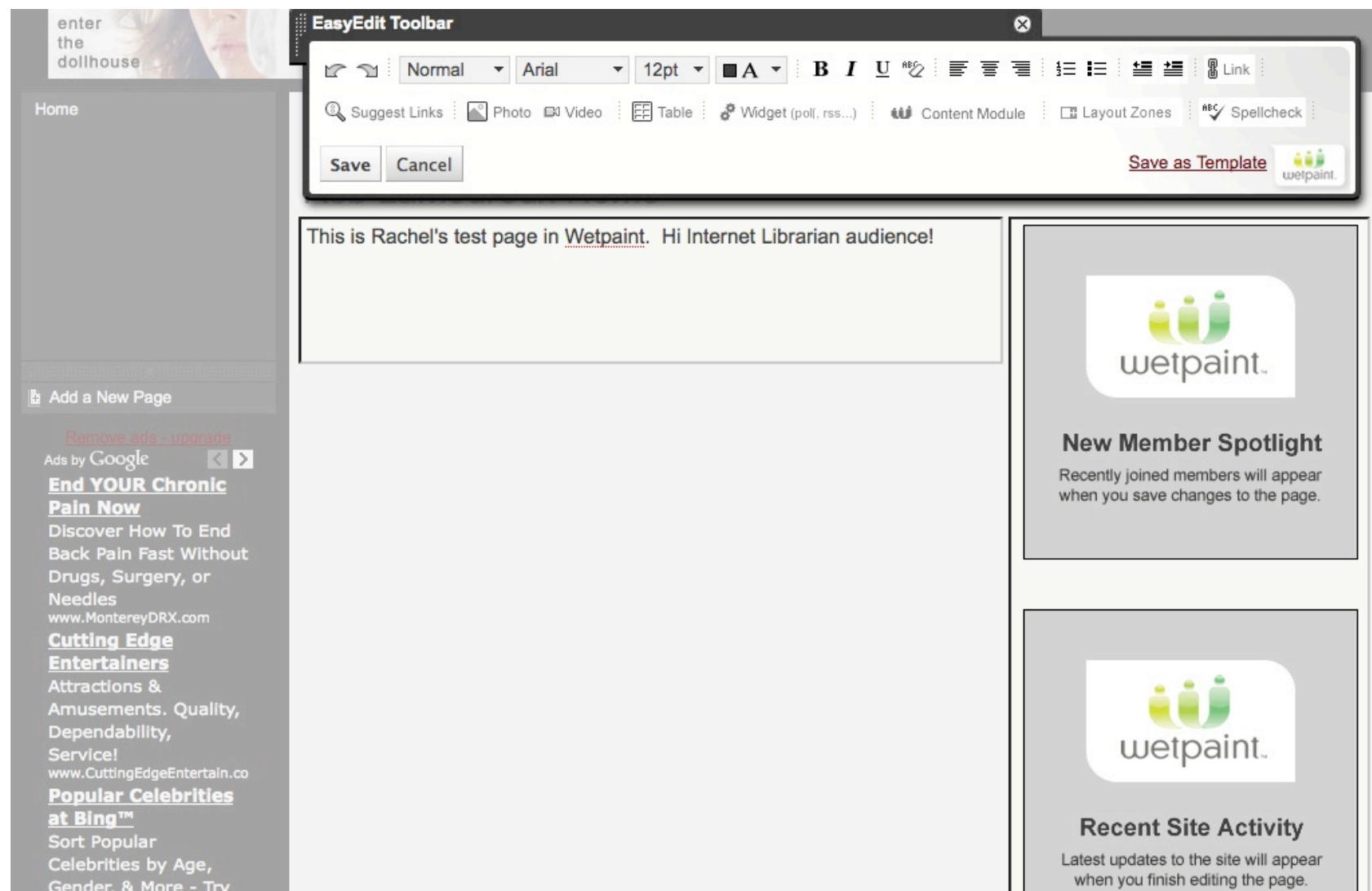
WetPaint - wetpaint.com

- Pros: build a website fast, incorporates best features of wikis, blogs, forums and social networks
- Cons: advertisements galore, chaotic feel to designs, limited ability to change layout

Tinychat - tinychat.com

- Pros: disposable conference rooms, easy to set up, great for video conferencing, embeddable, even has developerAPI
- Cons: everyone needs a good connection, limited to 300 people in a room
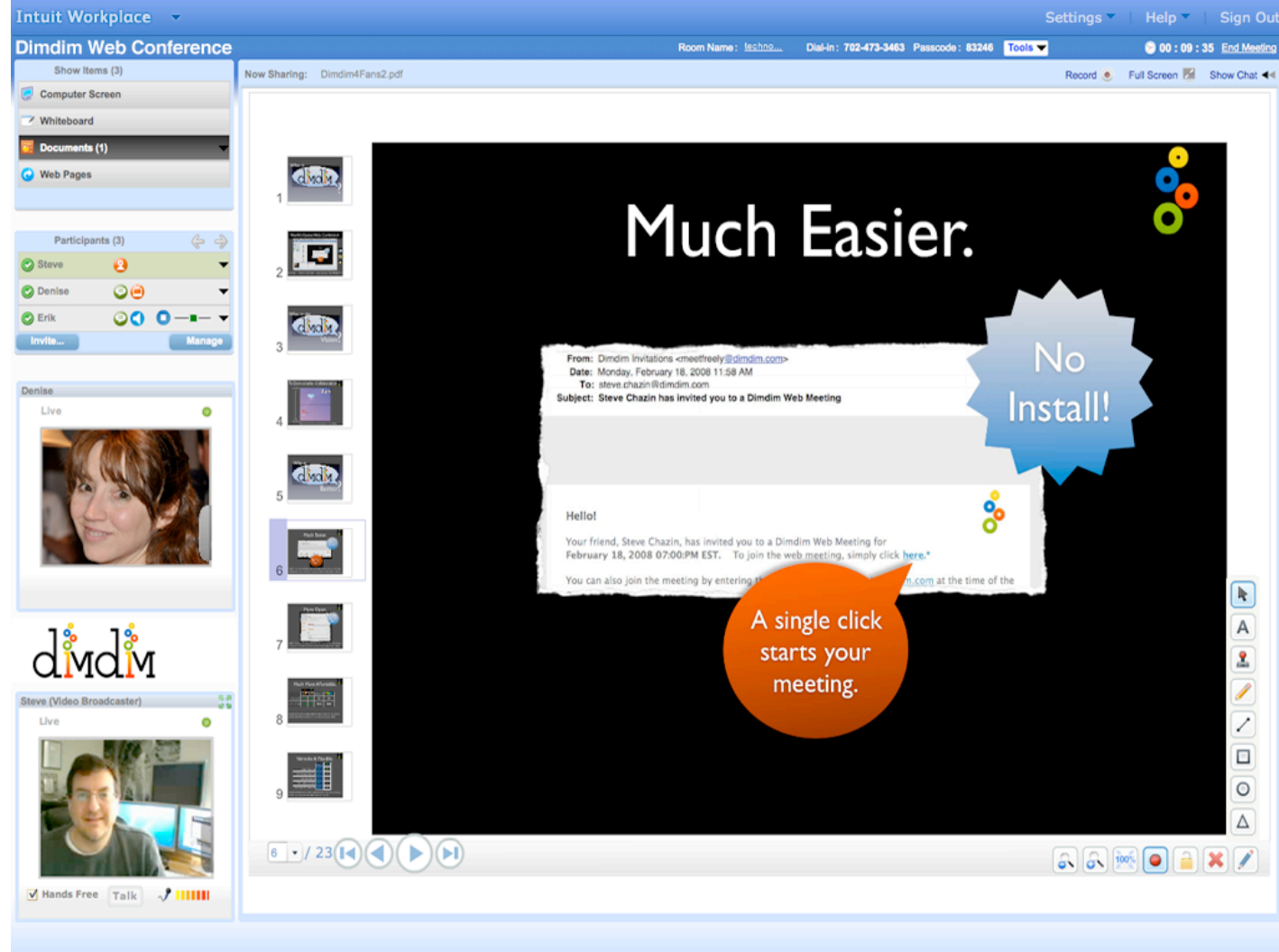
Dimdim - dimdim.com

- Pros: open source, api for mashups, synchronized live presentations, whiteboards and websites, video and audio, easy to use
- Cons: free up to 20 people, get significantly more features with Pro version, no session recordings, little buggy
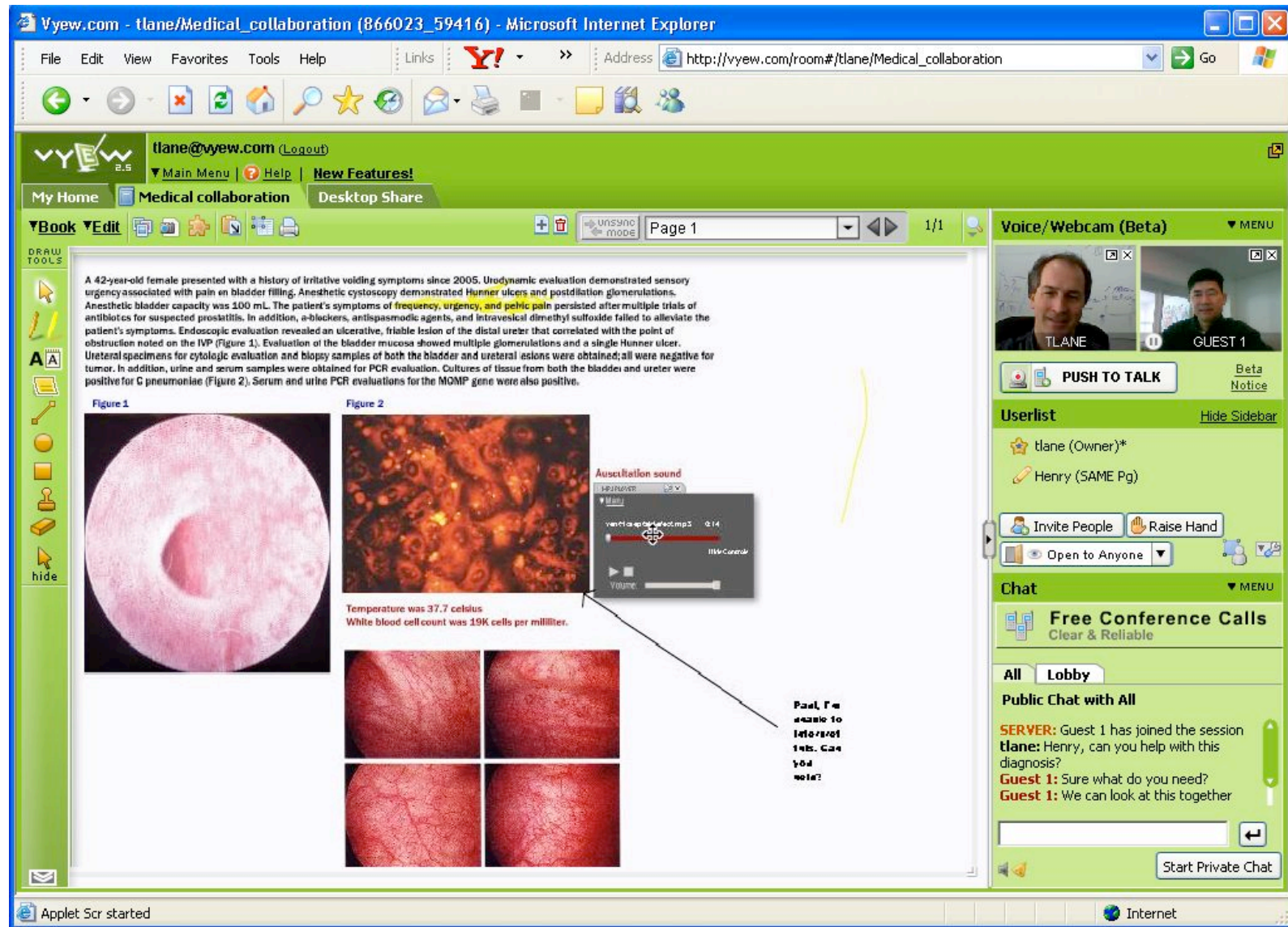
Vyew - vyew.com

- Pros: share video, audio, presentations, and other file types, participants can interact, desktop sharing, free up to 10 participants
- Cons: a little slow to respond, video doesn't always come in

Scheduling Tools

"The bad news is time flies. The good news is you're the pilot."
- Michael Altshuler

Schedule Once - scheduleonce.com

- Pros: real-time schedule updating, makes meeting time suggestions
- Cons: only works with Google Calendar

Doodle - doodle.com
- Pros: anyone can participate - no account required, uses polling type set up to give options, integration w/ calendaring systems is optional, mobile options
- Cons: no option for participants to suggest alternative times
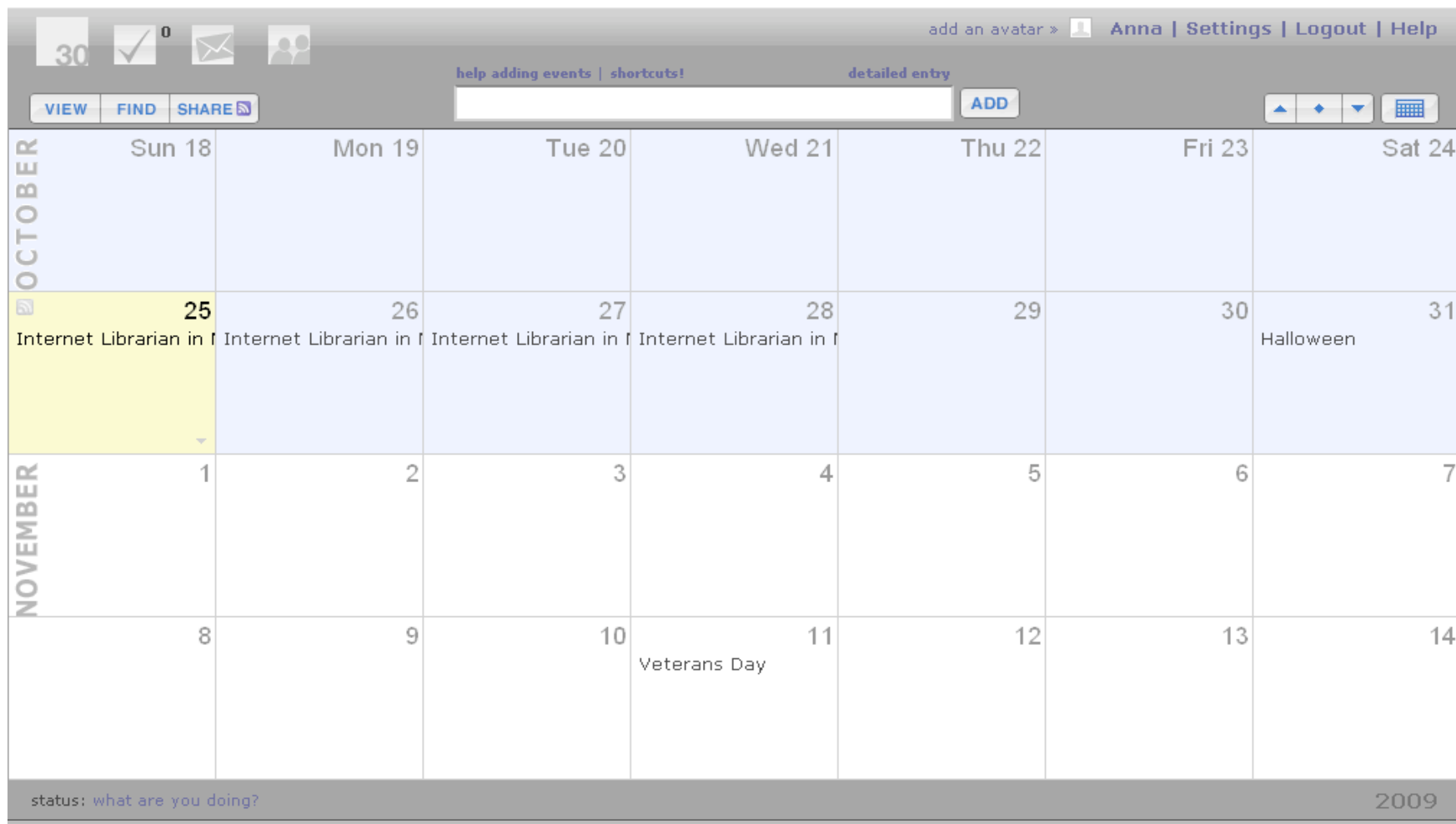
30boxes - 30boxes.com
- Pros: uses natural language to create appointments, to-do items, & reminders; RSS, iCal, etc.
- Cons: no easy way to find contacts who are already using the service, so sharing may be limited

Tungle - tungle.com

- Pros: syncs with most calendaring systems, organizers propose times, participants select preferences, meetings are scheduled & synced with local accounts
- Cons: collaborators must have accounts configured

For more info...

Anna Creech
Electronic Resources Librarian
University of Richmond
eclecticlibrarian.net

Photo by Cindi Trainor

Rachel Vacek
Web Services Coordinator
University of Houston
rachelvacek.com

Photo by Cindi Trainor