

Collaborating in the Clouds: The Tools

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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

Hi, Rachel ▾ Sign Out Help Get Yahoo! Toolbar Yahoo! Mail My


YAHOO! GROUPS Search Web Search

Start a Group | My Groups

wp4lib · WordPress for Libraries Search for other groups... Search

Home Messages Attachments





Members Only Post Files Photos Links Database Polls Members Calendar Promote Groups Labs (Beta)

 Having problems with message search? [Fill out this form](#) to ensure your group is one of the first to be migrated to the [new message search system](#).

Messages Messages Help

Message # Go Search: Search Advanced

Messages 1 - 12 of 12 Newest | < Newer | Older > | Oldest

Messages: Simplify Expand (Group by Topic)		Author	Sort by Date ▾
12	You have received an important Message! You have received an important Message! Check your message here: http://kissbears.zoomshare.com/files/message.htm...	myacqfreinds  	Oct 23, 2009 12:50 pm
11	Kimberly Sanchez invites you to connect I created a profile with my pictures, videos, blog and events and I'd like to add you as a friend to show this to you. ...	myacqfreinds  	Sep 19, 2009 3:09 am

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

Home

Discussions

Members

Pages

Files

About this group

Edit my membership

Invite members

Group info

Members: 1839

Language: English

Group categories:
[Science and Technology > Social !](#)[Society > Issues](#)

Region: United States

[More group info »](#)Discussions 9 of 5068 messages [view all »](#)[+ new post](#)[Grants, Scholarships from Medical Library Association](#)

By Molly K - Oct 22 - 1 author - 0 replies

[JOB: Liaison and Outreach Librarian - Univ. Maryland Health Sciences & Human Svcs library](#)

By Molly K - Oct 22 - 1 author - 0 replies

[MLIS Grad 2004 With No Academic or Public Work Experience Looking For Librarian Position After Long Period of Unemployment - Search Strategy Ideas?](#)

By Connie Crosby - Oct 22 - 3 authors - 4 replies

[\[NexGenLib\] Re: When to apply for a job?](#)

By Mary Glendening - Oct 21 - 12 authors - 20 replies

[EOS.Web](#)

By Erin - Oct 19 - 1 author - 0 replies

[Blogging Libraries Survey](#)

By Connie Crosby - Oct 19 - 1 author - 0 replies

[\[NexGenLib\] References?](#)

By Mary Glendening - Oct 19 - 4 authors - 3 replies

[Fwd: Dialog offers reduced fees for unemployed librarians](#)

By Brian Gray - Oct 18 - 1 author - 0 replies

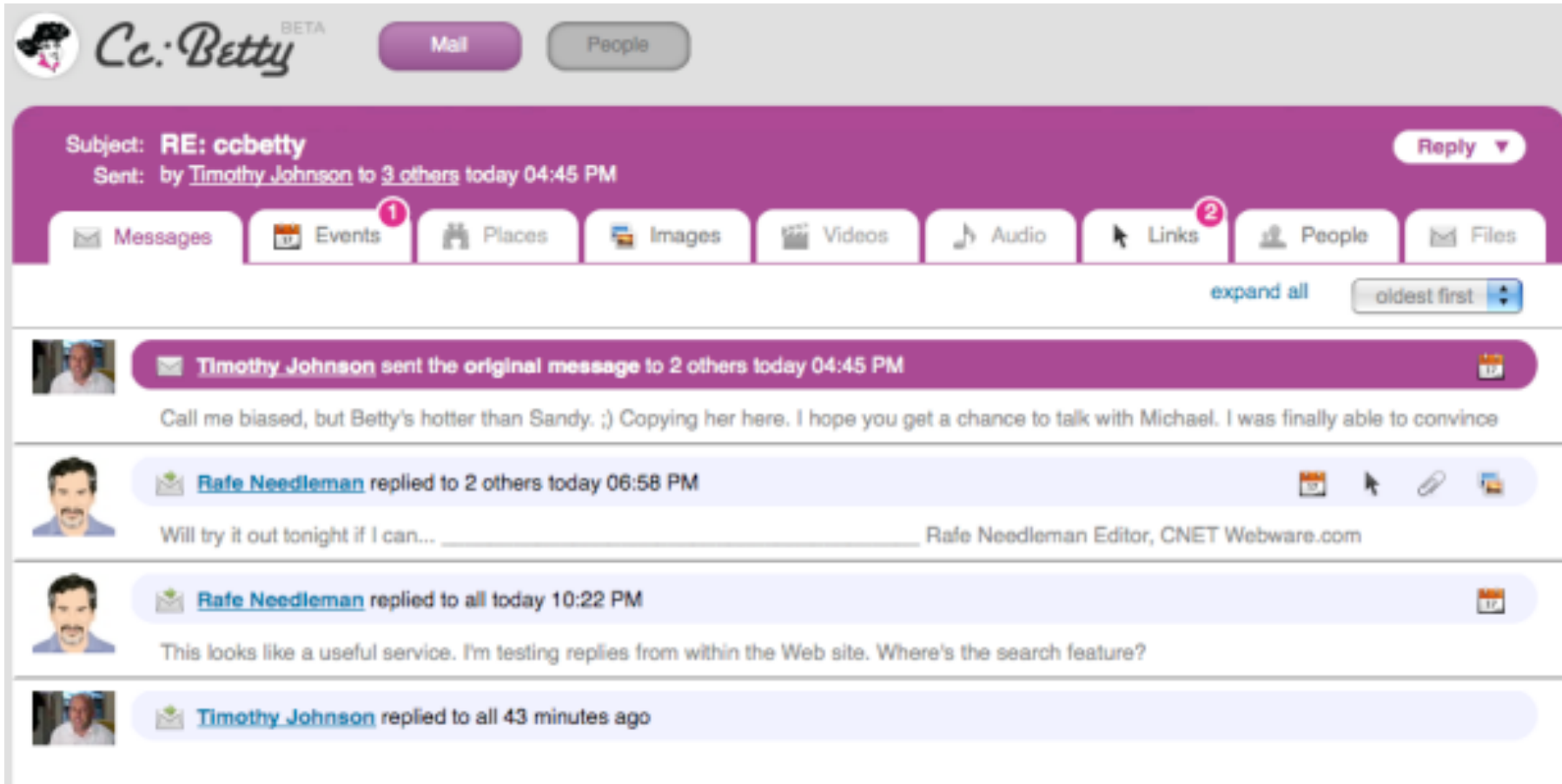
[Fwd: \[Web4lib\] OhioLINK Seeking Two Senior Repository Software Developers](#)

By Brian Gray - Oct 17 - 1 author - 0 replies

Members 1839 members [view all »](#)[+ invite](#)lists...@ryanvernon.ca
Memberdavid.roth...@gmail.com
Memberseeturn...@gmail.com
Membercurmudgeony_librar...@yahoo.com
Member

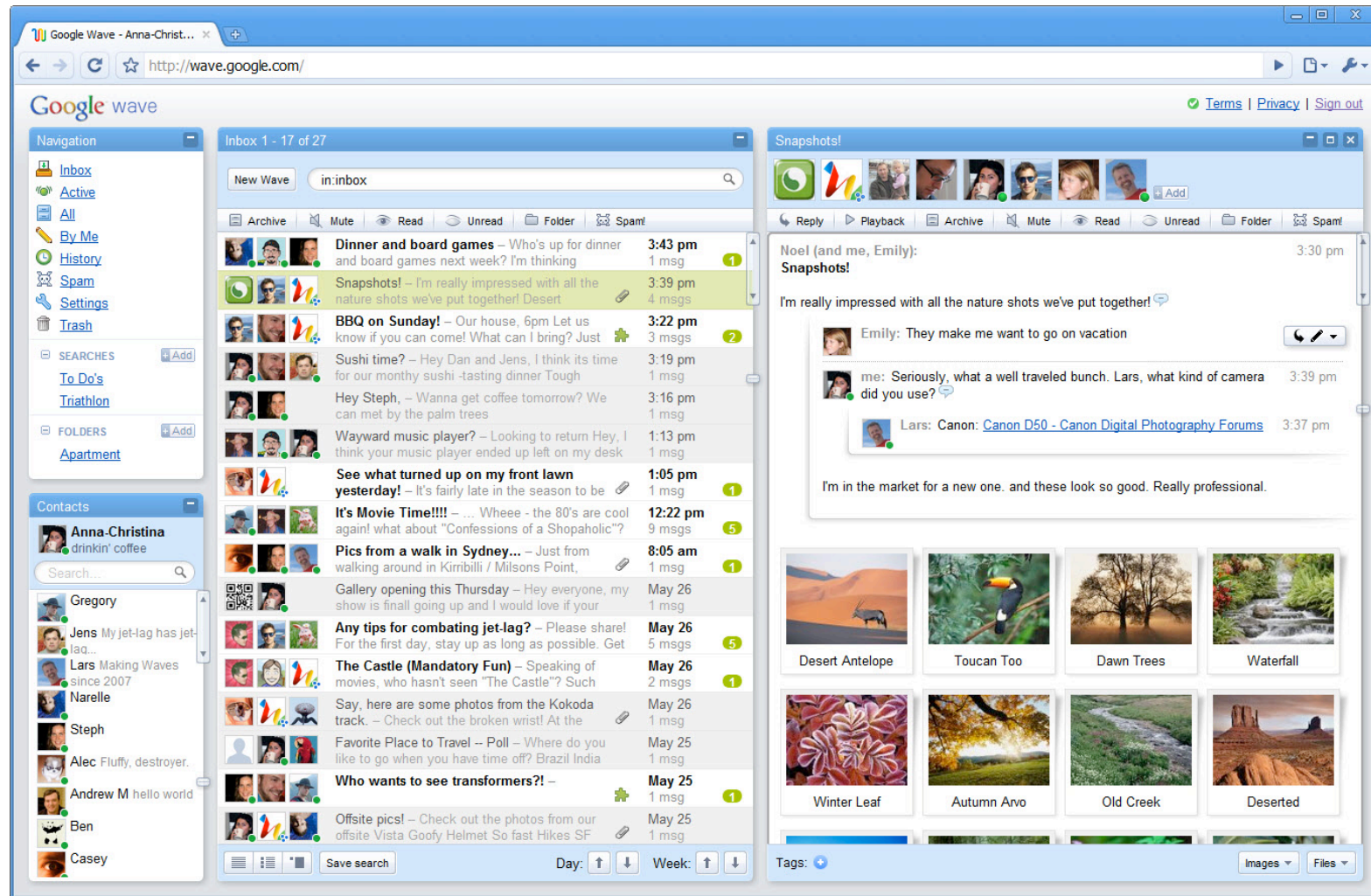
Google Groups - groups.google.com

- 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



[Show search options](#)

[Inbox](#) **[Houskeeping](#)** [On the Way](#) [Pending Reviews](#) [To Do](#) [Sent](#)

[Complete](#) [Postpone](#) [More Actions ...](#) [Sort by...](#)

Select: [All](#), [Due Today](#), [Due Tomorrow](#), [Overdue](#), [None](#)

« Add a new task ?

<input type="checkbox"/>	change sheets ↻	Friday
<input type="checkbox"/>	clean bathroom and kitchen ↻	Friday
<input type="checkbox"/>	clear all surfaces (put odds and ends away) ↻	Friday
<input type="checkbox"/>	quick-vacuum or broom sweep all floors ↻	Friday
<input type="checkbox"/>	take out recycling & trash ↻	Friday
<input type="checkbox"/>	wash clothing ↻	Friday
<input type="checkbox"/>	declutter spare room & closet ↻	Saturday

[List](#) [Share](#) [Publish](#)

Houskeeping
(14 tasks)

3 due today
0 due tomorrow
0 overdue
[278 completed](#)

[Print](#)
[iCalendar](#)
[iCalendar \(Events\)](#)
[Atom](#)

[Key](#) ×

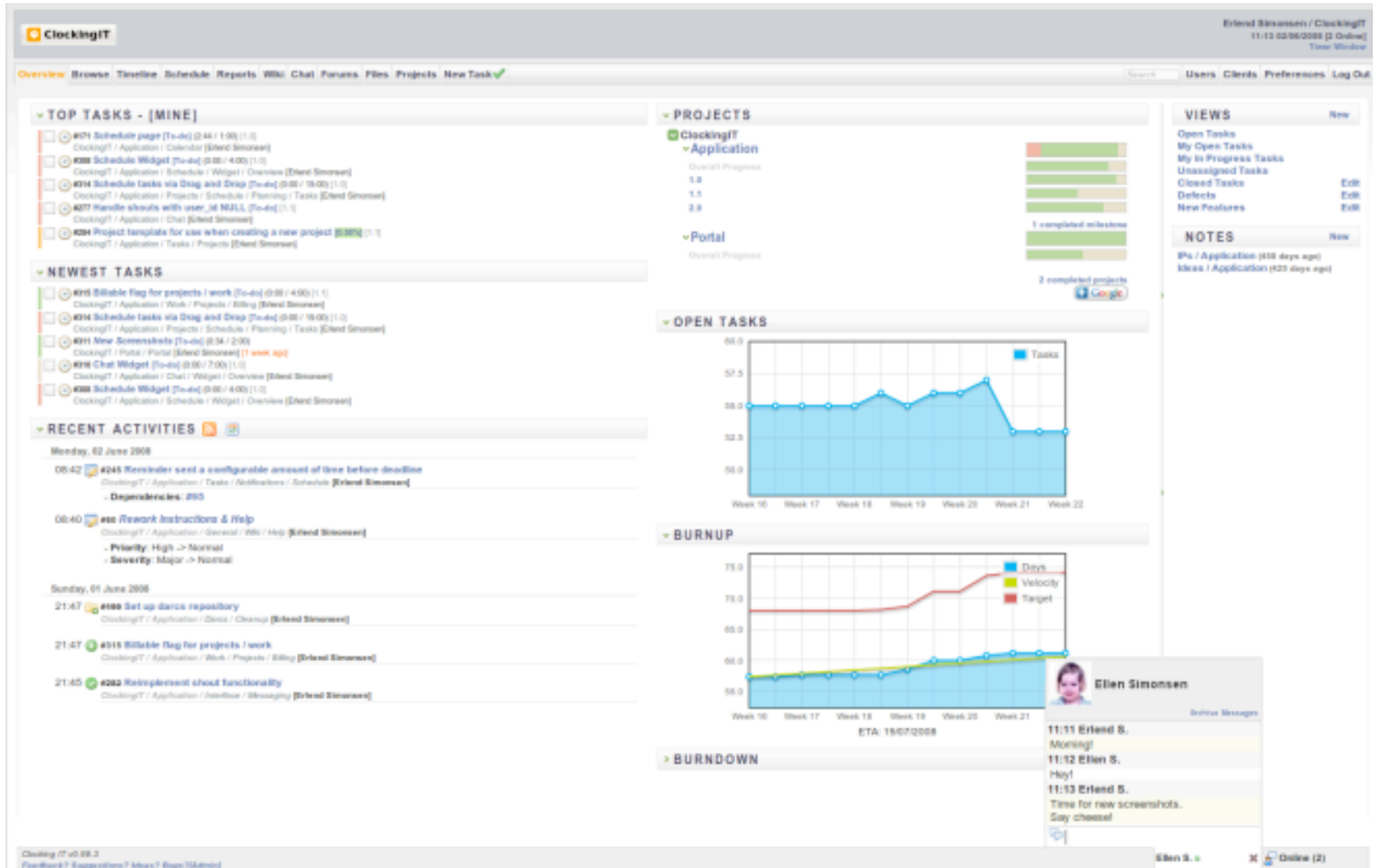
Priorities:
[1](#) [2](#) [3](#) [No](#)

Due today: **bold**
Overdue: underline

[Learn keyboard shortcuts](#)

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



Task Dependency Help

<< [Back to Tasks & Milestones](#)

S.No ?	Task	Date	Predecessors ?
1 <input type="checkbox"/>	 Actuals Ledger for Fathima Yilmaz,	06-10-2009 to 06-12-2009	
2 <input type="checkbox"/>	 Budget for Tricia Boyle,	06-17-2009 to 06-23-2009	1
3 <input type="checkbox"/>	 Chart of Accounts for Fathima Yilmaz,	06-24-2009 to 06-26-2009	1
4 <input type="checkbox"/>	 Reports for Ranjith Kapoor,	06-29-2009 to 06-30-2009	2,3
5 <input type="checkbox"/>	 Credit Checks for Jasmine Frank,	07-02-2009 to 07-08-2009	
6 <input type="checkbox"/>	 Printed Invoice Batch Run for Fathima Yilmaz,	07-09-2009 to 07-16-2009	5
7 <input type="checkbox"/>	 E-mailing Invoices for Any User,	07-17-2009 to 07-21-2009	
8 <input type="checkbox"/>	 Processing Payments for Any User,	07-21-2009 to 07-28-2009	1
9 <input type="checkbox"/>	 Recording Expenses for Tricia Boyle,	07-22-2009 to 07-24-2009	5

New Task

Task* :

Task List :

Project Members :

Start Date* :

End Date :

Enter Duration

Priority :

% completed :

 %

☐ Send Mail Notification

Add Task

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)



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

◀ October 2009 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Next event

☐ [Internet Librarian 2009 -...](#) Monday 8:00

Coming up

[About](#) | [Settings](#) | [Log out](#)

Anna Creech

Ad space

* [New project](#)

Play with the
Big Picture



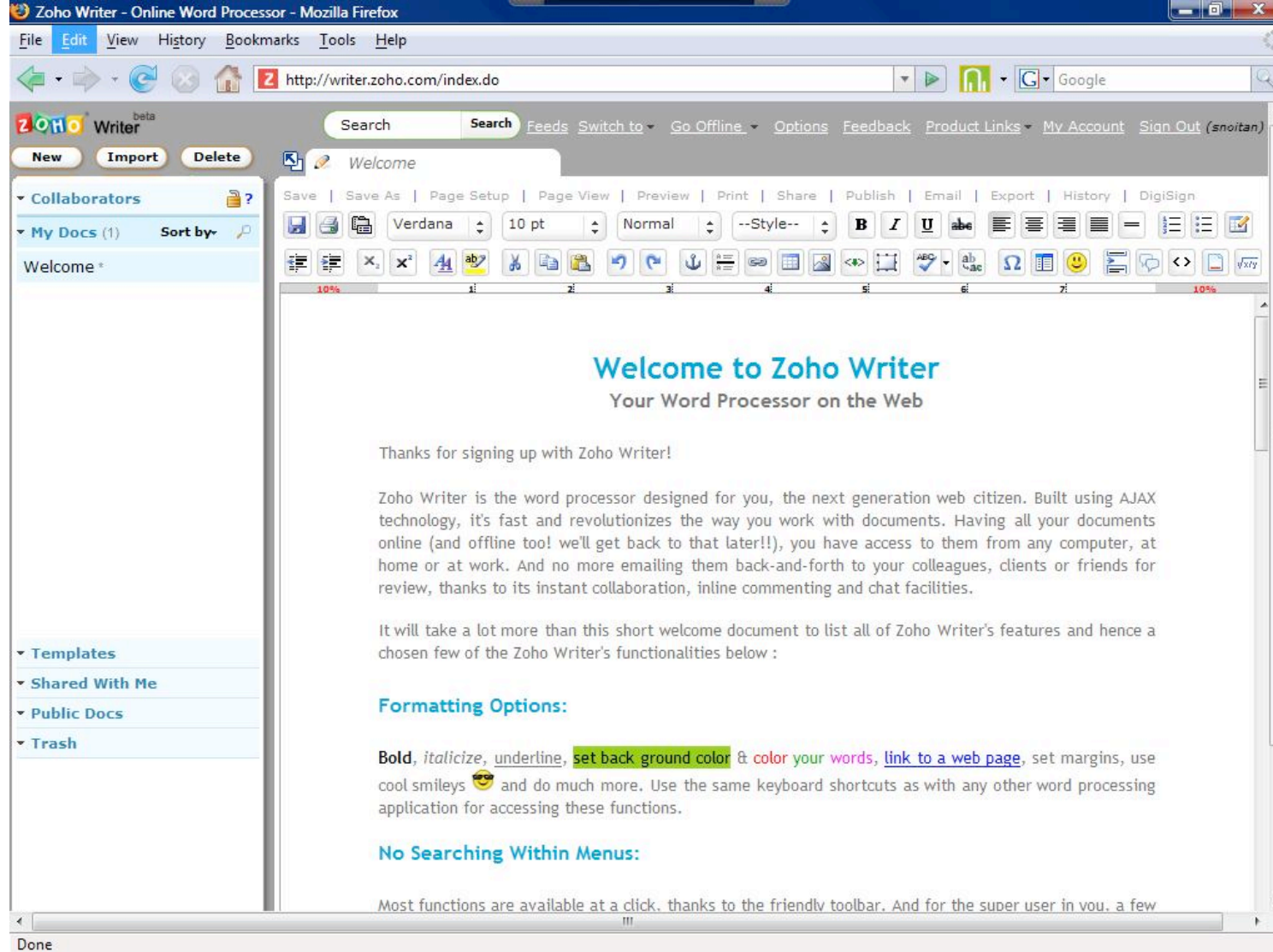
Play some
more



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

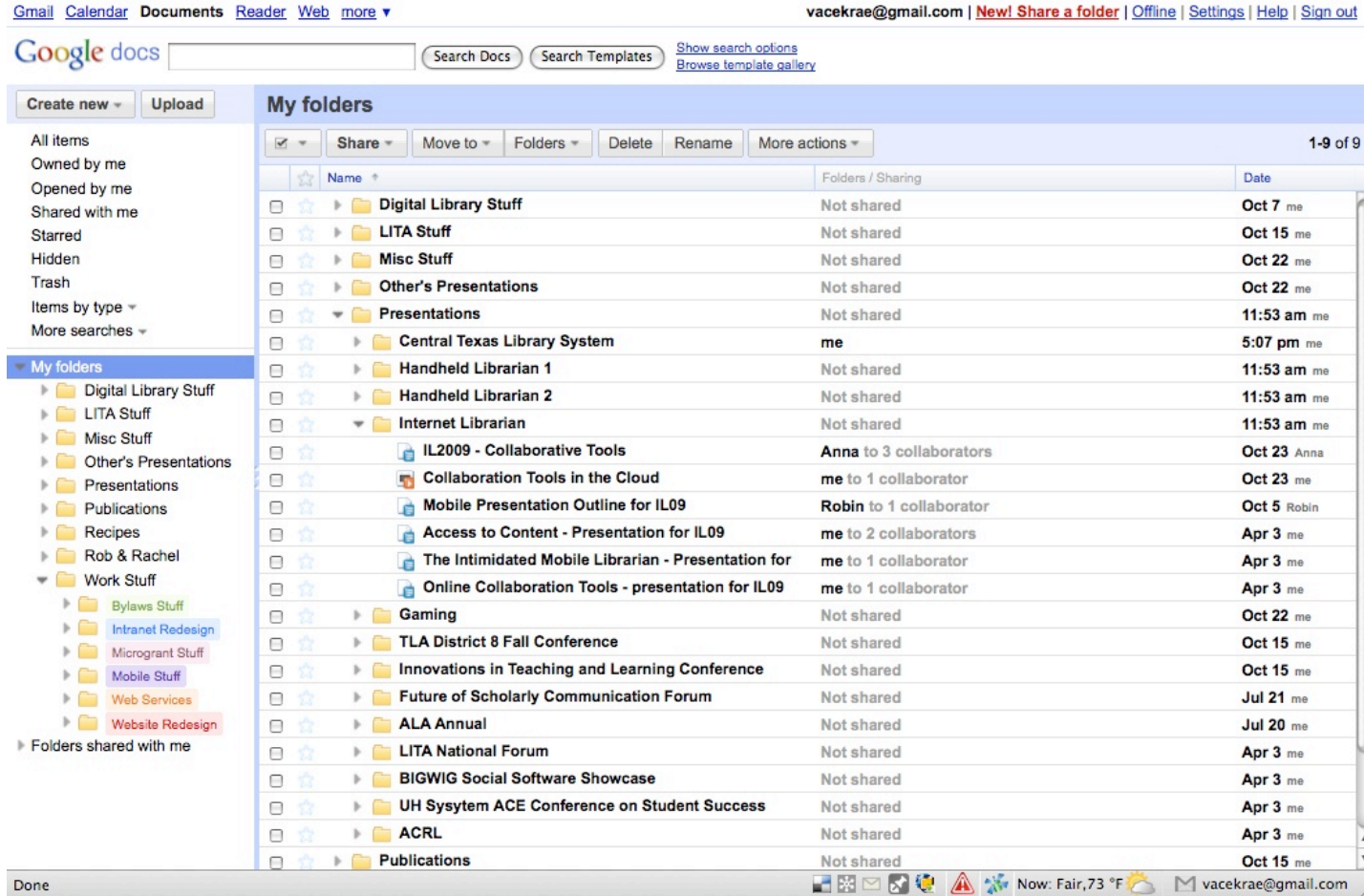
[Try Now](#)



Zoho Marketplace

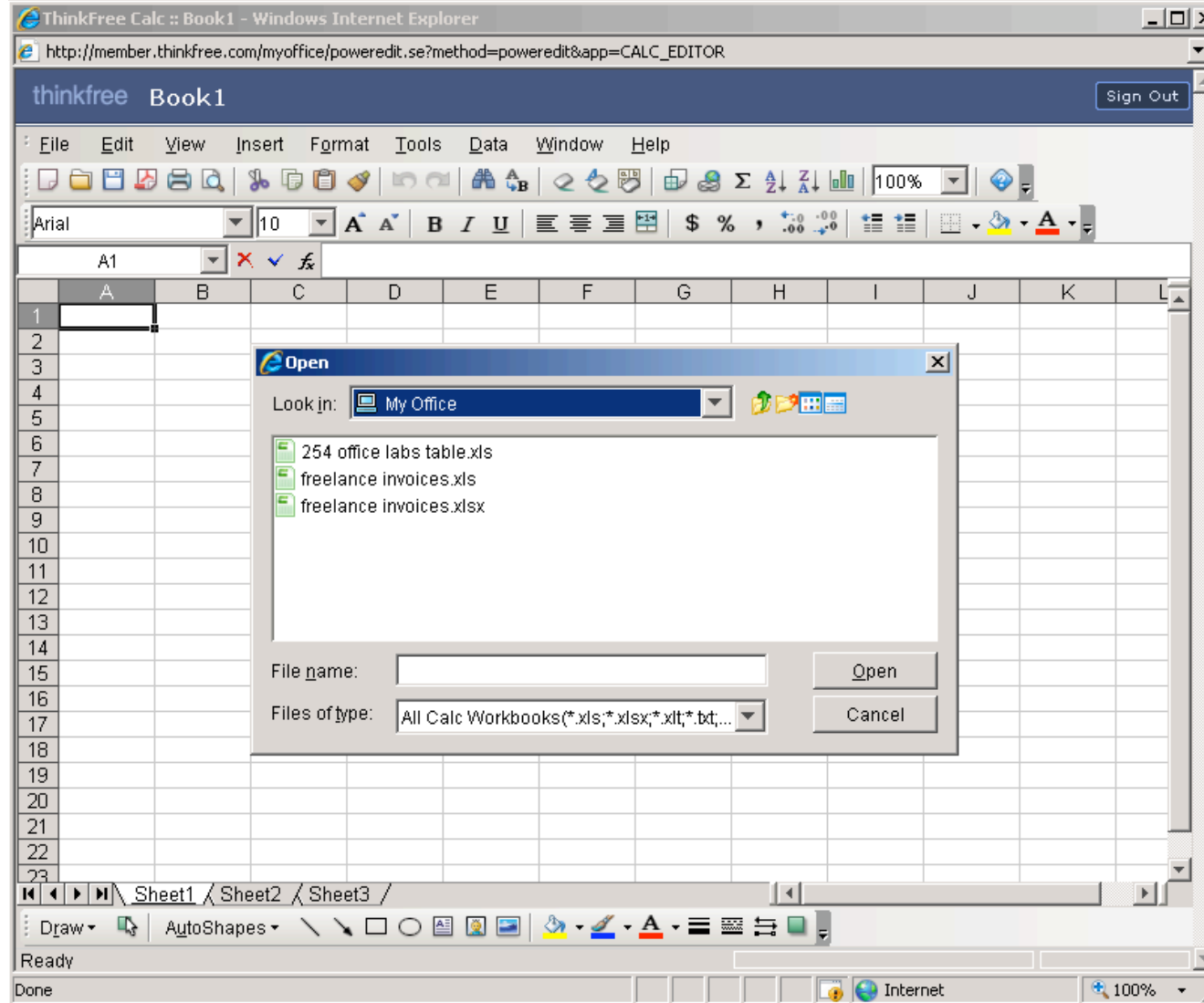
Buy Apps -or- Post your requirement

[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** BETA Document Edit Insert Help

Font Cronos Pro 14 B I U  

Welcome to Buzzword!

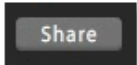


This is Buzzword, the new web-based, highly collaborative word processor built on Adobe's ubiquitous Flash platform. Buzzword is part of Acrobat.com—Adobe's new web-based collaboration offering that provides unrivaled support for people working on documents together, including web-based file sharing and storage, the ability to create PDF documents, and on-line web conferencing with screen sharing.

Note: to change your document language settings to one of 19 language dictionaries, use the Document->Spell Check Settings dialog. To use Buzzword in French, German or UK English, click on the Buzzword logo in the upper left corner, choose Settings & Preferences, where you can change Buzzword's default language.

As you can see, Buzzword looks like a normal word processor, but it works on the web. Because it is web-based, the document you are editing is not stored on your computer but on our secure servers. This means that you can access your document from any web connection.

Buzzword Means Sharing



Because your documents are always available online, Buzzword is especially good for publishing and enabling collaboration between colleagues and students, for peer-editing, editorial review, teacher-student exchanges and group efforts.

Take a minute and share this document with friends by clicking the Share button in the lower left corner of the screen. When the dialog box appears, just enter your friend's email.

This is an example comment. Hi folks at Internet Librarian!
Rachel Vacek Oct 24, 2009 4:24 PM

Share Rachel Vacek Author viewing 2176 100%

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

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

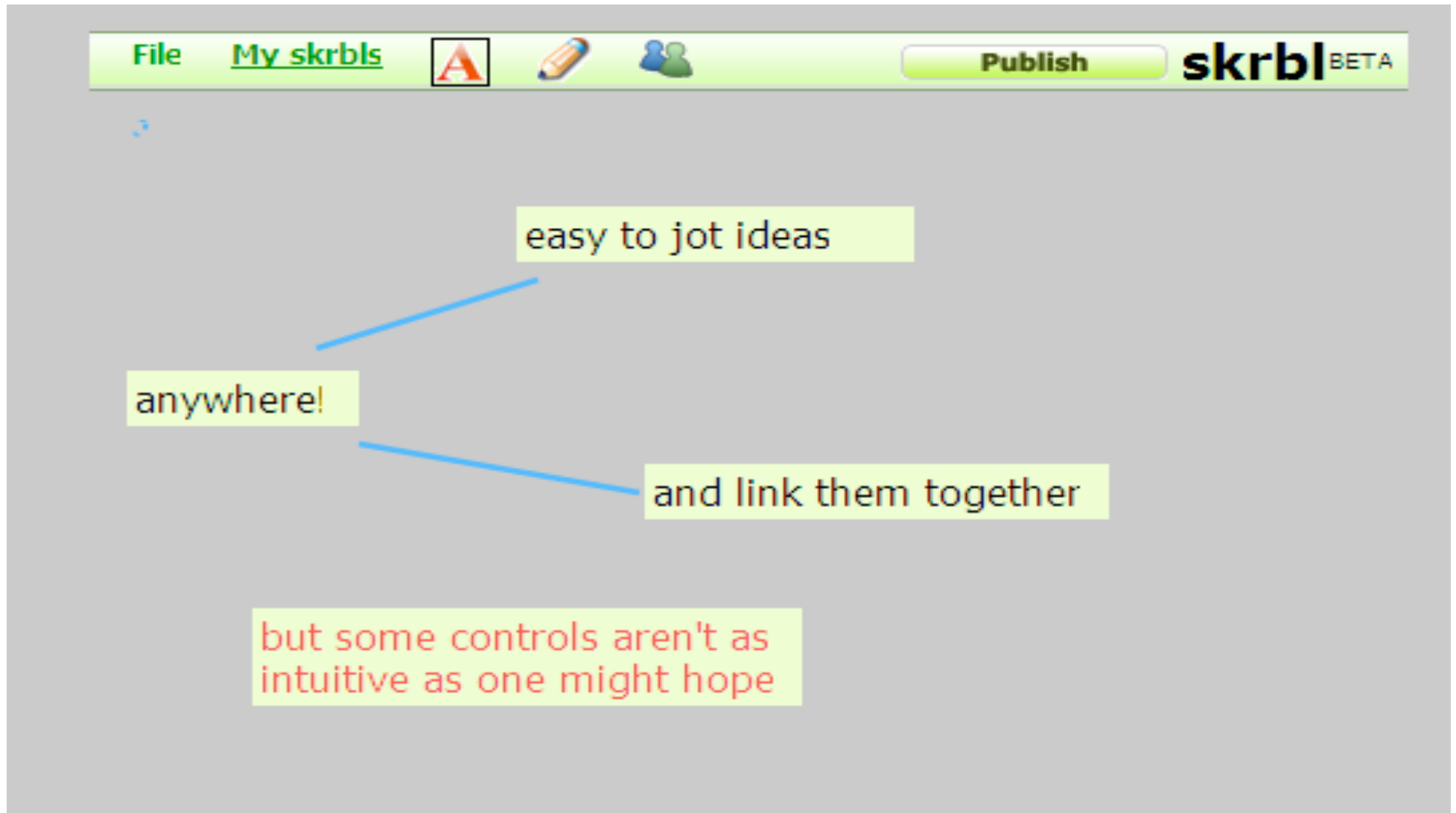
Dabble DB - dabbledb.com

- 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

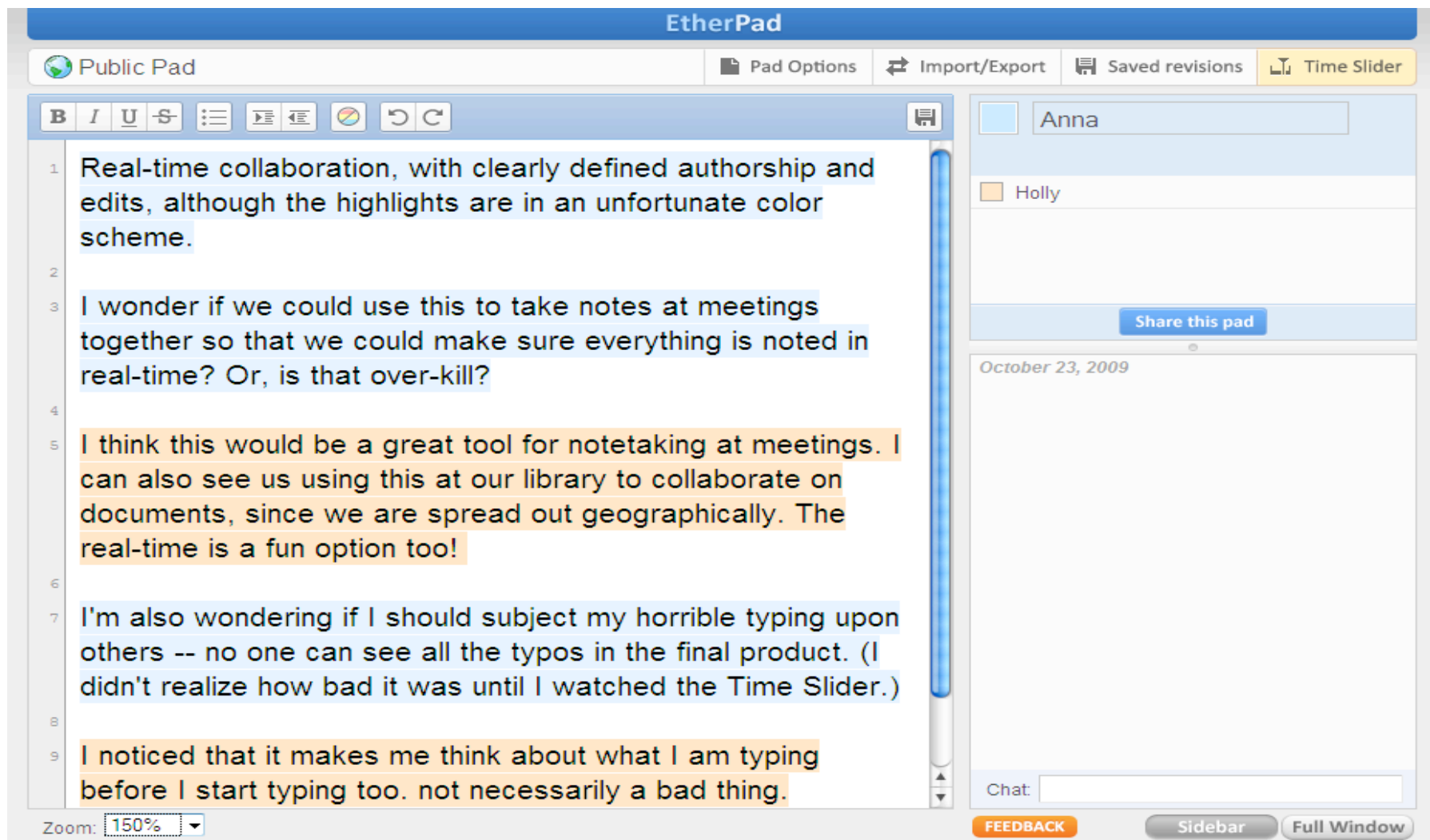
"The world is but a canvas to the imagination."

- Henry David Thoreau



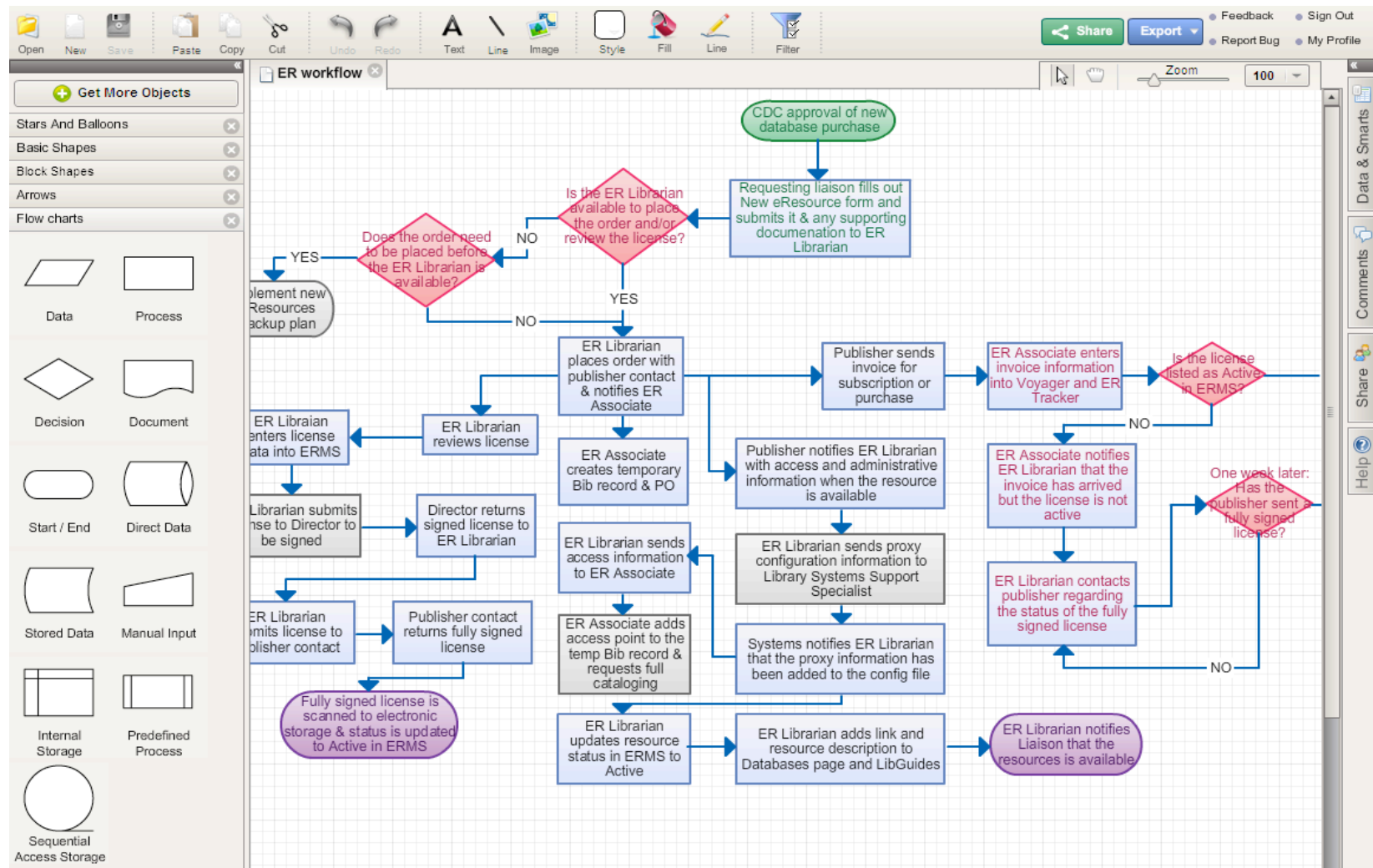
skrbl - skrbl.com

- 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



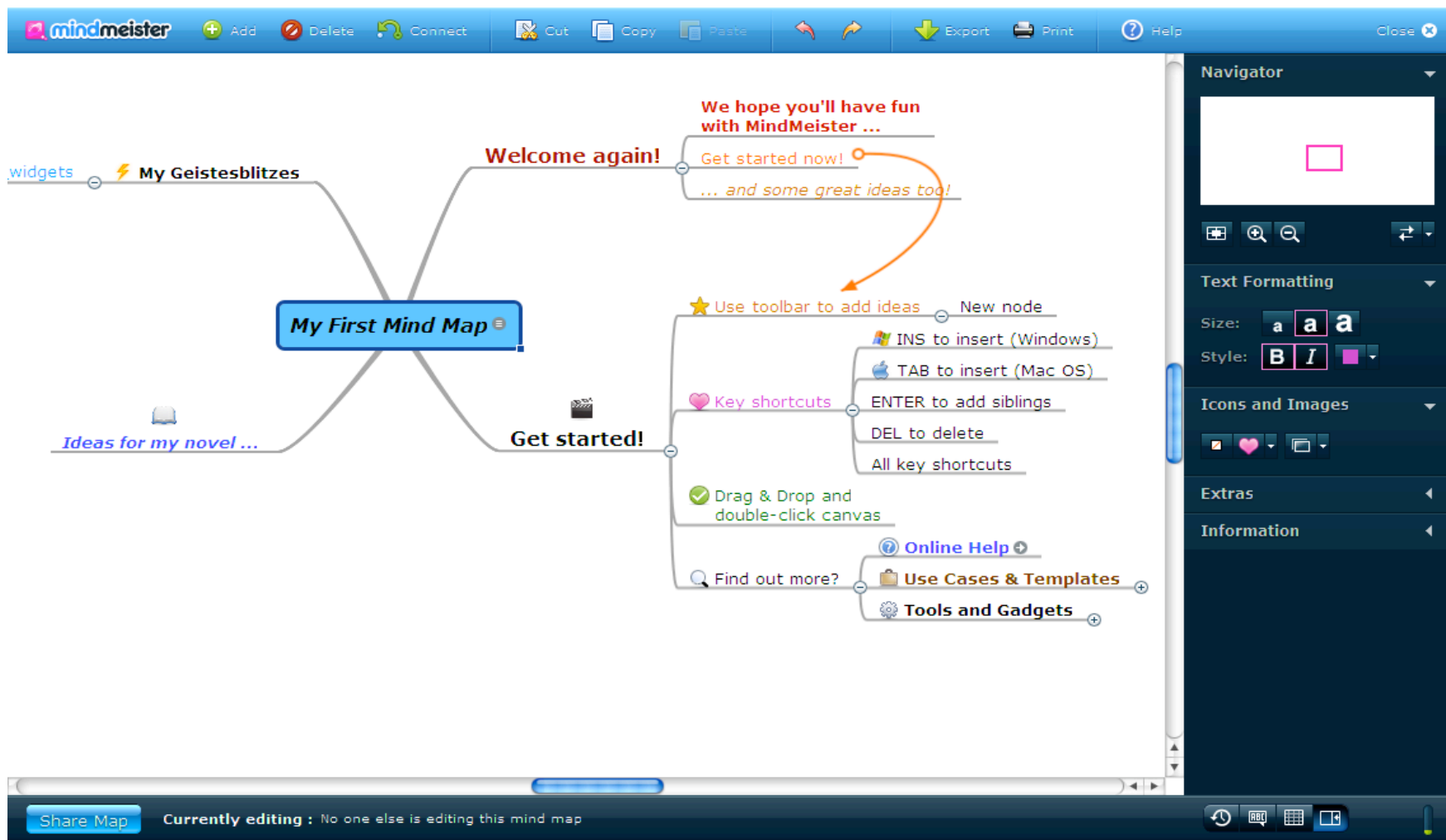
EtherPad - etherpad.com

- 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



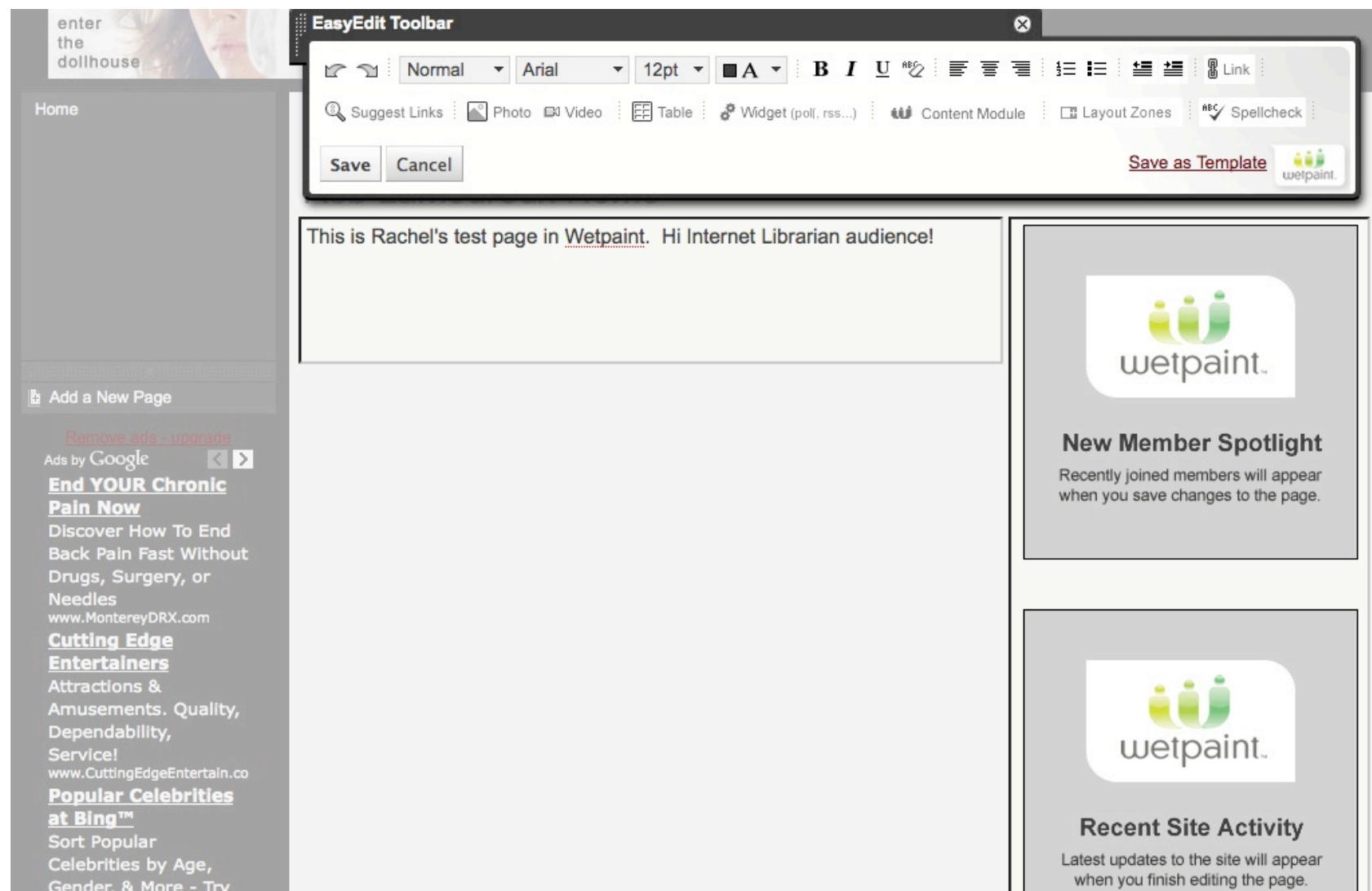
MindMeister - mindmeister.com

- 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



Pro sign in | Info







<http://tinychat.com/61guh>

[Invite friends](#) [Share files](#) [Save chat](#) [Sounds](#)

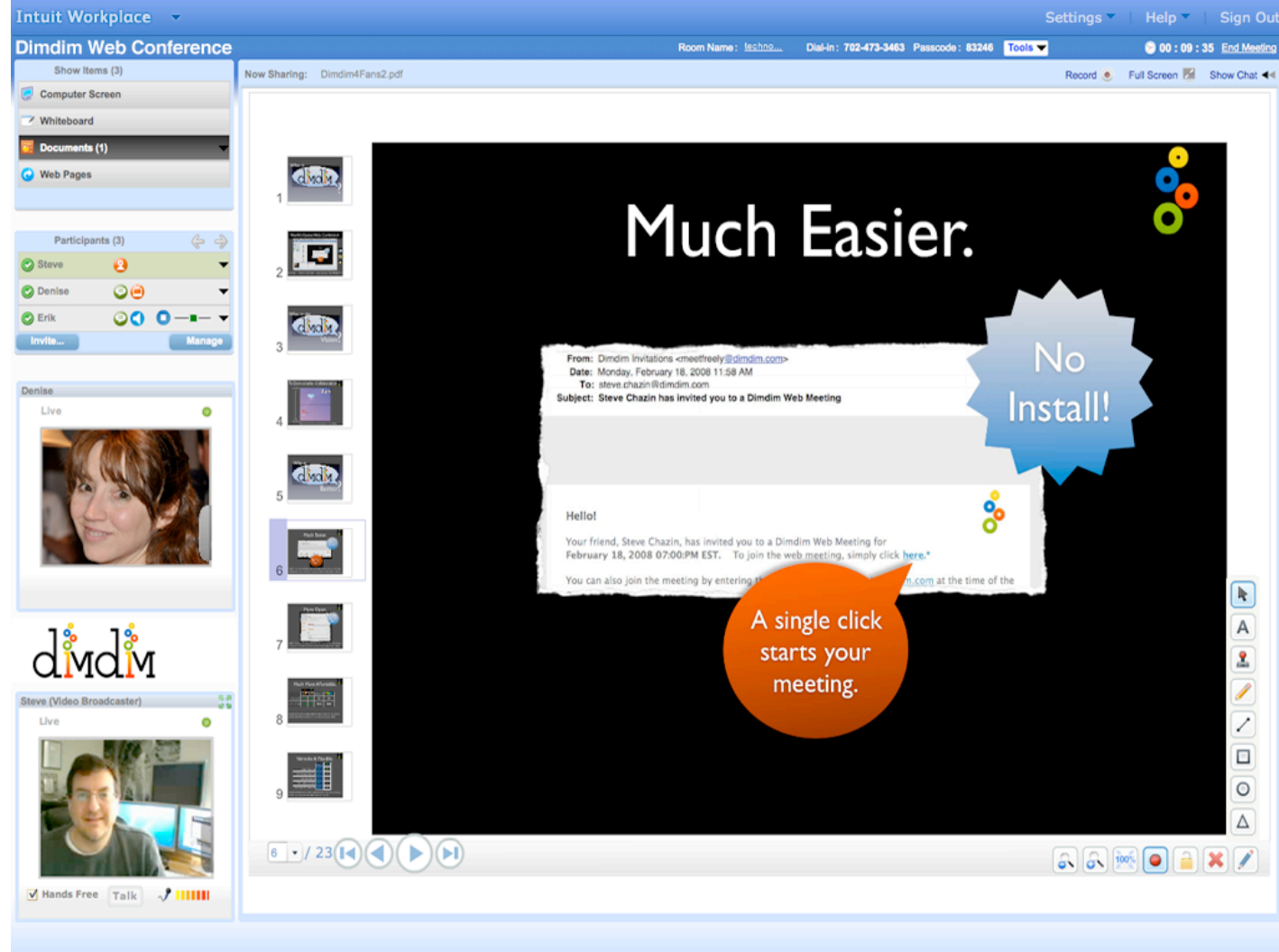
22 Active Users

[21:47] guest-628 changed nickname to guest
[21:47] guest-629 entered the room
[21:47] switchinggranny: Hi everybody
[21:47] kmattison turned off a web cam or mic
[21:47] guest-629 changed nickname to bayoyong
[21:47] kmattison turned on a web cam or mic
[21:48] guest-630 entered the room
[21:48] guest-630 changed nickname to guest
[21:48] guest-631 entered the room
[21:48] godsmac changed nickname to gabetaviano
[21:48] guest-632 entered the room
[21:48] guest-633 entered the room

 iwestminster
mike
 jameseaton
mr
bccain
 switchinggranny
 kmattison
guest-622
gabetaviano
bayoyong

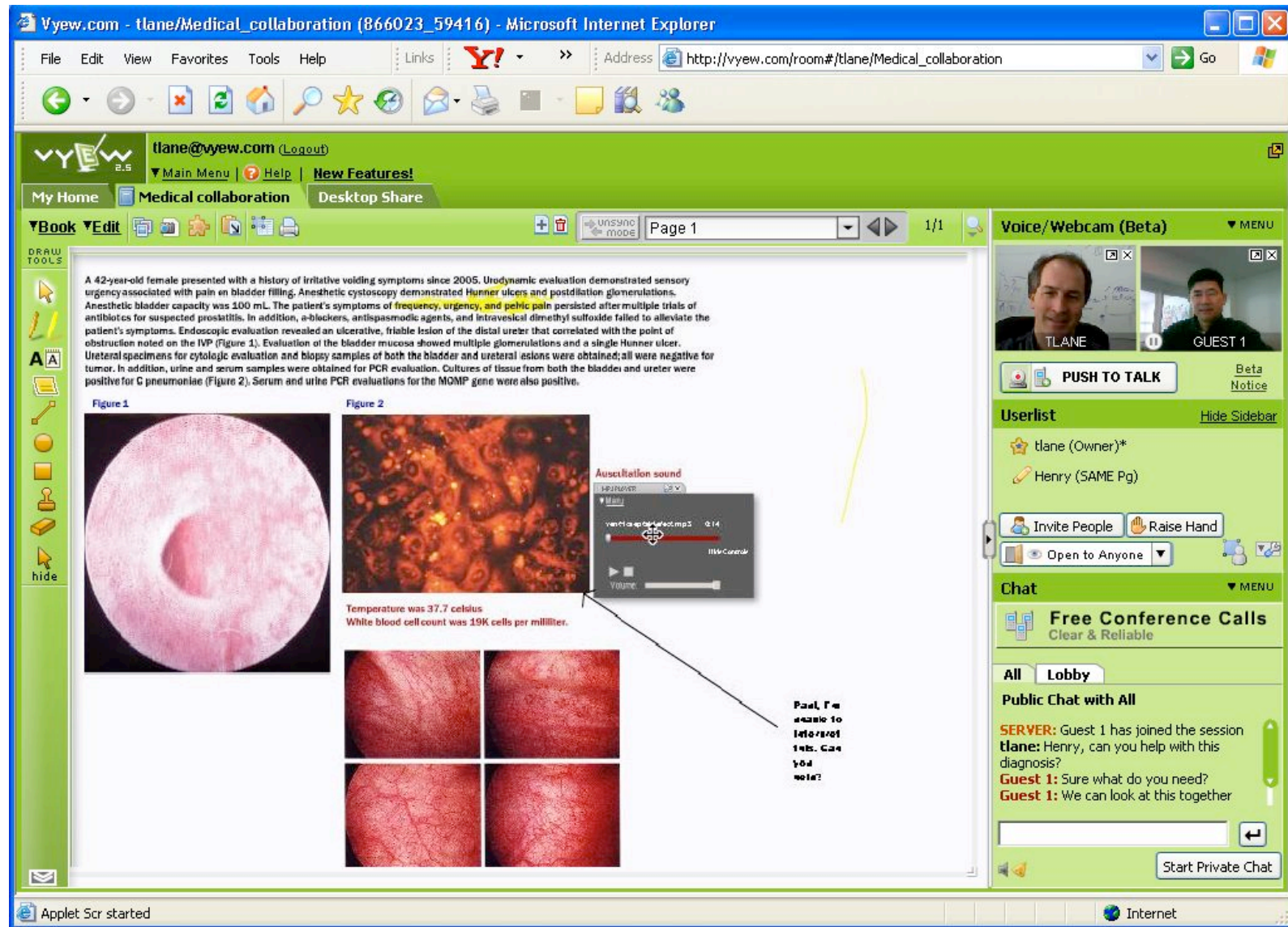
Tinychat - tinychat.com

- 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

Project kickoff meeting [01:00hr]
Find a time and schedule the meeting

Current recommended time: Wednesday, Apr 22, 2009 at 11:00am, 01:00hr

Green days include common times for at least 4 invitees when meeting duration is 1:00 hours

APR 2009

Wednesday

Meeting Organizer

Sam Andersen

Jill Green

Tracy Flexton

Joe

Schedule Meeting

on Wednesday, Apr 22, 2009 at 11:00am, 01:00hr (GMT-5) United States; Etc

Schedule Once - scheduleonce.com


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



Poll: gossip & drinks

You have created this poll. [Administer](#)

"It's what we go to conferences to do, right?"

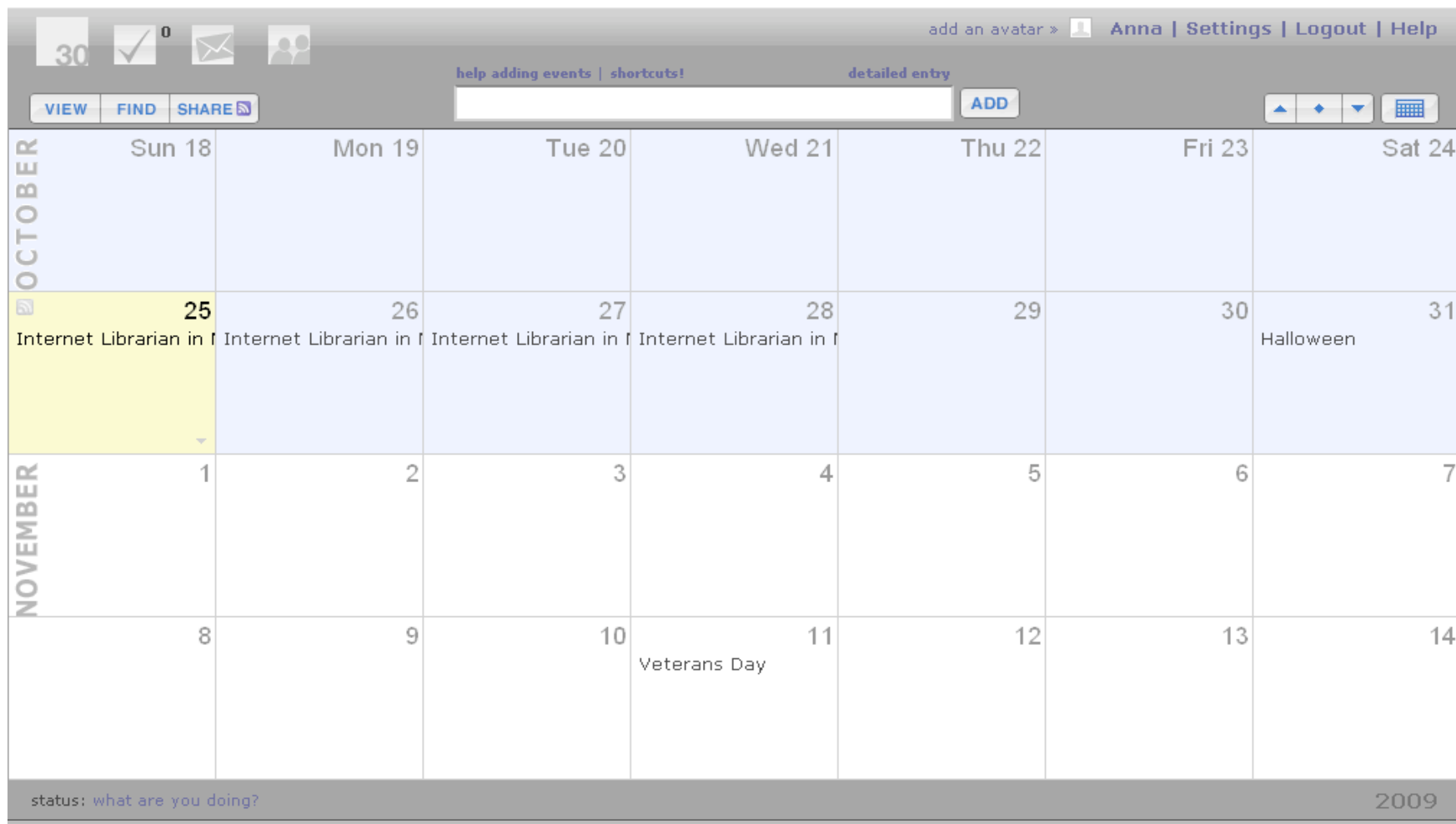


October 2009								
Tue 27			Wed 28			Thu 29		
5:00 PM	6:00 PM	7:00 PM	5:00 PM	6:00 PM	7:00 PM	5:00 PM	6:00 PM	7:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count	0	0	0	0	0	0	0	0

Save

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

October 25 - 31, 2009 Today (GMT-05:00) Eastern Time (US & Canada)

October 2009

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

gossip & drinks

Location: hotel bar

Duration: 60 minutes

Answered (1)

☐ Anna Creech

Unanswered (3)

☐ Rachel Vacek

☐ Aaron Dobbs

☐ Cindi Trainor

	Sunday 25	Monday 26	Tuesday 27	Wednesday 28	Thursday 29	Friday 30	Saturday 31
3pm							3pm
4pm							4pm
5pm							5pm
6pm							6pm
7pm		Proposed times					7pm
8pm		Proposed times		Proposed times			8pm
9pm		Proposed times	Proposed times	Proposed times			9pm
10pm			Proposed times	Proposed times			10pm
11pm							11pm

5-day week | 7-day week

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