



REMOTE COLLABORATION
How To....
Share Documents Remotely

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Introduction

There are a variety of free or low-cost tools available for your club to share documents for information and/or remote collaboration. This can be very beneficial for both virtual and local clubs, as you don't all have to be in the same space to work on the same documents – at the same time or at different times.

Available Tools

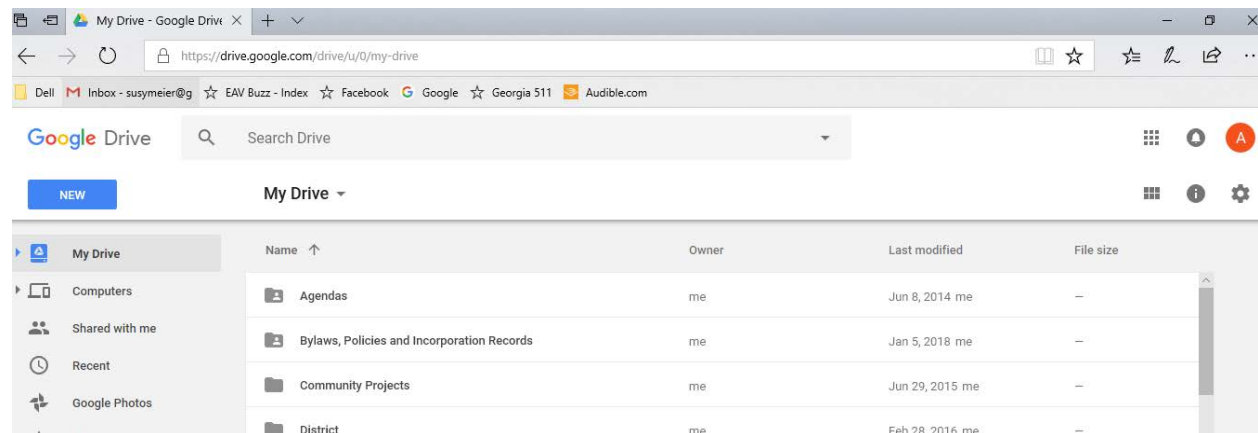
Your club (Virtual or Local) has decided it needs a location to store documents and have remote interactions in one location rather than having to search your inbox. Google Drive and DropBox are options for this. Freedcamp is yet another option, please see that “How To” document for more information on Freedcamp. If you find another preferred option, please let us know so that we can add it to this document. Google Drive and DropBox save the documents in the “cloud” so that you have access from any computer device where you can log into the application.

These tools all have great articles and help centers on line, so we will provide links to the articles and help centers, rather than repeating all the information here.

Google Drive

Google Drive allows you to access files on a PC, Mac, iPad, or Android device. Google gives you 15GB of storage space for free. That will include Google Drive, Gmail, and Google Photos. You can set this up through a private Gmail address or create a Gmail address for your club and set up your drive. This is recommended so that the ownership can be passed from president to president rather than “owned” by an individual. If you need additional space, there are paid subscriptions of different sizes available.

You have visibility on Google Drive to your own drive (“My Drive”) as well as whatever has been shared with you.



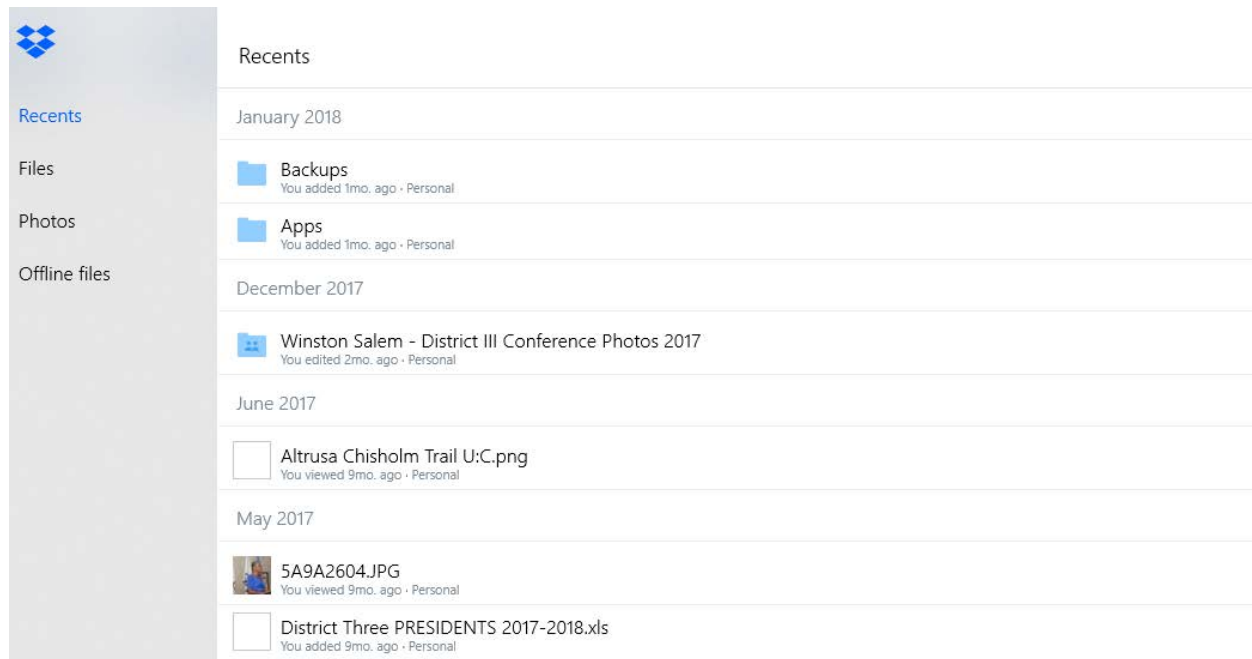
If you create documents in Google Drive using Google Docs, you and a partner can edit the same document at the same time and see each other's changes in real time. Google Drive also automatically saves changes to the documents, so it can be a good and bad thing if you change too quickly. Similar activity can be done with spreadsheets and presentations through Google Sheets and Google Slides.

- An excellent resource for how to sign up and set up Google Drive, including privacy considerations, can be found here: <https://www.cloudwards.net/how-does-google-drive-work/>
- Uploading files to Google Drive: <https://www.cloudwards.net/how-to-upload-to-google-drive/>

- Step by step on creating new documents: <https://www.gcflearnfree.org/googlespreadsheets/creating-google-docs/1/>
- Sharing Files: <https://www.cloudwards.net/how-to-share-files-on-google-drive/>
- Google Drive Help: <https://support.google.com/drive/?hl=en#topic=14940>
- Have a user who doesn't have Gmail? They can still create a Google account to access Google drive with their existing email address: <https://accounts.google.com/signupwithoutgmail>

DropBox

DropBox is another option for saving files for remote access. It also has an app that can be accessed through iPad, Android, and so forth.



A Dropbox Basic account is free and includes 2 GB of space. If you will need more space, you can “earn” additional space by stepping through their “Getting Started” guide, or referring friends/family to the service, or contributing to the Dropbox Community Forum. As of the end of February 2018, a 1TB Dropbox subscription ran US\$8.25 per month (this may differ for other countries).

For Dropbox, you'll set up an account via the web site, the mobile App, or the PC App.

- To set up the account: <https://www.dropbox.com/help/account/create-account>
- To share files and/or allow others to edit them: <https://www.dropbox.com/help/files-folders/share-file-or-folder>
- Dropbox Help Center: <https://www.dropbox.com/help>

Conclusion

The ability to access files from a variety of devices and locations greatly aids in remote collaboration. Whether you are part of a virtual club or you are all in the same town, this can aid in your ability to plan, brainstorm, or share information without having to send large files via email or print them out.