

## Lesson 2: Productivity Software & Collaborate Editing

Home / Classes / Tech Essentials / Lesson 2:

Productivity Software & Collaborate Editing

### Collaborate Editing & Productivity Softwares

#### Outcomes for this lesson:

- To achieve a sense of professionalism in communication on behalf of organizations.
- Introduce students to new “Project Management Tools” and teach them to apply these tools in a project setting to improve productivity.
- Strategies that build a team workspace.

#### Why this maybe important to you:

- Projects tend to be a collaborative process that requires coordination and strong communication to

### Resources

- **Collaborative Editing with Google Drive**
- et
- **Sharing Google Calendar**
- **Google Drive**
- **Doodle – Group Scheduling**
- **Dropbox**

### Homework

- **HW Assignment**
- **Submit Homework**

### USEFUL!

How to you take screenshots, compress files, etc.

Contact the Team!

### Lab Leader

Aaron Longa:  
mlonga@ucsc.edu  
Facilitators

Christine Yang:  
chsyang@ucsc.edu  
Christine's Office  
Hours: Th 4-5:45  
Taylor Ikemiya:  
tikemiya@ucsc.edu

### TE Blog



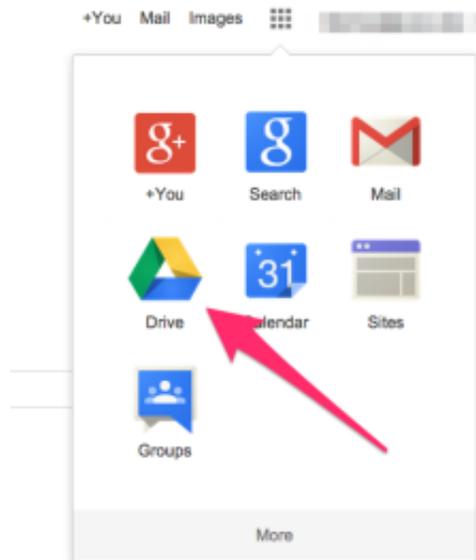
Alfred: Be a Wizard

achieve desired goals. There is a whole industry in project management- with legit tools- look it up if you desire!

---

## Google: Online Editing and Collaboration

- Log into your Google account (UCSC or personal)
- On the top right side next to your email, click the grid button and select “Drive”



- Once on your Drive, go to the left hand side and select “Create.” Scroll down and select “document,” this will create a new Google Doc that you can edit.

## With Your Keyboard

November 20, 2014



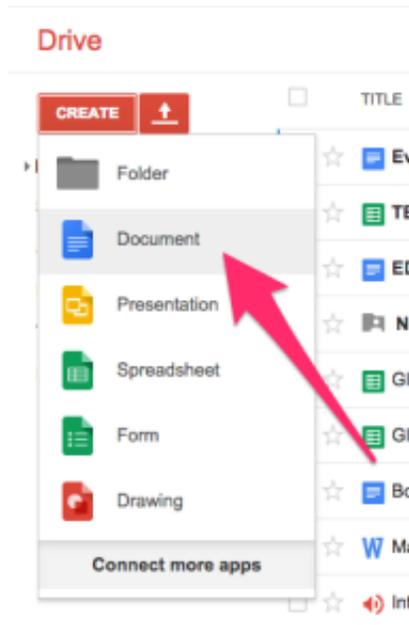
Save Hassle Using Excel and Terminal

October 22, 2014

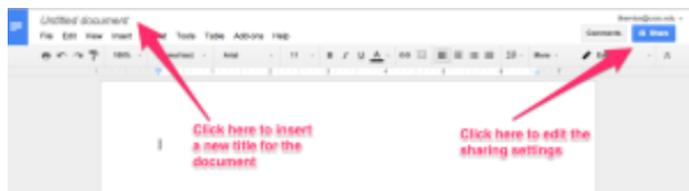


How To: Separate Names and Make Usernames in Excel

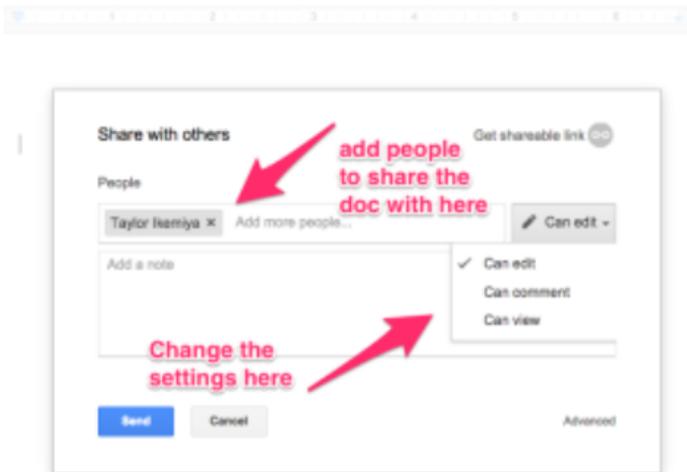
April 7, 2014



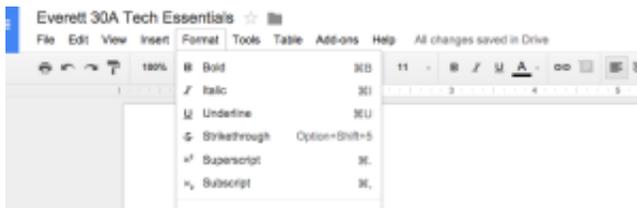
- On the top left, you can rename the document. On the right, you can click the “Share” button to share the document with other people through email.



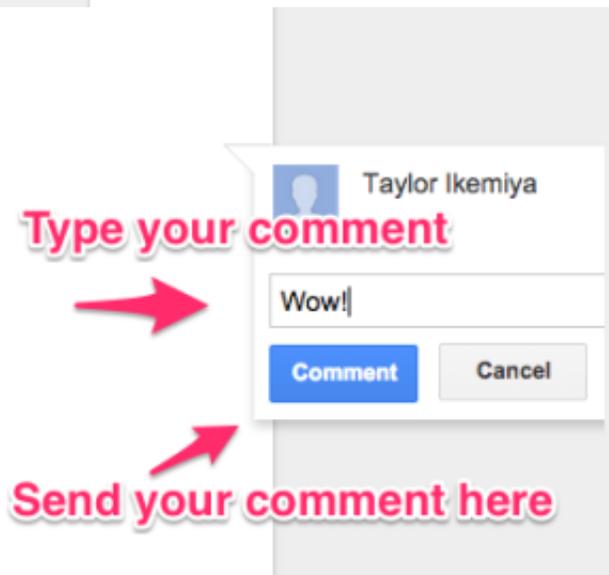
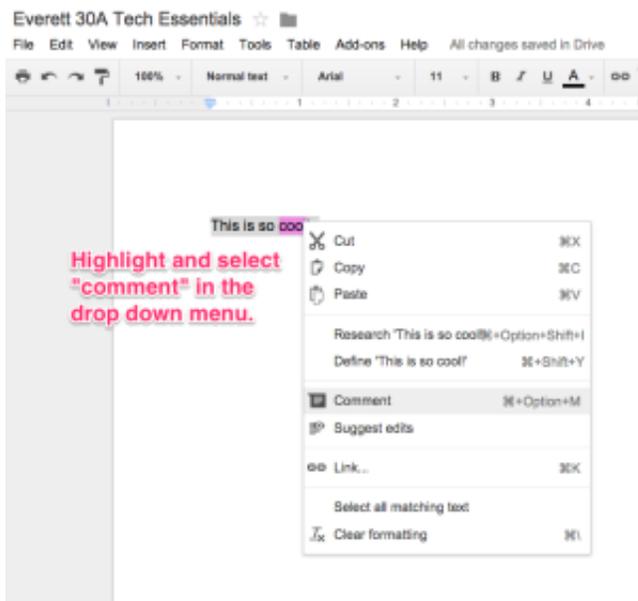
- After clicking the share button, a window will pop up with sharing options. You can add emails of the people who you want to share it with. Change how they can access the document on the right (can edit, view, or comment). As the creator, you have the power!



- Once re-named and shared, you can format, edit and insert within the doc. This acts similar to a Word doc.



- To comment on a sentence or paragraph, highlight/select what you want to comment on. Then, type in your comment on the right side in the window that pops up. Hit “comment” (blue button) once done with your comment. The person who wrote it will then be sent a notification about your comment and can resolve it!



### Why are Google Docs useful?

Google Docs allow you to openly collaborate, edit, comment, and work with others in real-time. As long as you have Internet connection, using Google Docs to work together on an assignment, share ideas, or create a presentation for class is a useful tool because this can be done from the comfort and convenience of your home, office, or work! If there are schedule conflicts, a group

project can be brainstormed before the meeting to ensure ideas are written/ typed up and members have actively contributed!

---

### □ **File Sharing: Sharing is Caring, or Is It?**

File sharing is the ability to share or transmit files, documents, photos, etc. from one computer to another through the internet or a network. There are various platforms to choose from when sharing files. File sharing is amazing because you can collaborate and share information over various computers and to so many people! Academically, this is helpful when you need to back up files or even send images for a presentation to your group mate! Although it may take some time to upload everything onto the cloud, and file size *does* matter, it's all good because your files and documents are accessible to you and others (safely and securely for the most part!).

Below are some popular options:



Dropbox is helpful when saving files for your own use, but also for sharing with friends and family. You can back your files up to the cloud, sync them between computers, then share! Dropbox is cool because you can monitor and check what has been updated and downloaded in chronological order. Even cooler, you can quickly install apps and

manage all your files to stay incredibly organized! Create an account and save the Dropbox application onto your computer for easy access!

## **Mediafire**



Media Fire is great for music files and other types of visual media. While Dropbox syncs files across computers, Mediafire allows you to upload and share folders to then be downloaded by other users. Free accounts are limited to 200MB, you can share files via Facebook and Twitter, and other people can use information without an account. Mediafire is good for personal use and for sharing smaller files, such as music. However, it lacks the sophistication for office spaces, especially because you cannot protect folders using passwords. Thus, items are not as secure compared to other file sharing options.

## **Google Drive**



Google Drive is great for organizing files shared with multiple people that are contributing to the files, documents, spreadsheets, and presentations. It's nice because a creator of a Google Doc, you make the editing

decisions and control who can see the information. Best of all, it stays organized and updated within your personal drive, which is connected to your gmail account! It works well for integrated systems, like UCSC, because all students already possess a Gmail account through their emails. This allows individuals to have access to these services to utilize them as collaboration and file storage spaces. Google Drive is great for backing up projects, papers, and presentations, but is difficult to collaborate on if active internet is not available. Also, the storage space is limited, thus you need to purchase more space if you need to store more files.

### **WeTransfer**



WeTransfer is useful because you can share very large files or zipped folders of files. You can zip your folders full of pictures and share this with co-workers or peers through an email notification. Rather than going across computers and syncing files, you are sending a direct email through WeTransfer to a specific individual. However, file space is limited (10GB) and it does take some time to upload then send the file through the site. This is nice if you already have a project stored in a folder on your desktop, and you wish to share it directly with another individual!

**File sharing: Dropbox, and others! Do you know any other forms of file sharing using**

## the internet cloud?

---

### **Productivity Softwares: Let's Get Organized**

Productivity softwares are dedicated to helping accomplish specific jobs such as documents, presentations, spreadsheets, databases, charts and graphs, create digital paintings, electronic music, make digital movies, etc. Using productivity apps aids in constructing needed projects, presentations, tutorials, and more! They also help you complete tasks by staying organized, as productivity apps make it easier and simpler to accomplish tedious or extensive problems.

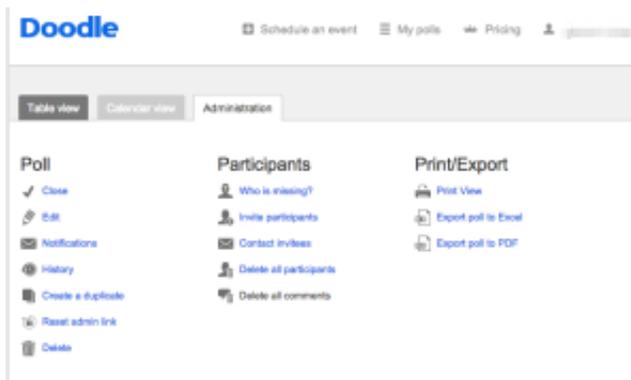
### **Doodle**

Doodle is the scheduling solution that can free you from the tedious email threads that clutter up your inbox with eight different people conferring on their respective availability. Identify a few potential windows for the call or meeting you're trying to schedule, and ask everyone who needs to be there to identify all the times that could work for them (not just their preferred windows). Doodle makes it easy to spot the time slot that works for all of them, or as many as possible. Doodle is amazing for finding out the ideal time for meetings and group activities without the struggle of individually calculating everyone's free times! It makes scheduling a breeze. The only problem: the Doodle will delete itself 2 weeks after you create it; so save the info! To use Doodle, you need to create an account (or connect through your Gmail or Facebook). Then, select "schedule an event" at the top right corner of the page. From there, name the Doodle, select dates, and add time proposals! After, simply type in the names of all the people you wish to take the poll!

An example of what a Doodle poll looks like!

October 22, 2014					
	9:00	11:00	2:00	4:00	8:00
Tom		✓		✓	
Paula	✓	✓	✓		✓
Chris		✓		✓	✓
	<input type="checkbox"/>				

What you can do as an administrator on Doodle:



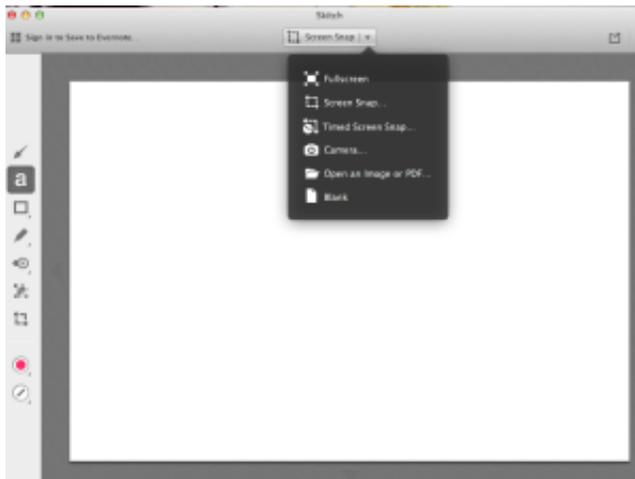
## Skitch

With Skitch, you can screenshot, edit, add text, and more to images to add some spice to a presentation or tutorial! Skitch is visually appealing and attractive, as it draws attention to specific details, includes shapes and arrows, and is phone compatible! It makes projects more inviting and you can say things with fewer words while actively getting your point across. To get Skitch on your computer, simply go to the website, download, and install the application onto your desktop. Then, open up Skitch and begin using it! You can save your images onto your computer or even email or Facebook yourself the image you have created through Skitch! Although Skitch is a

simpler way to screenshot and visually edit information, it takes a while to get used to how to effectively use the app. However, it is both Mac and Windows compatible!

This is what an empty Skitch pad looks like!

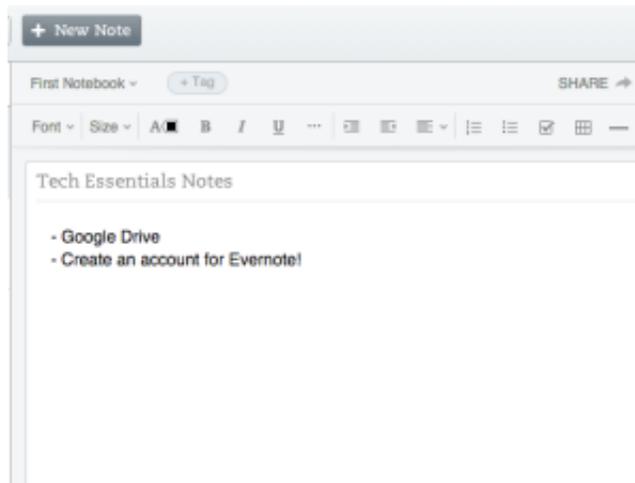
The arrows on the Google Drive tutorial were inserted using Skitch!



## Evernote

Do you take notes on the computer and wish you had a better way of saving them? Have you ever lost all of your saved notes on your computer because there was no way to conveniently back them up? Fear no more! Evernote is a fantastic way to take digital notes, create reminders, and more! You simply go to the site, download the app, install, and create an account! From there, you can create your first note by using the tab at the top of the main Evernote window. Once complete, the note will be automatically synced with all of your devices that have the app installed! So easy. However, be weary because it does not work with incredibly large files—the name truly says it all and means it when it says “notes”!

A new note on your digital notepad!



**Skitch, Evernote, Doodle... and there are many others look them up as you desire!**

---

 **Calendar Sharing**

## Calendar Sharing

The screenshot shows the Google Calendar event creation form for an event titled "Work at IEO". At the top, there are navigation buttons: a back arrow, a red "SAVE" button, and a "Discard" button. The event title "Work at IEO" is entered in a text box. Below the title, the date and time are set to "10/14/2014 12:00pm to 4:00pm" on "10/14/2014", with a "Time zone" link. There are checkboxes for "All day" and "Repeat...". A "Event details" section contains a "Find a time" button. The "Where" field is set to "IEO". There is a "Video call" link labeled "Add video call". The "Calendar" dropdown is set to "Taylor Kattys". The "Description" text area contains the text "work!!". Below the description is an "Attachment" link labeled "Add attachment". The "Event color" section shows a row of color swatches with the first one (green) selected. The "Reminders" section is set to "Pop-up" at "10 minutes" with an "Add a reminder" link. At the bottom, the "Show me as" section has radio buttons for "Available" and "Busy", with "Busy" selected.

Create a task or schedule an event on Google Calendar, pictured above!

Calendar sharing is a way to send meeting requests and tasks to other Internet users, via email, or sharing files. Or, to keep yourself organized with your crazy life and schedules! It syncs your calendar(s) together to form a single, interactive, and cohesive calendar of your scheduled events! Even better, you can sync other people's calendars with your own to make it easy to see everyone's schedules! So, if you need to coordinate with people, it makes it *that* much easier. iCal and Google calendar are both great ways to manage tasks and stay up to date on your own to-dos! It's a very effective way to stay organized and visually plan out your week, schedule appointments, and more! You can also receive notifications from your calendar reminding you of events. Google Calendar allows you to connect via Google email, iCal, PC calendars, Outlook and more. Through Google calendar, you can set up tasks, color-code activities for easy organization, and then set your calendars to sync. You can then share your calendar with others to know what they're doing and

when!

**Sharing calendars & schedules: Google Calendar is awesome! Do you know any other forms of file sharing using the internet cloud?**



**Etherpad**

# Quick and Dirty Collaboration with Etherpad

**Etherpad** is an open source online editor that allows you to very quickly and simply edit collaboratively. It's not as pretty as some other proprietary collaboration tools, but sometimes you just need to quickly get something up.

## How Do I Use Etherpad

You need to go somewhere that hosts them. We like **RiseUp.net**. Riseup is a collective dedicated to providing secure communication channels for activists.

To create a new pad, just type in

**[pad.riseup.net/p/Anything](http://pad.riseup.net/p/Anything)**

Where "Anything" literally means anything you want. Whatever you type in will be the address of the new Etherpad you've created. Click on the link and sign your

name! You can also go to [pad.riseup.net](https://pad.riseup.net) and enter in the name of your pad, but why bother?

## See One Here

Embedded below is a live etherpad. You can type on it and anyone else looking at it can see your changes and make changes of their own. Here's a thought, why not collectively take notes on a pad?

## When Are Etherpads Useful?

Basically anytime you want to be able to collaborate with others but don't want to bother with Google Docs or other software.

## You Need Ad Hoc Collaboration

In case you were wondering, "ad hoc" means something done or formed for a particular purpose only. Sometimes you need to take quick poll, share some links really quick, or otherwise communicate with a large group of people but don't have time to take down everyone's email addresses, create a google doc, wait for everyone to log in, blah blah blah. With an etherpad, you can just have everyone type in a simple URL and you're off!

## Real World Example

During the **YEI** Summer Camp, we used an etherpad, <https://pad.riseup.net/p/yei>, that served a number of different functions. It was a paste pad for various code snippets as well as a link hub for various online references. The project was 6 days long and involved a team of 20 people and it's hard to get 20 people to keep their emails straight during a hectic build period. Having an etherpad meant that everyone had an

easily accessible bulletin board that they could use as needed.

```
4 All Prezis
5 prezl.com/user/giip
6
7 Add a Back Button to the header
8 data-add-back-btn="true"
9
10 The code for the youth voices popups
11
12 <a href="#ID" data-rel="popup" class="ui-btn ui-icon-comment ui-btn-icon-notext ui-
13 DIV </div>
14
15 Or you can each work separately on each part
16
17
18 BASIC APP FRAMEWORK
19 http://code.stypi.com/e3t59cvs This contains all the <head> code to make the app
20
21 A-G and SAT links
22 http://prezi.com/9oe2iursqjfm/conquering-the-sat/
23 http://prezi.com/3o9ezdbpk5q/graduation-plus-college-requirements/
24
25 High School Course Catalogue
26 https://whs-pajaro-ca.schoolloop.com/cms/page\_view?d=x&pid=&vpid=1320141973451
27 https://www.sntache.net/cms/page\_view?d=x&pid=&vpid=131000053305
```

The kind of thing we used Etherpad for during YEI

---

**Explain the homework! Feel free to ask clarification questions!**

# Homework Assignment

Follow all directions to this assignment. It is a long, but simple assignment. Make sure to submit all files with the correct labels and turn it in on time.

## Get on The Google Doc

I have created a google doc that will be shared with y'all. I want each of you to edit and make a comment on the shared document. ([Link to Document Here](#) if you did not receive an email of the google doc being shared to you,

email me (mlonga@ucsc.edu) if you need access if this link does not work)

- when making the edit on the document please put your name in brackets afterwards. Ex. "hhoiioioioh [Aaron Longa]"

## Sign Up For Dropbox and Share Your Email

If you don't have one already, sign up for a **Dropbox** account

In class or on the etherpad [pad.riseup.net/p/te-drobox](http://pad.riseup.net/p/te-drobox) post your dropbox email and one of the leader or facilitators will share a folder [TE fall 2014] with you. In this folder it will have an individual folder for each of you. THIS IS WHERE YOU WILL PUT ALL YOUR SKITCH FILES [9 in total at the end of the assignment work]!!

## Take a Screenshot

Take a Skitch screenshot of the Dropbox application installed. Make it of the window showing the application is on your computer. Example:



Blur out any important information that you would not want to the NSA to see.

-Label this:

- firstname.lastname.skitchdb.png ex.  
aaron.longa.skitch.db.png

## Doodle

**What should this poll be about? How many parameters?  
They need some sort of boundaries**

Create a doodle poll and email the other designated group member you were assigned in class. If you were not in class, just email [mlonga@ucsc.edu](mailto:mlonga@ucsc.edu) to get a group.

**Link to the list here or just write down the groups in case they forget**

Take a Skitch edited screen shot of a doodle poll you created. The skitch shot should show the poll unfilled out, the email invitations before they are sent [please blur out the beginning of your classmates ucsc email! for their protection!]. Take a Skitch of the poll that you filled out from the one your group member sent you [JUST FILL OUT ONE!!].

-Labels these:

- firstname.lastname.skitchdoodlemine.png [this is for the one you have sent] ex.  
aaron.longa.skitchdoodlemine.png
- firstname.lastname.skitchdoodleresponse.png [this is for the one that was sent to you and you filled out] ex. aaron.longa.skitchdoodleresponse.png

## Google Calendar

Subscribe To A Calendar

Use this [link](#) to subscribe to and add the UCSC education abroad calendar.

## Create a Calendar of Your Schedule

Make a new Google Calendar of you fall quarter class schedule. Call it "Fall 2014 Classes". **Important: Create a new calendar. Don't share your default calendar!**

## What Info To Include

- Your classes, labs, sections, etc
  - Set these to repeat until the end of the quarter for the specific time, days, and any notes you will need for the event!
    - end the events before finals start!
  - Include the locations (room numbers)
  - Give Lectures a blue "Event Color"
  - Give Sections a yellow "Event Color"

Share this calendar with the facilitators.

- Last names A- Gonzales send it to [tikemiya@ucsc.edu](mailto:tikemiya@ucsc.edu)
- Last names Guevara – Zurita send it to [chsyang@ucsc.edu](mailto:chsyang@ucsc.edu)

Take a skitch edited screen shot hiding your name, of two week views. I want to see the events repeating each week. Take another skitch shot of ONE event editing screen, showing the event repeating, location filled out, and the correctly chosen event color for the event selected.

Last skitch shot is to take on google calendar is of left side bar showing your calendar and the education aboard calendar synced to your calendar.

*-Label these:*

- firstname.lastname.skitchgcalweek1.png ex.  
aaron.longa.skitchgcalweek1.png
- firstname.lastname.skitchgcalweek2.png ex.  
aaron.longa.skitchgcalweek2.png
- firstname.lastname.skitchgcaleventeditingscreen.png  
ex. aaron.longa.skitchgcaleventeditingscreen.png
- firstname.lastname.skitchgcalleftsidebar.png ex.  
aaron.longa.skitchgcalleftsidebar.png

## Evernote

Make an **Evernote** account. Remember to not use your UCSC email! Use an email that won't disappear after you graduate.

Once you have created an account please do the following:

- Create a new note!
  - Copy and paste a news article on to this note
  - Label it the article title
  - Have the website URL link at the bottom of the page
  - Give it a tag of 'News Articles'
    - Take a skitch shot of this note with things noted in the above 4 bullet points. Blur out any info you don't want the NSA to have!
    - *Label it:*
      - firstname.lastname.evernoteNote.png  
ex  
aaron.longa.evernoteNote.png
- Create tag called 'TE lesson 2 skitch images'
  - Drag the images from skitch that you took in the prior tasks to your desktop, then placed in evernote. Place all 8 skitch shots from above on evernote and label with the

tag asked for above. Double click the 'TE lesson 2 skitch images'. Take a skitch shot of left side with all 8 notes created from this assignment on the left side.

-Label it:

- `firstname.lastname.skitchevernotetag.png` ex  
`aaron.longa.skitchevernotetag.png`

## Submitting the HW

Place all skitch files [9 IN TOTAL] in your folder of the shared drop box TE fall 2014!! There should be no file submission on the submit site, they should all be seen either online by the grader or in the shared Dropbox. You can find your hw 2 grade on the submit site.

~~Grade for HW Recieved~~

Questions?  
Comments?  
Suggestions?  
Something  
Broken?  
Email the Site  
Admin at  
[techdirector@everettprogram.org](mailto:techdirector@everettprogram.org)

Copyright 2014 Everett Program | All Rights Reserved

