






Digital Collaboration: 21st Century Tools for Revitalization

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	What's it for?	How can I use it in my project?	Limitations
	<ul style="list-style-type: none"> Calling and video conferencing over the Internet Sharing your screen with others Calling landlines and cell phones (extremely cheap) Instant text messaging from computer to computer 	<ul style="list-style-type: none"> Train team members on using software (using the screen share ability) Long-distance linguistic elicitation Regular meetings, conferences, etc. 	<ul style="list-style-type: none"> Multi-person video requires paid account Calling landlines and cellphones is cheap but costs money
	<ul style="list-style-type: none"> Recording Skype conversations 	<ul style="list-style-type: none"> Record elicitation sessions, stories, etc. Record of meeting notes Create archive-friendly .wav files 	<ul style="list-style-type: none"> PC only Audio quality and formats good but limited
	<ul style="list-style-type: none"> Taking full or partial pictures of your computer screen Recording videos of your computer screen while you're performing actions or tasks 	<ul style="list-style-type: none"> Create training videos or documents for team members 	<ul style="list-style-type: none"> Video capture limited to 5 minutes
	<ul style="list-style-type: none"> Storing and backing up to any kind of file Immediate synchronization of files across computers Sending files that are too large to e-mail 	<ul style="list-style-type: none"> Maintain an up-to-date lexical database across computers Store all project files in a central location 	<ul style="list-style-type: none"> 2 GB limit without a paid account (\$9/mo. for 50 GB) Requires a (free) Dropbox account to retrieve files
	<ul style="list-style-type: none"> Sending files that are too large to e-mail Receiving files without having to set up an account 	<ul style="list-style-type: none"> Send files to team members who would have difficulty using or installing other tools Save files you frequently send to people 	<ul style="list-style-type: none"> 2 GB limit without a paid account





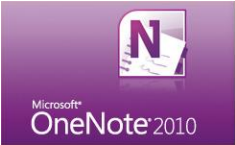
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	What's it for?	How can I use it in my project?	Limitations
	<ul style="list-style-type: none"> • Creating, collaborating on, sharing, and editing documents online • Real-time collaboration – can instantly see changes • Managing different revisions of a document 	<ul style="list-style-type: none"> • Create online forms for conducting community surveys • Maintain a spreadsheet of photos that need to be taken, or words that need to be elicited 	<ul style="list-style-type: none"> • Web interface only • Lacks some of the features of MS Office and iWork
	<ul style="list-style-type: none"> • Creating and editing any type of Microsoft document online 	<ul style="list-style-type: none"> • Allow team members to create documents even if they don't have the latest version of MS Office 	<ul style="list-style-type: none"> • Requires latest MS Office suite to take advantage of syncing capabilities
	<ul style="list-style-type: none"> • Organizing and tagging photos on your computer • Quickly uploading and sharing photos online • Adding metadata to your photos 	<ul style="list-style-type: none"> • Maintain a shared web album of photos for a visual dictionary • Back up, edit, and share your fieldwork and anthropological photos 	<ul style="list-style-type: none"> • Few collaborative features • 1 GB storage limit without a paid account
	<ul style="list-style-type: none"> • Uploading and sharing photos and videos • Ensuring multiple backups of your important photos • Adding metadata to your photos 	<ul style="list-style-type: none"> • Share fieldwork photos with consultants after returning home • Back up videos to the web 	<ul style="list-style-type: none"> • 300 MB limit without a paid account
	<ul style="list-style-type: none"> • Easily creating notes, outlines, clippings of websites, collections of images, and more • Sharing collaborating of notebooks • Mobile, web, and desktop access to notes and research 	<ul style="list-style-type: none"> • Outline collaborative presentations • Maintain a shared repository for research and project notes • Maintain a digital field journal 	<ul style="list-style-type: none"> • Expensive (\$80) if purchased individually, although cheaper if bundled with MS Office • Limited features in web interface