



## Collaborative Tools

### **Scheduling a meeting or create a poll – easy with Doodle**

<http://www.doodle.com/>

Doodle lets you schedule a meeting or create a poll, forward the link to the poll to the participants, and follow online what the participants vote for. Free. No registration required.

### **Tired of losing or forgetting your flash drive – use DropBox**

<http://www.getdropbox.com/>

Allows you to create folders and sync files online and across computers. Free.

### **Bookmarked the page at work and now you need it at home -- use Delicious**

<http://delicious.com/>

Free social bookmarking tool that puts all your bookmarks in one place; allows you to share your bookmarks with friends and colleagues; and lets you check out what others are bookmarking

### **Working on a group paper – use Google Docs**

<http://docs.google.com>

Free word processing, spreadsheets and presentation software that allows you to invite others to edit or view your files. Files are hosted online for access from multiple computers or locations. Forms feature allows you to create easy surveys. Free. Requires Google account.

### **Want to stay current but don't have time to check multiple sites and sources – use RSS Feeds**

<http://www.google.com/reader>

RSS readers will automatically check for new content on your favorite sites, blogs, and database searches. Free. Requires Google account.

### **Need to share documents with a group – use wikispaces**

<http://www.wikispaces.com/>

A **wiki** is a page or collection of Web pages designed to enable anyone who accesses it to contribute or modify content (excluding blocked users), using simplified editing tools. Wikis are great tools for sharing documents and organizing content.