Online Collaborative Web Sites	
Description	Collaborative Web sites allow individuals to create or upload documents to the Web. Then, individuals with the proper permissions can edit the documents using familiar formatting tools. Some sites also provide the ability to edit and create presentations and spreadsheets.
Example Instructional Uses	Collaborative writing, revising, editing, giving and getting feedback from multiple writers, tracking authors' contributions, comparing different revisions, and so forth.
Drawbacks	- Usually, files created online require special software to be viewed offline. - Content may be lost when reverting to previous versions. - Other authors could make unwanted changes to posted works.
Features	Each online collaborative site has different capabilities, such as the ability to: - Access files from any Internet-connected computer - Invite others to view or edit documents - Allow multiple authors to edit and view a document at the same time - Work on documents online or offline - Compare two versions of the same document - Identify authors' contributions in various iterations of the document - Track previous versions of a document - Publish content to a Web page or blog - Insert comments without changing the text of the document - Create Microsoft Office* compatible word processing documents, spreadsheets, and presentation files or edit existing documents - Add design elements, images, maps, charts, and graphs - Manage projects by organizing work, setting priorities, and tracking the progress of team members - Notify others when content changes

Online Collaborative Web Sites	Web sites where you can set up your own online collaborative Web site: Google Docs & Spreadsheets Google Docs & Spreadsheets is a free web-based word processing and spreadsheet program that keeps documents current and allows you to let specific people update files from their own computers. Multiple users can edit the same document at the same time and quickly see new edits being made. ThinkFree ThinkFree products are platform independent (works on Microsoft Windows*, Apple*, Linux*); include ThinkFree Write (word-processing), ThinkFree Calc (spreadsheet), and ThinkFree Show (presentation); and are compatible with Microsoft Office*. Provides 1 GB of free storage for your files and collaboration tools, such as document sharing, version management, and user access control. In addition, with Doc Exchange (our published document library), you can easily publish your work for the world to see, although no concurrent editing is currently available. Zoho Zoho offers real-time collaborative editing and writing, and provides a suite of free web-based products, including: Zoho Wiki (word processing like wiki), Zoho Writer (online word processor with collaboration features), Zoho Sheet (spreadsheet with charting and collaboration features), Zoho Show (online presentation tool), Zoho Creator (online database application to build forms and collect data), Zoho Planner (online organizer to maintain your to-do tasks, reminders, notes, attachments, and so forth). Type and Travel: Web-Based Word Processors Review and comparison of the main online word processing Web resources: Google Docs & Spreadsheets, Zoho, ThinkFree, and GlideWrite*.
More Information about Online Collaborative Web Sites	A Paradigm Shift for School Software www.eschoolnews.com/news/showStoryts.cfm?ArticleID=6656 Offers a comprehensive article about the use of online applications Type and Travel: Web-Based Word Processors http://reviews.cnet.com/4520-9239_7-6627472-1.html Includes an overview of online word processing applications with a comparison chart

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