

Collaborative Tools

Tools for Collaborative Writing

To co-edit documents

Google Docs and Spreadsheets

<http://docs.google.com>

Free web-based word processing and spreadsheet program that keeps documents current and lets the people you choose update files from their own computers.

To share articles/search strategies

My NCBI in PubMed

http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?holding=dmhclib_ffft&dr=abstract&otool=nhdartbelib

My NCBI is a tool that retains user information and preferences to provide customized services. It allows you to select filtering options, save searches, and receive search results by email. It is possible to set up separate accounts with different usernames/passwords for each of your collaborative projects.

RefShare

<http://www.refworks.com>

http://www.refworks.com/content/path_manage/factsheets/RefShare_Factsheet_English.pdf

RefShare is a tool from RefWorks which allows Dartmouth and DHMC students, faculty and staff to share the references you have organized into specific folders in their RefWorks database. You can share these subject oriented folders with colleagues here at Dartmouth or elsewhere .

Communication and File-Sharing Tools

Google Talk

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

Allows you to IM and call your colleagues through your computer

- Quick Download
- Make free PC-to-PC voice calls
- Send and receive voicemail
- Transfer unlimited files and folders
- Receive chat and email notifications
- Cost: Free

DHMC Teleconference Services

DHMC Intranet > Information Systems Home > Communications Home > Telephone Services > Conferencing

http://intranet.hitchcock.org/hc/webpage.cfm?site_id=1&org_id=223&morg_id=0&gsec_id=11649&item_id=11638

Google Groups

<http://groups.google.com/>

Creating your own group in Google Groups allows you to read and post messages online, collaboratively create web pages within the group space, and post files.

Scheduling Tools

Google Calendar

<http://calendar.google.com>

<http://www.google.com/googlecalendar/overview.html>

Free online shareable calendar service.