Sharing, Collaboration and File Storage in DonsApps Docs

DonsApps Docs provides excellent tools to share either individual documents or folders of documents. You can also upload almost any file to store in 1 GB of space on DonsApps Docs as the original documents. You can access DonsApps Docs through USFconnect. Login to USFconnect and click on the Docs icon on the upper right to open a new window to DonsApps Docs.

*A security note: DonsApps Docs is not a storage and sharing solution for confidential or sensitive documents. If you need to store these types of documents on a server, contact the ITS Help Desk at itshelp@usfca.edu for solutions on one of the university's internal secure servers.

Sharing Documents

You can share documents with others to collaborate together on the content. From the document list, click on the Actions menu to the right of the document you would like to share and click on the Share menu and select Share Settings.
From within an open document, click on the Share menu and select Share Settings.

The share setting is set to Private by default and only the people you name can access or edit the document. In the dialog box, enter the email addresses of the people you would like to invite to share the document in the field Add People. There are options for permissions that are available for editing or for viewing. You can send an invitation for the invitees to click on the link for the document to collaborate by checking the box for Send Email Notifications. Note that the collaborators will need to have a DonsApps or Google account to login to access or edit the document. Collaborators will then be able to login and access the shared document and work on the document at the same time.

After inviting others to the shared document, you can then adjust the permissions for access. In the Actions menu to the right of the document, click on Share and select Share Settings.
Here you can invite additional people or change the share permissions for the document in the section **Permissions**. Click on the **Change** link change the access method for the share.

**Visibility Options** allow you to decide whether if a wider group of people can access the file without being specifically invited. Selecting any other choice other than Private will add a choice to allow the user to edit the document. Clicking **Save** will return you to the main **Share Settings** window with a link to send to anyone, even those without a DonsApps/Google account to access the document. Note that when you share a Google formatted document with a link to edit, each user accessing the document will be editing the document as “Guest”, no matter if the user has a DonsApps/Google account or not. DonsApps will not track the changes by name.

For a document that is uploaded and not converted to Google format, permission to edit means that the user can also download the document, not edit the document in DonsApps. This would be true whether the user had a Google account or not.
Another method to share files is to send the file you as an email attachment. To do this, select the file or files you intend to share. Then click on the Actions menu, select **Email as Attachment** from the **Share** menu.

In the dialog box select from the menu **Attach item as** and select the format in which to send the document. Enter the email address of the recipient and a message. Click **Send** to finish.

**Sharing a folder**

You can also share a folder of documents with specific Donsapps users or even with those without a Google account.

To share a folder, create a folder designated for the share. Next, select **My Collections** from the folder links on the left. As with individual documents, click on the **Actions** menu to the right of the folder and select **Share Settings** out of the **Share** menu.
The **Share Settings** for folders are similar to that for individual documents. The share settings default to **Private** and only users you add by name can access the folder. In this setting, the users you add need to have a DonsApps or Google account to access the folder. You can also change the share permissions by clicking on the **Change** button in the **Permissions** section.

Selecting **Public** or **Faculty and Staff DonsApps** will allow you the flexibility to send a **link** to anyone whether the user has a DonsApps/Google account or not. Documents in the folder can be accessed, edited (if granted) and downloaded. Note that giving access to view also allows permission to download the document. Finally, providing access to edit allows a user with a DonsApps/Google account to login be able to upload to the folder.

*Remember that any document you place or upload into the shared folder adopts the permissions of the folder!*
Uploading Documents

You can upload documents to your Google Docs account by clicking on the **Upload** button. The dialog box allows you to search for a file on your computer to upload and it also provides the criteria and restrictions for uploading documents. Note that documents uploaded to Google Docs may not keep the same formatting that was in the original Word, Powerpoint or Excel document. In some browsers you can now drag and drop files from the desktop right into DonsApps Docs to add them to upload.

A new feature is the ability to upload files to DonsApps Docs without having the file convert to the Google Docs format, essentially using the service as file storage. You can upload pretty much any file, from Word to video to applications. In DonsApps you have a quota of 1 GB of storage for file storage uploads. Simply uncheck the box to **Convert documents and presentations to Google Docs format** and select the file to upload.
The icons of these uploads will appear as standard file icons instead of the Google Docs format icons.