CLOUD STORAGE & SAVING YOUR WORK

Pitts Theology Library, Weekly Workshop Series

Sarah Bogue

HAVE TWO BACKUPS OF YOUR WORK: ONE PHYSICAL, AND ONE IN THE CLOUD.

Sarah's Golden Rule

STORAGE OPTIONS

Physical:

Cloud:

box

OneDrive

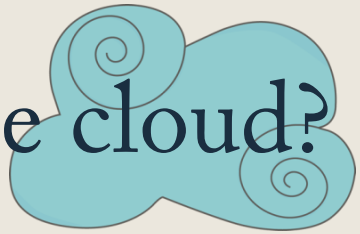
Dropbox

Google Drive

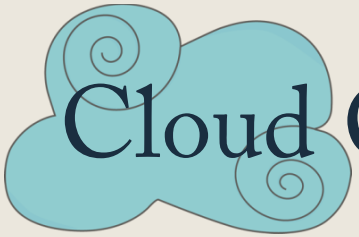
What is this “cloud” you speak of?

- Your data is stored somewhere that is NOT your personal computer
- You can access your data over the internet, often without any software to download

Why should you use the cloud?



- Security in case of a computer crash
- Ease of accessibility away from your computer
- Collaboration and group projects



Cloud Caveats

- You MUST have an internet connection
- Cost is sometimes a factor
- Security

HOW DO I DECIDE *WHICH* SERVICE TO USE?

COST

Do you have access to a free account?

Do you have an account through Emory?

Is there a yearly or monthly fee?

CAPACITY

How *much* can you store (at what rate)?
Are there individual item upload limits?

EDITING

Can you edit online?

Can you edit with your computer's programs?

SYNC

Can you have a folder that lives both on your desktop and in the cloud?

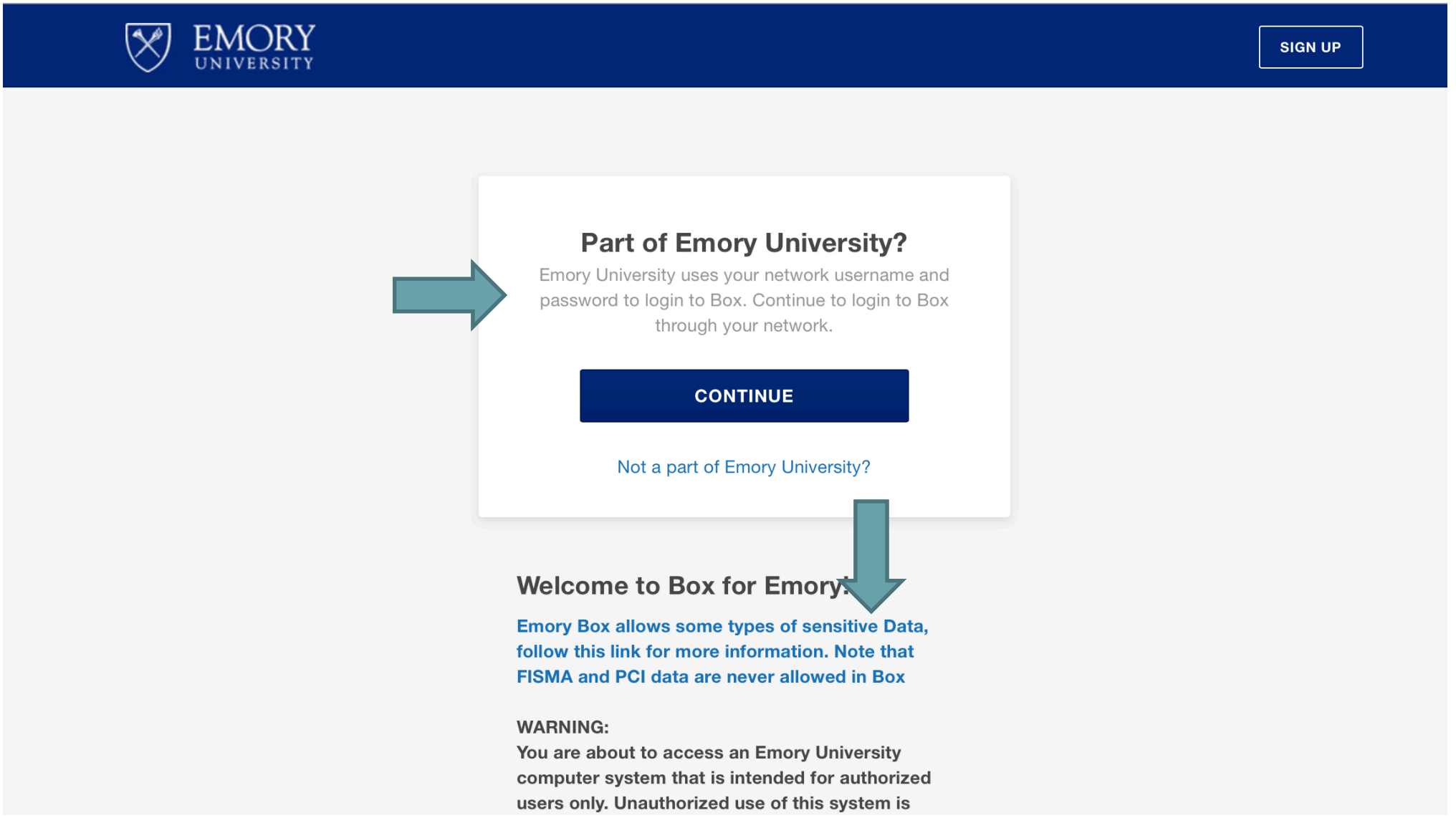
COLLABORATION

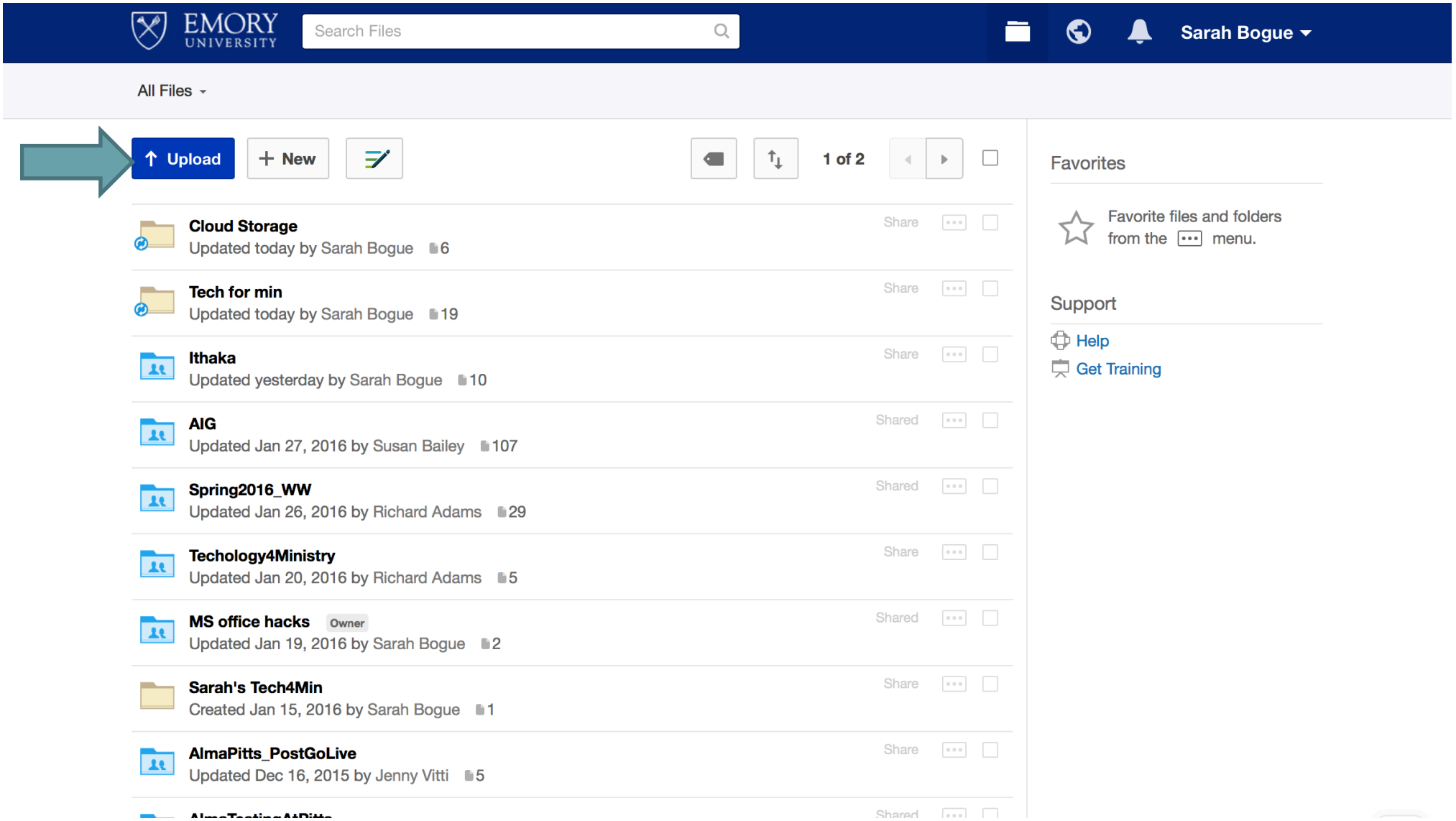
Can you generate a viewable link?
Can you invite collaborators to share and edit folders?
Are collaborators limited to users of that service?

box

emory.app.box.com

- Free 100 GB of space through Emory
- Editing both online and on desktop programs
- Sync folder available
- Excellent collaboration tools: generate link, add collaborators to folders/items, assign tasks, comment


EMORY
UNIVERSITY
SIGN UP
Part of Emory University?
Emory University uses your network username and password to login to Box. Continue to login to Box through your network.
CONTINUE
Not a part of Emory University?
Welcome to Box for Emory!
Emory Box allows some types of sensitive Data, follow this link for more information. Note that FISMA and PCI data are never allowed in Box
WARNING:
You are about to access an Emory University computer system that is intended for authorized users only. Unauthorized use of this system is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Cloud Storage
Updated today by Sarah Bogue 6
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Updated Jan 27, 2016 by Susan Bailey 107
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Techology4Ministry
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MS office hacks
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Sarah's Tech4Min
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AlmaPitts_PostGoLive
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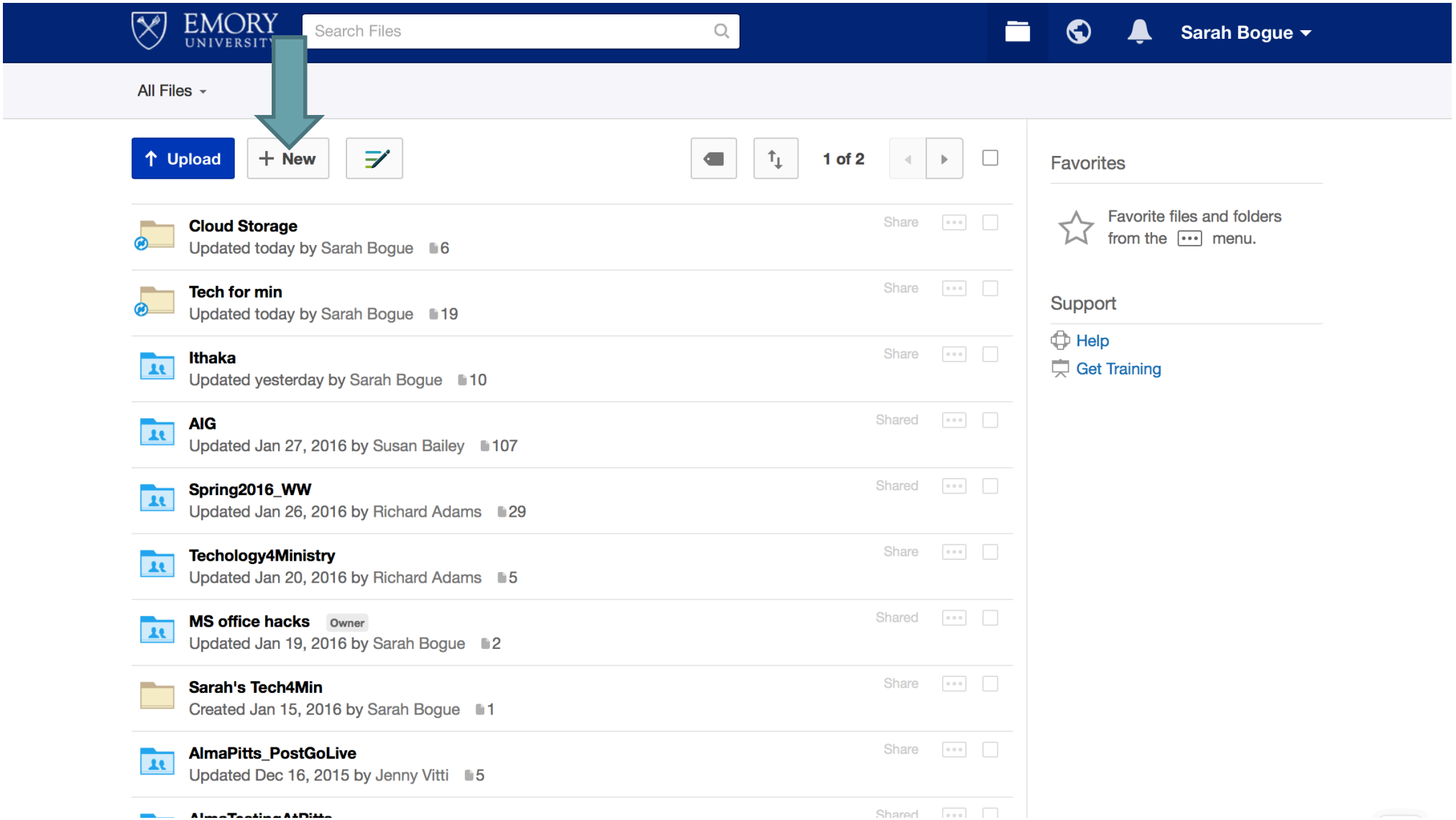
Share
Favorites
Favorite files and folders from the menu.
Support
Help
Get Training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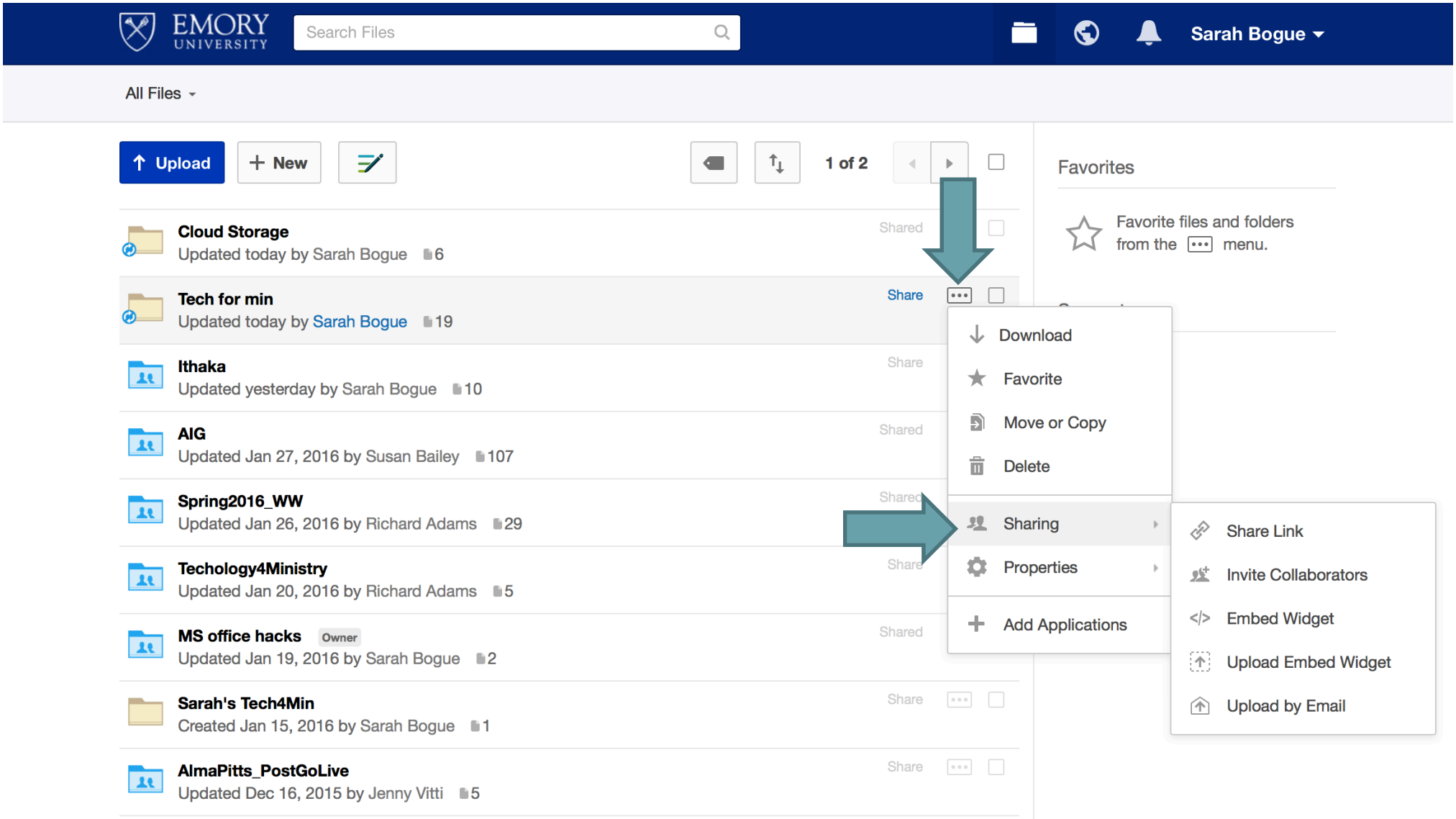
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Favorite files and folders from the menu.
Download
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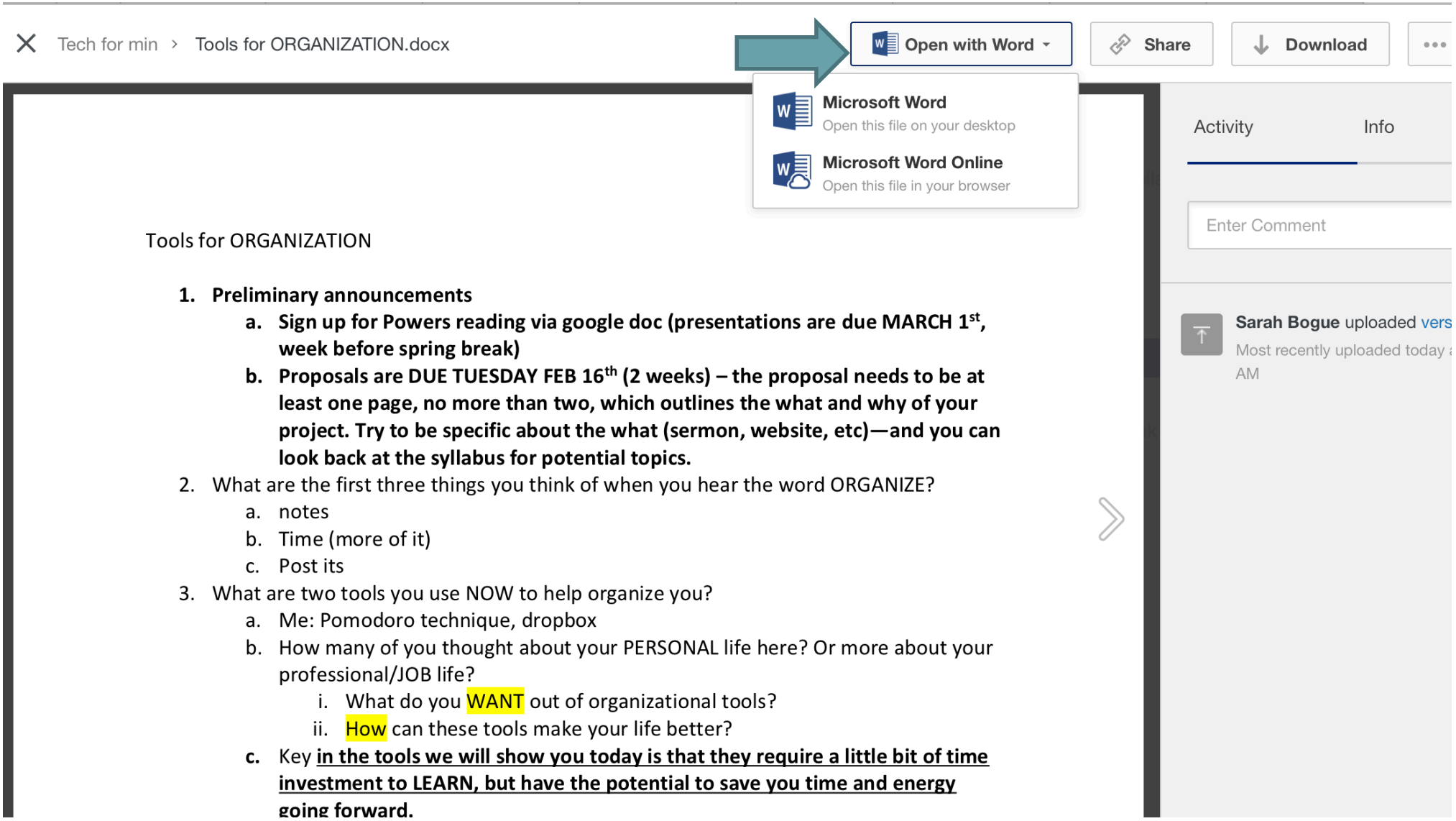
Add Applications
Share Link
Invite Collaborators
Embed Widget
Upload Embed Widget
Upload by Email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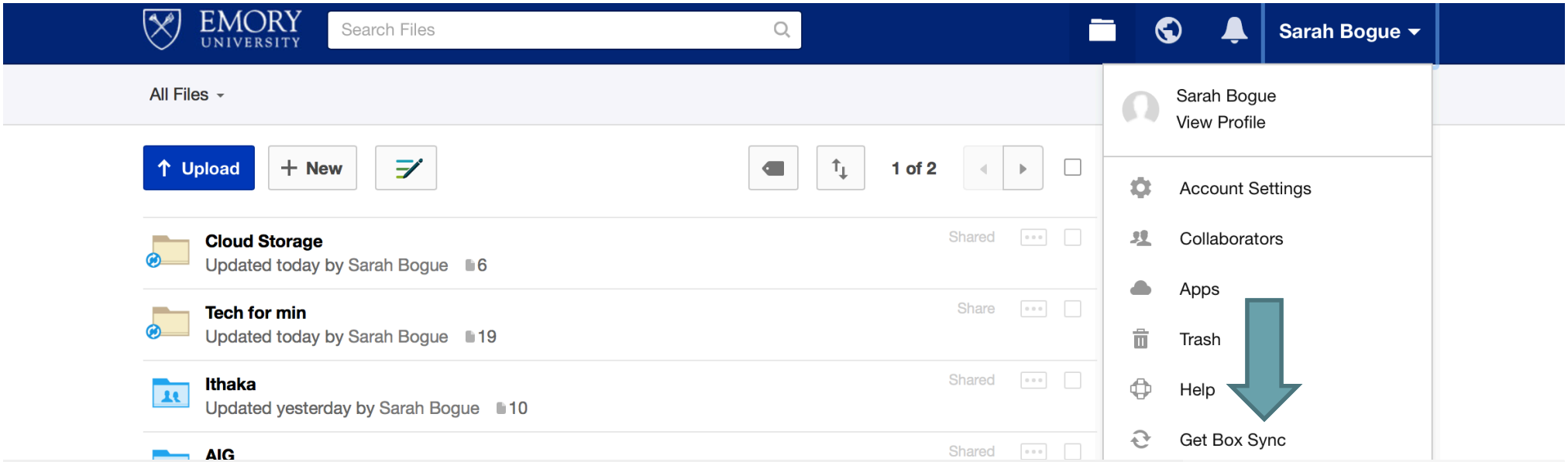
Tools for ORGANIZATION
1. Preliminary announcements
a. Sign up for Powers reading via google doc (presentations are due MARCH 1st, week before spring break)
b. Proposals are DUE TUESDAY FEB 16th (2 weeks) – the proposal needs to be at least one page, no more than two, which outlines the what and why of your project. Try to be specific about the what (sermon, website, etc)—and you can look back at the syllabus for potential topics.
2. What are the first three things you think of when you hear the word ORGANIZE?
a. notes
b. Time (more of it)
c. Post its
3. What are two tools you use NOW to help organize you?
a. Me: Pomodoro technique, dropbox
b. How many of you thought about your PERSONAL life here? Or more about your professional/JOB life?
i. What do you WANT out of organizational tools?
ii. How can these tools make your life better?
c. Key in the tools we will show you today is that they require a little bit of time investment to LEARN, but have the potential to save you time and energy going forward.

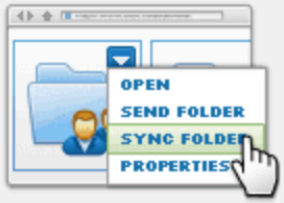


Box Sync

Box Sync

1. Get Box Sync for Mac
Download the latest version of Box Sync for Mac now to start syncing content between your desktop and your Box account.

2. Drag and drop folders
Drag folders on your computer into a folder called "My Box Files" to sync them with your Box account online.



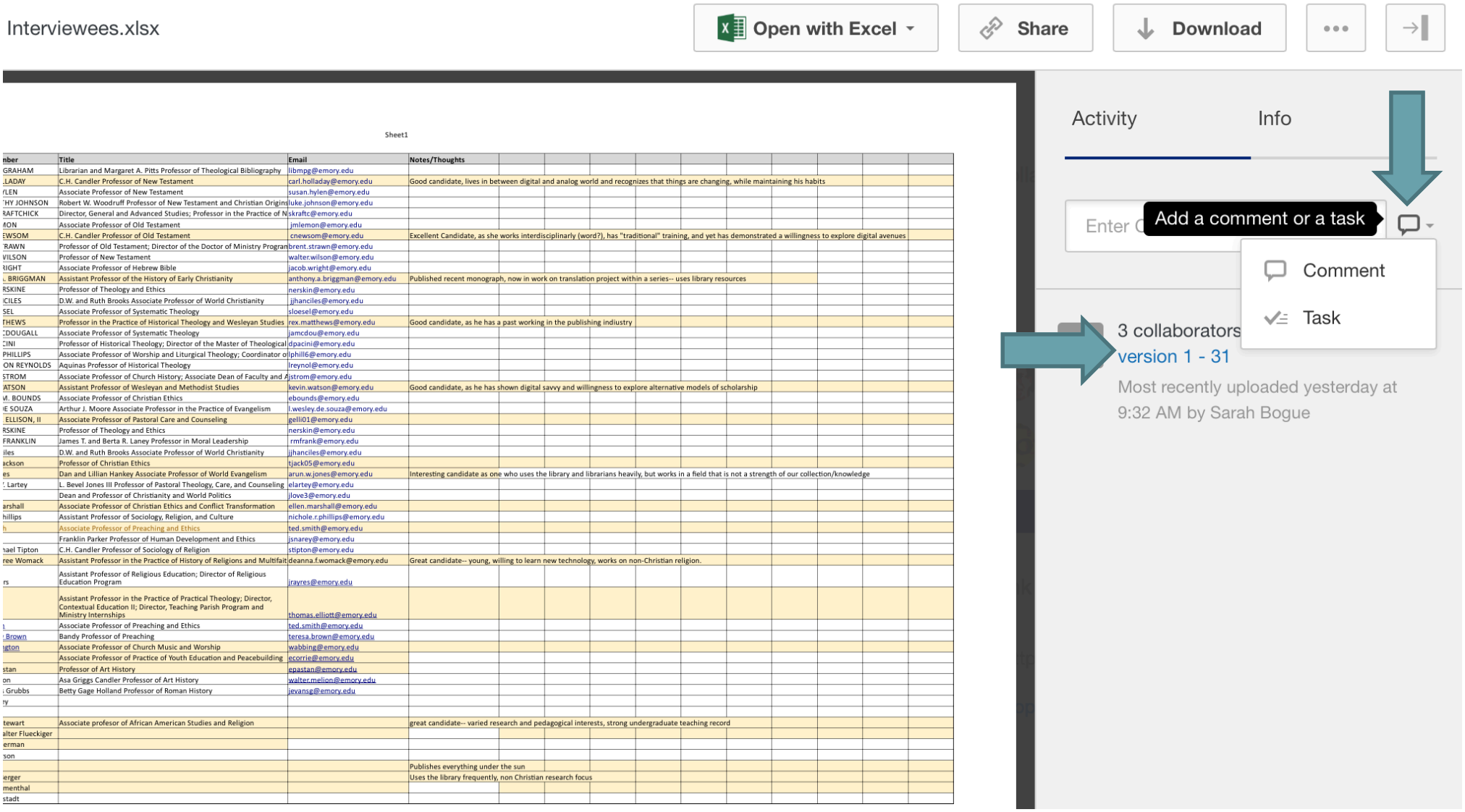
3. Mark folders to be synced
Log in to your Box account in any web browser and right click on a folder to sync it with your desktop.

Ready to get started with Box Sync?
Download your version now:

Windows
Mac OS X

Need access to the Box Sync MSI installers?
Download your version now:

MSI Installer for Windows 32 bit
MSI Installer for Windows 64 bit



nber	Title	Email	Notes/Thoughts
GRAHAM	Librarian and Margaret A. Pitts Professor of Theological Bibliography	libmpg@emory.edu	
LADAY	C.H. Candler Professor of New Testament	carl.holladay@emory.edu	Good candidate, lives in between digital and analog world and recognizes that things are changing, while maintaining his habits
/LEN	Associate Professor of New Testament	susan.hylen@emory.edu	
'HY JOHNSON	Robert W. Woodruff Professor of New Testament and Christian Origins	luke.johnson@emory.edu	
RAFTCHICK	Director, General and Advanced Studies; Professor in the Practice of N	skraftc@emory.edu	
MON	Associate Professor of Old Testament	jmlemon@emory.edu	
EWSOM	C.H. Candler Professor of Old Testament	cnewsom@emory.edu	Excellent Candidate, as she works interdisciplinarly (word?), has "traditional" training, and yet has demonstrated a willingness to explore digital avenues
'RAWN	Professor of Old Testament; Director of the Doctor of Ministry Program	brent.strawn@emory.edu	
VILSON	Professor of New Testament	walter.wilson@emory.edu	
RIGHT	Associate Professor of Hebrew Bible	jacob.wright@emory.edu	
. BRIGGMAN	Assistant Professor of the History of Early Christianity	anthony.a.briggman@emory.edu	Published recent monograph, now in work on translation project within a series-- uses library resources
RSKINE	Professor of Theology and Ethics	nerskin@emory.edu	
ICILES	D.W. and Ruth Brooks Associate Professor of World Christianity	jjhanciles@emory.edu	
SEL	Associate Professor of Systematic Theology	sloesel@emory.edu	
THEWS	Professor in the Practice of Historical Theology and Wesleyan Studies	rex.matthews@emory.edu	Good candidate, as he has a past working in the publishing indiustry
CDOUGALL	Associate Professor of Systematic Theology	jamcdou@emory.edu	
CINI	Professor of Historical Theology; Director of the Master of Theological	dpacini@emory.edu	
PHILLIPS	Associate Professor of Worship and Liturgical Theology; Coordinator of	phill6@emory.edu	
ON REYNOLDS	Aquinas Professor of Historical Theology	reynol@emory.edu	
STROM	Associate Professor of Church History; Associate Dean of Faculty and A	jstrom@emory.edu	
ATSON	Assistant Professor of Wesleyan and Methodist Studies	kevin.watson@emory.edu	Good candidate, as he has shown digital savvy and willingness to explore alternative models of scholarship
M. BOUNDS	Associate Professor of Christian Ethics	ebounds@emory.edu	
E SOUZA	Arthur J. Moore Associate Professor in the Practice of Evangelism	l.wesley.de.souza@emory.edu	
ELLISON, II	Associate Professor of Pastoral Care and Counseling	gelli01@emory.edu	
RSKINE	Professor of Theology and Ethics	nerskin@emory.edu	
FRANKLIN	James T. and Berta R. Laney Professor in Moral Leadership	rmfrank@emory.edu	
iles	D.W. and Ruth Brooks Associate Professor of World Christianity	jjhanciles@emory.edu	
ackson	Professor of Christian Ethics	tjack05@emory.edu	
es	Dan and Lillian Hankey Associate Professor of World Evangelism	arun.w.jones@emory.edu	Interesting candidate as one who uses the library and librarians heavily, but works in a field that is not a strength of our collection/knowledge
. Lartey	L. Bevel Jones III Professor of Pastoral Theology, Care, and Counseling	elartey@emory.edu	
	Dean and Professor of Christianity and World Politics	jlove3@emory.edu	
arshall	Associate Professor of Christian Ethics and Conflict Transformation	ellen.marshall@emory.edu	
hillips	Assistant Professor of Sociology, Religion, and Culture	nichole.r.phillips@emory.edu	
h	Associate Professor of Preaching and Ethics	ted.smith@emory.edu	
	Franklin Parker Professor of Human Development and Ethics	jsnarey@emory.edu	
hael Tipton	C.H. Candler Professor of Sociology of Religion	stipton@emory.edu	
ree Womack	Assistant Professor in the Practice of History of Religions and Multifait	deanna.f.womack@emory.edu	Great candidate-- young, willing to learn new technology, works on non-Christian religion.
rs	Assistant Professor of Religious Education; Director of Religious Education Program	jrayres@emory.edu	
	Assistant Professor in the Practice of Practical Theology; Director, Contextual Education II; Director, Teaching Parish Program and Ministry Internships	thomas.elliott@emory.edu	
h	Associate Professor of Preaching and Ethics	ted.smith@emory.edu	
Brown	Bandy Professor of Preaching	teresa.brown@emory.edu	
gton	Associate Professor of Church Music and Worship	wabbing@emory.edu	
	Associate Professor of Practice of Youth Education and Peacebuilding	ecorrie@emory.edu	
stan	Professor of Art History	epastan@emory.edu	
on	Asa Griggs Candler Professor of Art History	walter.melion@emory.edu	
Grubbs	Betty Gage Holland Professor of Roman History	jevansg@emory.edu	
ry			
tewart	Associate profesor of African American Studies and Religion		great candidate-- varied research and pedagogical interests, strong undergraduate teaching record
alter Fluckiger			
erman			
son			
			Publishes everything under the sun
erger			Uses the library frequently, non Christian research focus
menthal			
stadt			

Pros

- Free 100 GB storage from Emory, no sign ups
- Excellent for collaboration

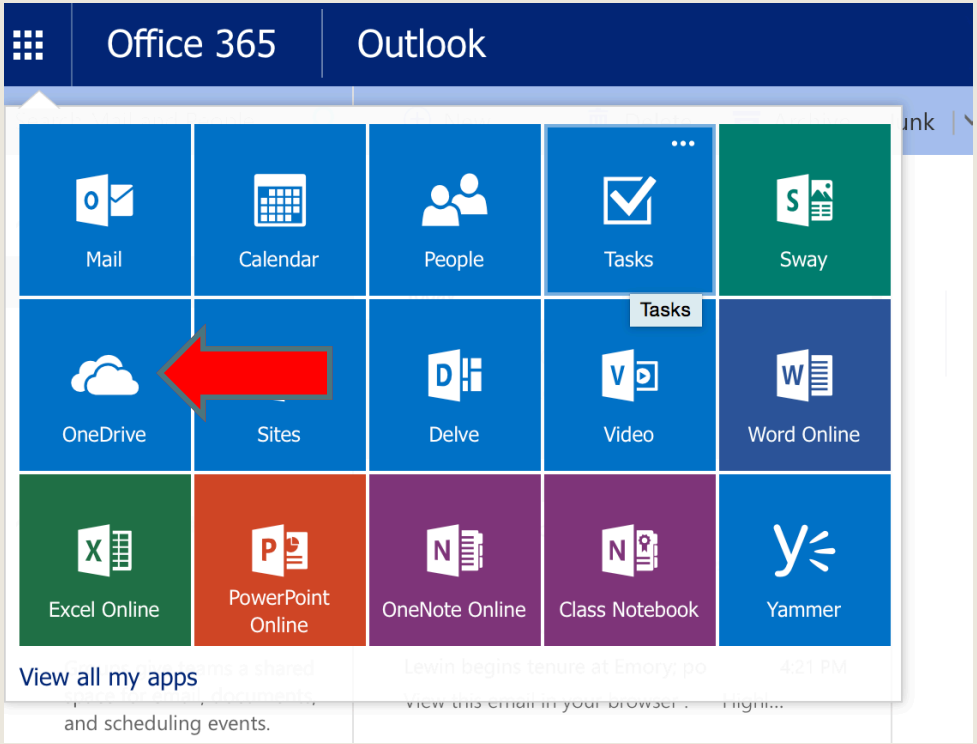
Cons

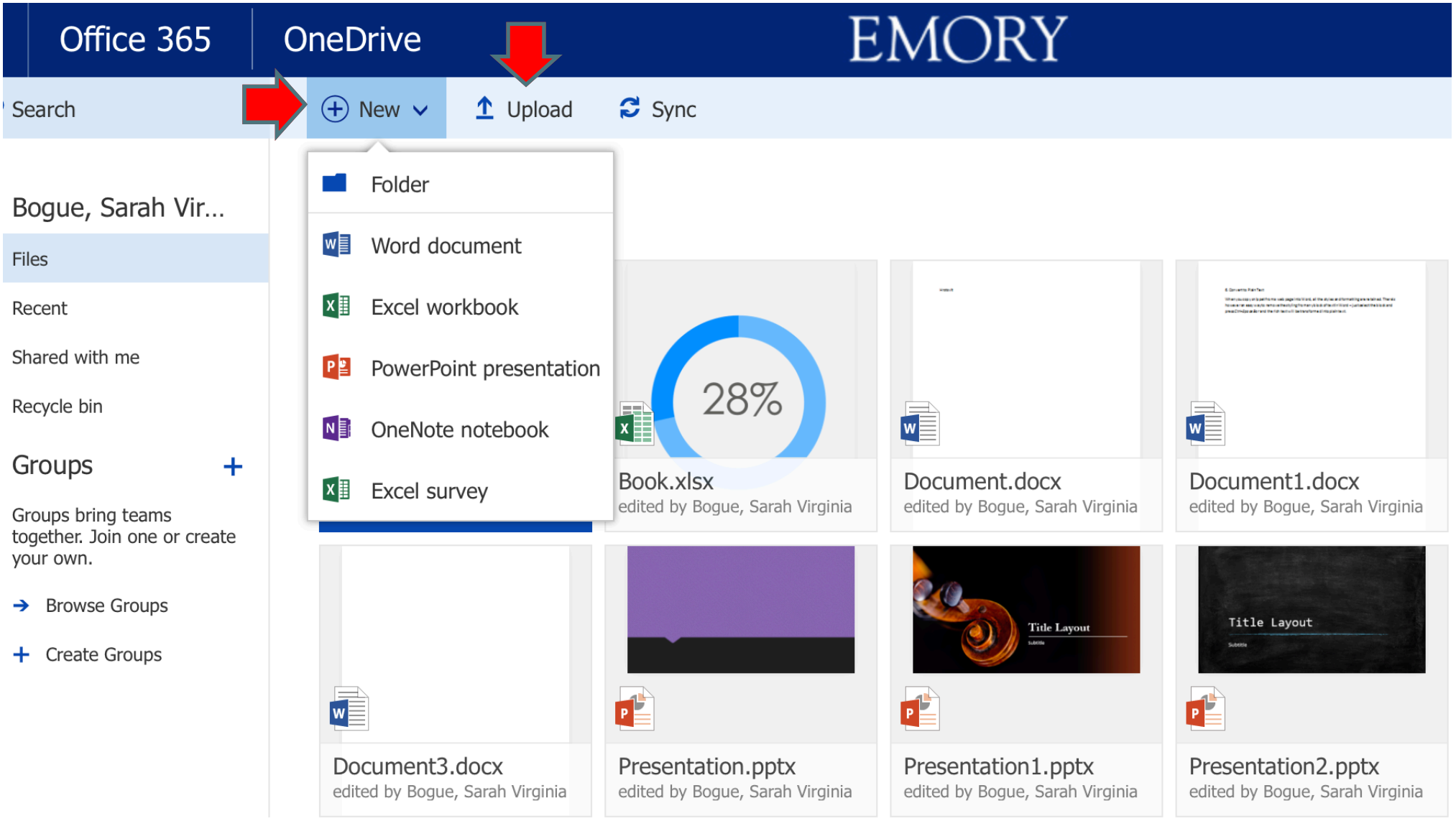
- Number of features can be overwhelming
- Once you leave Emory, you won't have access to documents stored on Box

OneDrive

- Free 1 TB of space through Emory
- Integrates seamlessly with MS Office products, especially Outlook

Access: email.emory.edu




Office 365
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Files
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Groups bring teams together. Join one or create your own.
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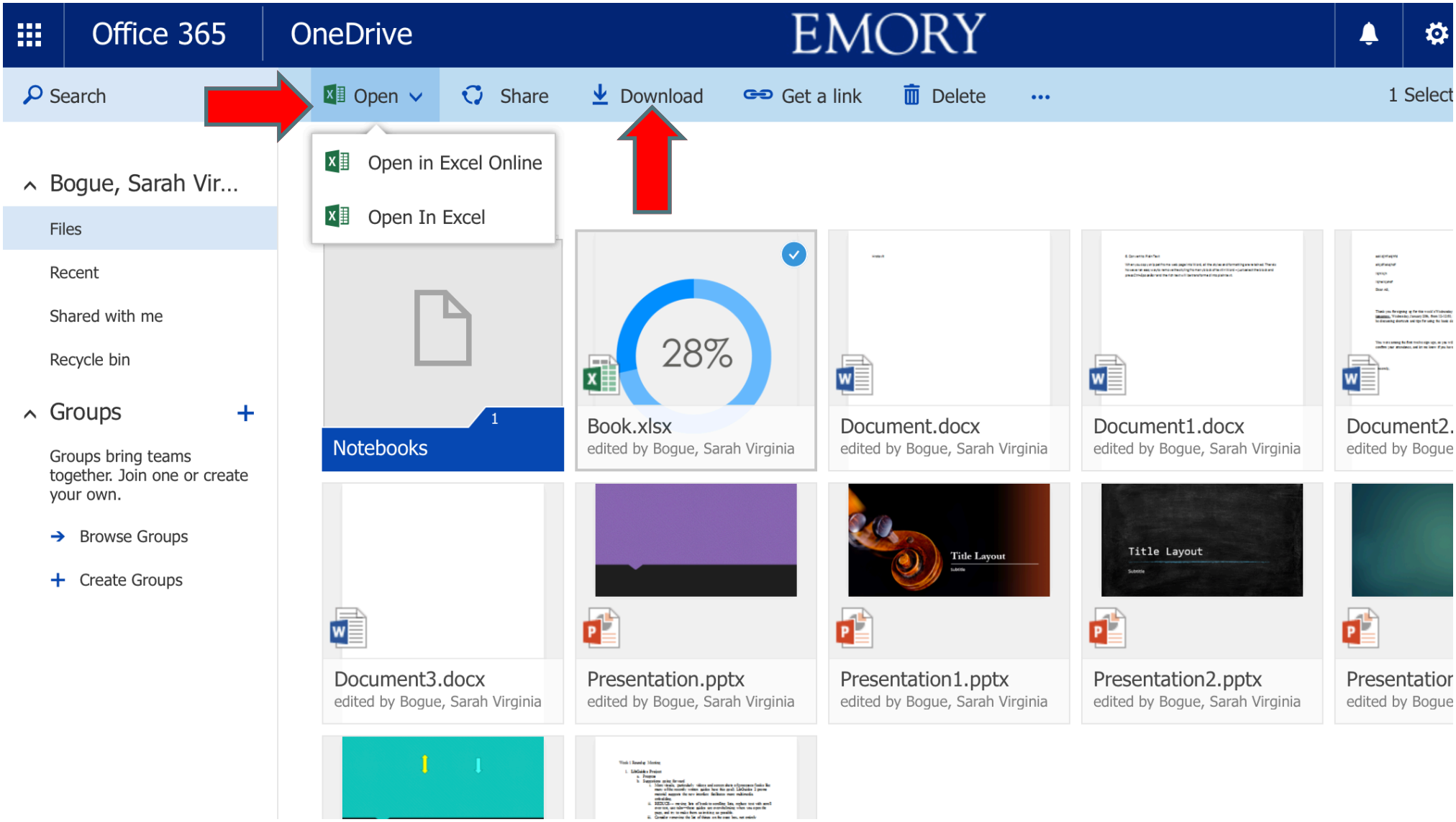
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Groups bring teams together. Join one or create your own.
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OneDrive Download | Plans | How-to | Business | Blogs ∨ Sign up Sign in

Download OneDrive for Mac OS X

Windows | Android | Mac OS X | iOS | Windows Phone | Xbox

OneDrive

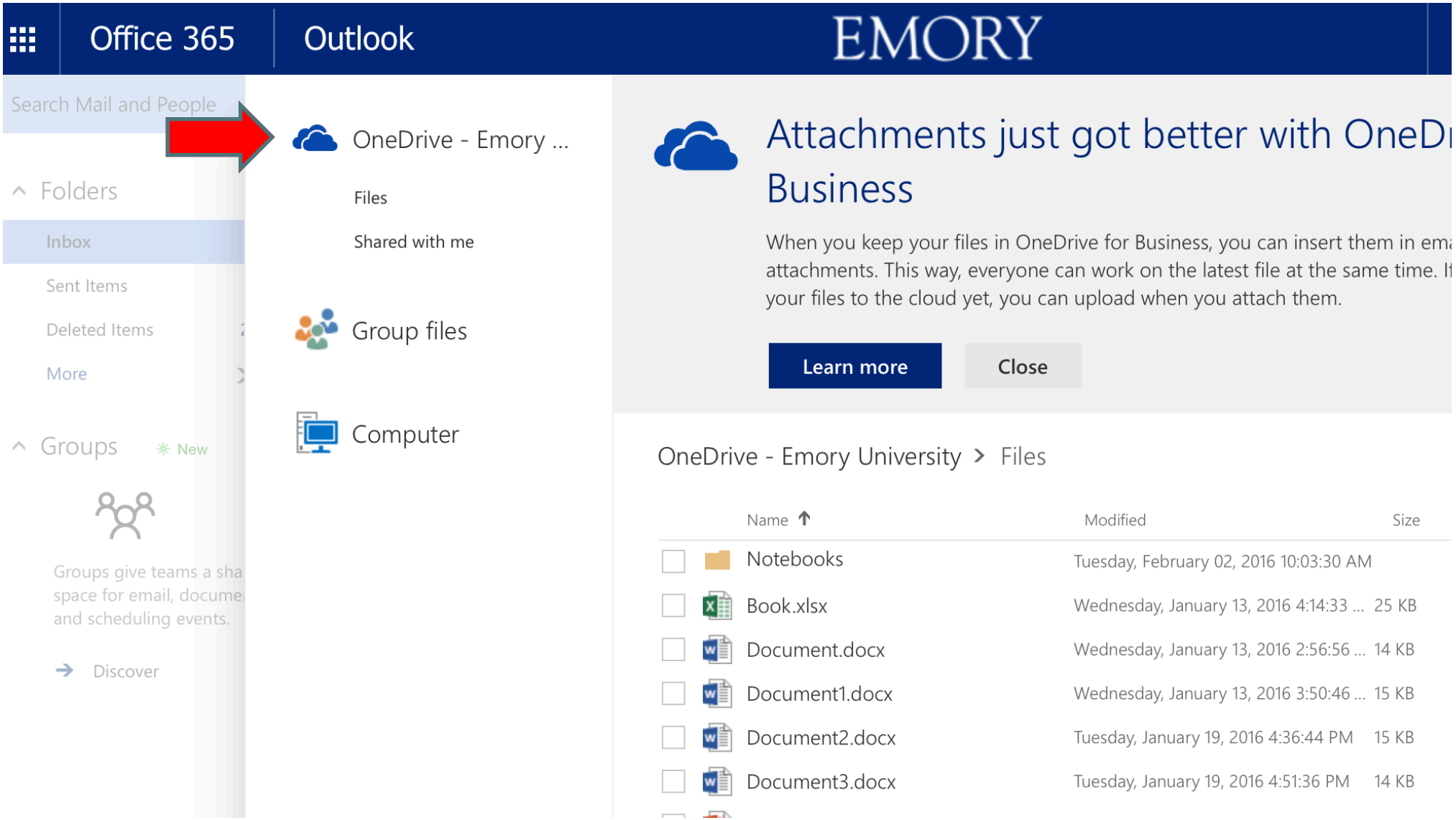
Download on the Mac App Store

OneDrive for Business

(Mac OS X 10.9+)

Download the Next Generation Sync Client for OneDrive for Business below.

Download


Office 365
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OneDrive - Emory ...
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When you keep your files in OneDrive for Business, you can insert them in em
attachments. This way, everyone can work on the latest file at the same time. I
your files to the cloud yet, you can upload when you attach them.
Learn more
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Book.xlsx
Wednesday, January 13, 2016 4:14:33 ...
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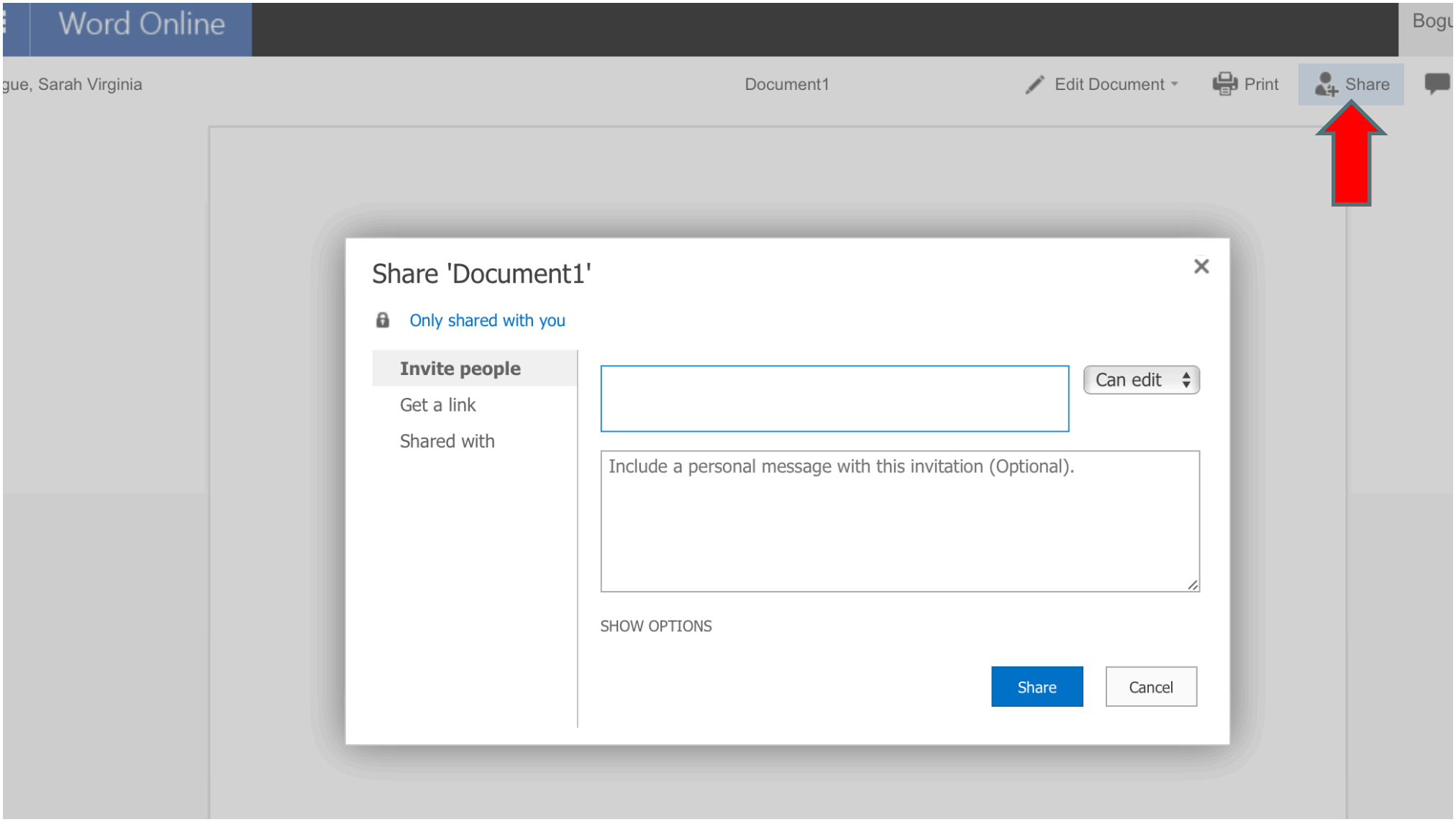
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gue, Sarah Virginia
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Only shared with you
Invite people
Get a link
Shared with
Can edit
Include a personal message with this invitation (Optional).
SHOW OPTIONS
Share
Cancel

Pros

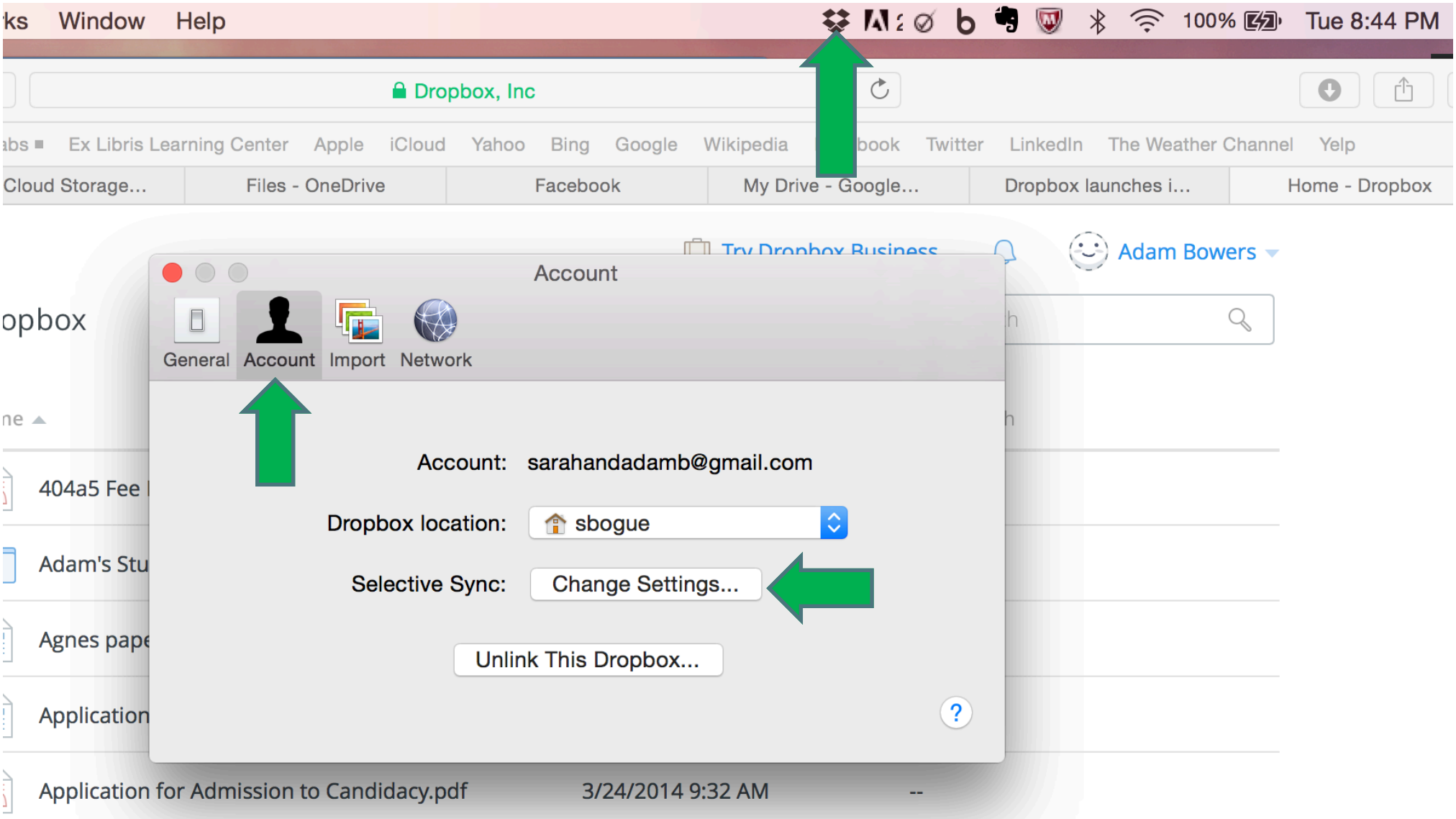
- Integrated into your existing Emory Office365, especially online
- 1 TB of available space

Cons

- Not encrypted at the same level as Box
- Once you leave Emory, you won't have access to documents, and the free account has far less capacity

dropbox.com

- Desktop applications for Windows, Mac and Linux, apps for phones/tablets of all operating systems
- Collaboration available with non-Dropbox users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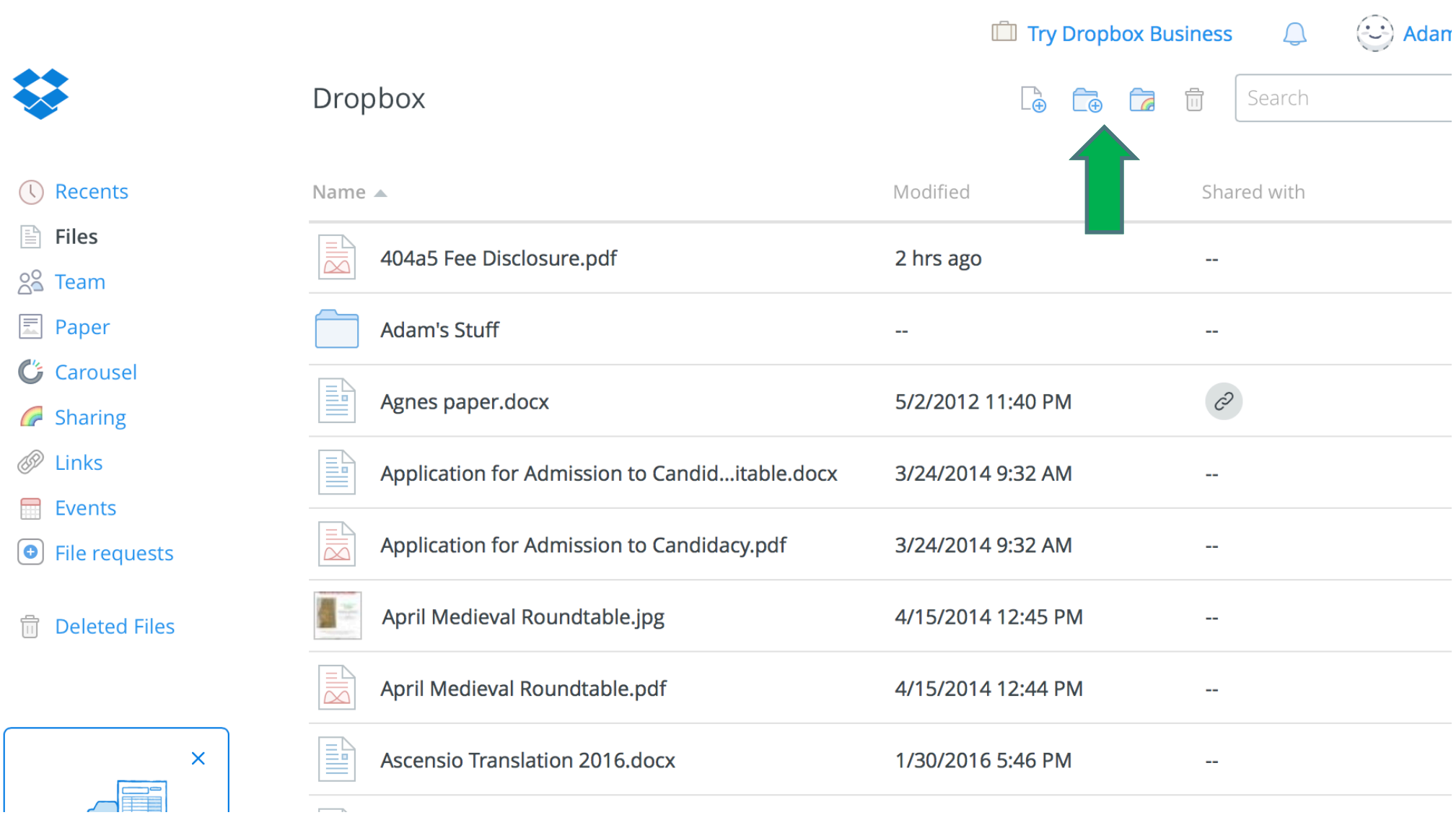
Try Dropbox Business
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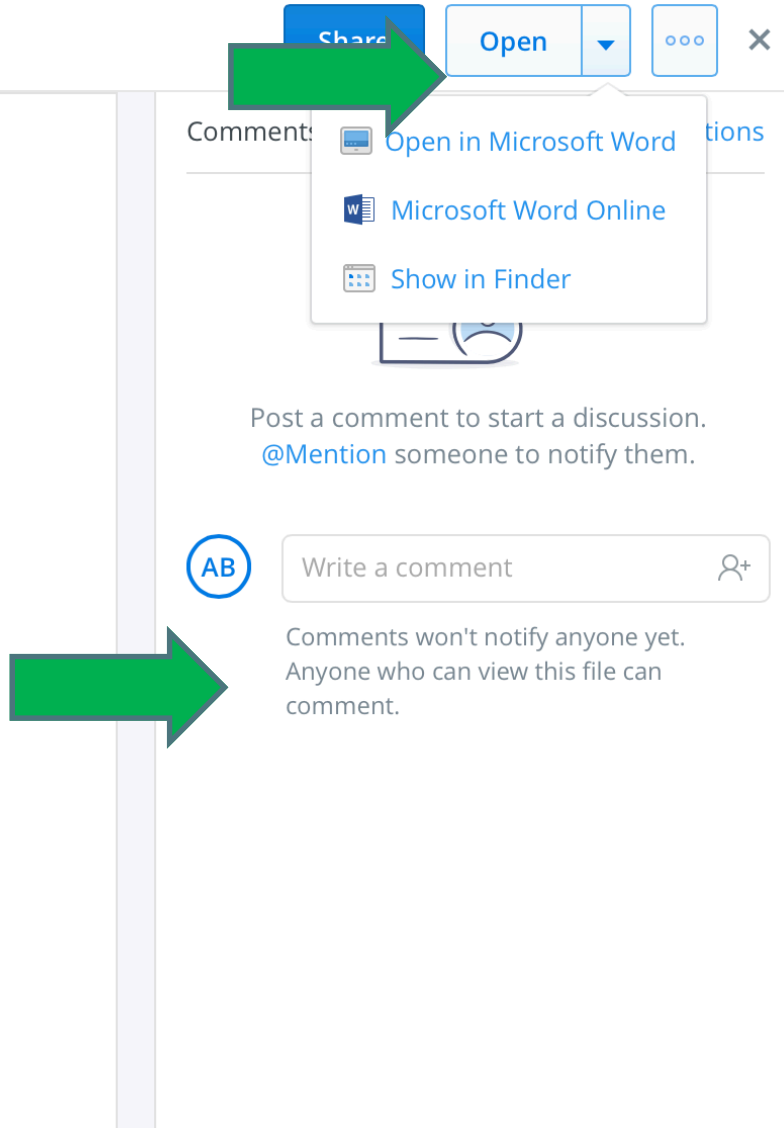
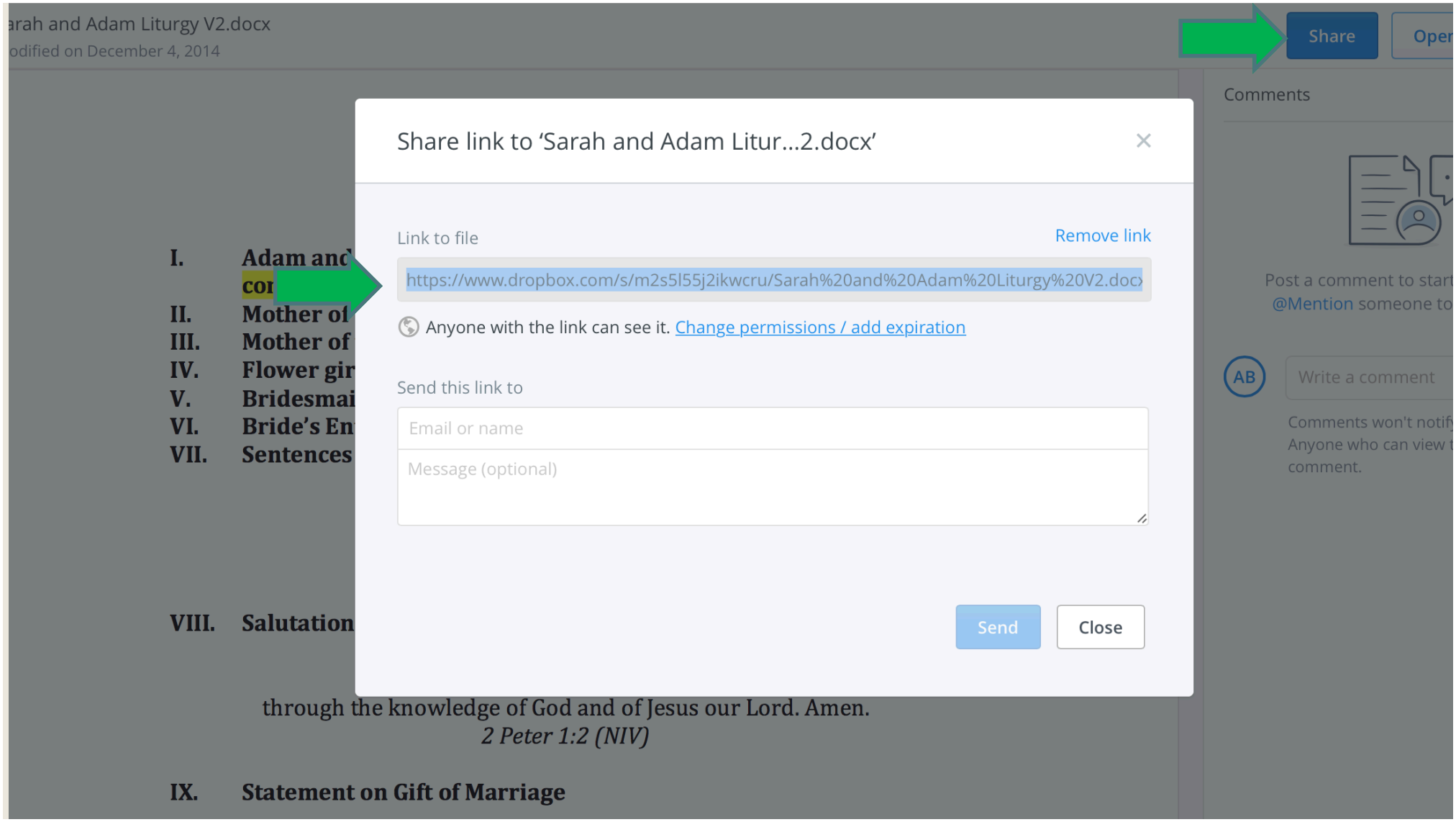
and Groomsman enter MUSIC for all of this and for general
g in/gathering?
r of the Groom escorted
r of the Bride escorted
girl: Beatrice
maids: Mary Reid, then Elizabeth
s Entrance: Different Music ?
ıces of Scripture

God is love, and those who abide in love,
abide in God, and God abides in them.
1 John 4:16b

tion

Grace and peace be yours in abundance,
ıgh the knowledge of God and of Jesus our Lord. Amen.
2 Peter 1:2 (NIV)

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Comments
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Link to file
Remove link
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Anyone with the link can see it. Change permissions / add expiration
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III. Mother of
IV. Flower gir
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VI. Bride's En
VII. Sentences
VIII. Salutation
through the knowledge of God and of Jesus our Lord. Amen.
2 Peter 1:2 (NIV)
IX. Statement on Gift of Marriage

Dropbox

Search

Name	Modified	Shared with
Rosie under couch.pdf	3/25/2014 8:18 AM	--
rosie under couch.png	3/25/2014 8:19 AM	--
Sarah and Adam engagement	--	CB SB AB
Sarah and Adam Liturgy V2.docx	12/4/2014 4:29 PM	
Sarah and Adam Liturgy V4.docx	1/4/2015 9:27 PM	
Sarah and Adam's Wedding	--	
Sarah's Documents	--	--
Sarah's Files	--	--
Sarah's Tax Documents	--	--
Save_the_Date__January_3__2015-rec...11-09-14.csv	11/9/2014 11:51 AM	--

Share

Invite people to collaborate...
People can sync and edit

Send link...
People can view

Try Dropbox Business

Adam Bowers

File requests

- Recents
- Files
- Team
- Paper
- Carousel
- Sharin
- Links
- Events
- File requests

Deleted Files

Introducing file requests

Invite anyone to upload files to your Dropbox, even if they don't have an account.

Create a file request

What kinds of things can I request?

Homework assignments, presentation slides, contest submissions, vacation

Who can see the files I request?

Only you can see the files you request, unless you decide to share them.

Where will the files go?

We'll create a folder for each request or you can choose one that's already in your Dropbox.

Pros

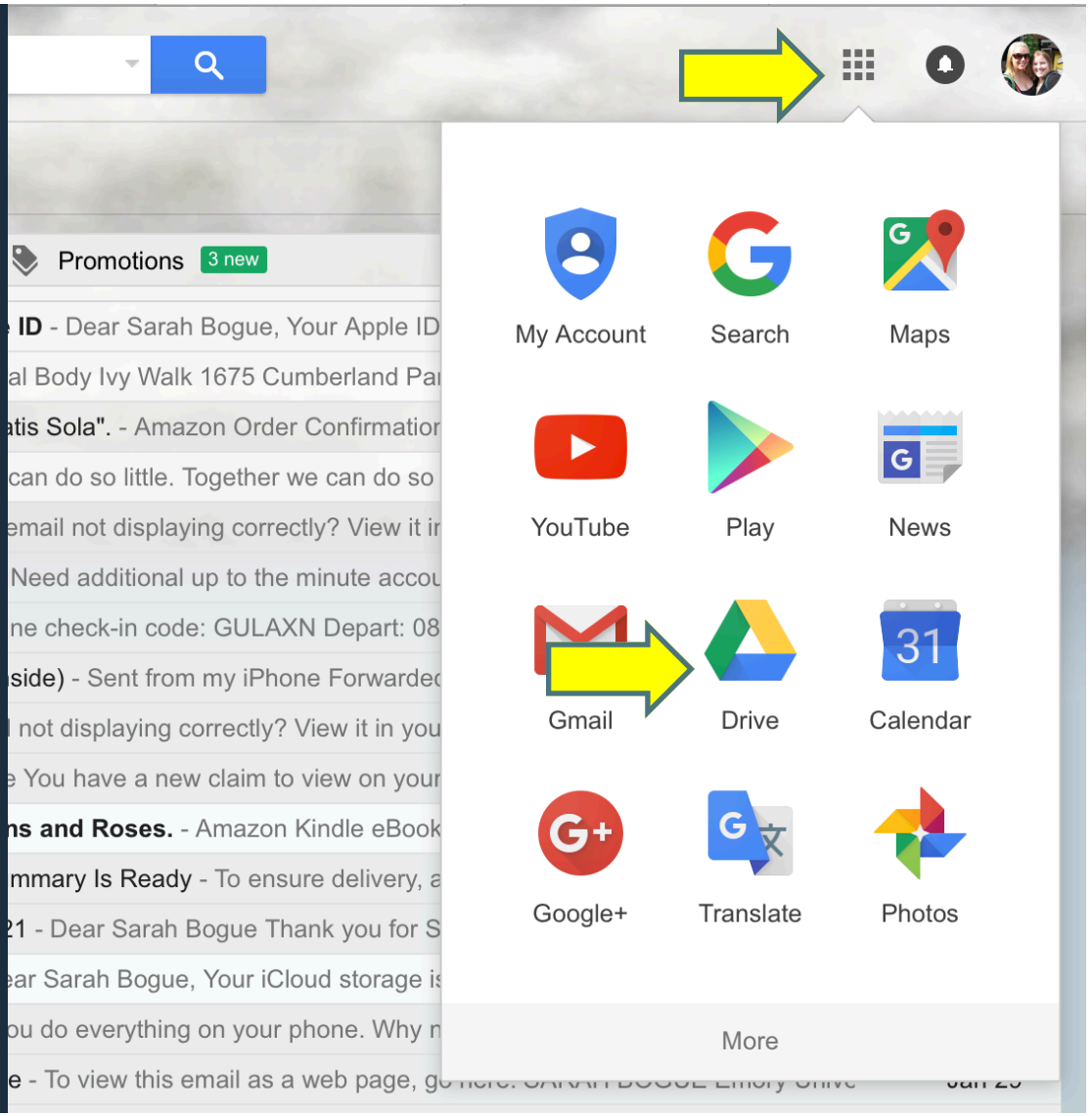
- Cross-platform access, seamless synchronization
- Collaboration with non-Dropbox users

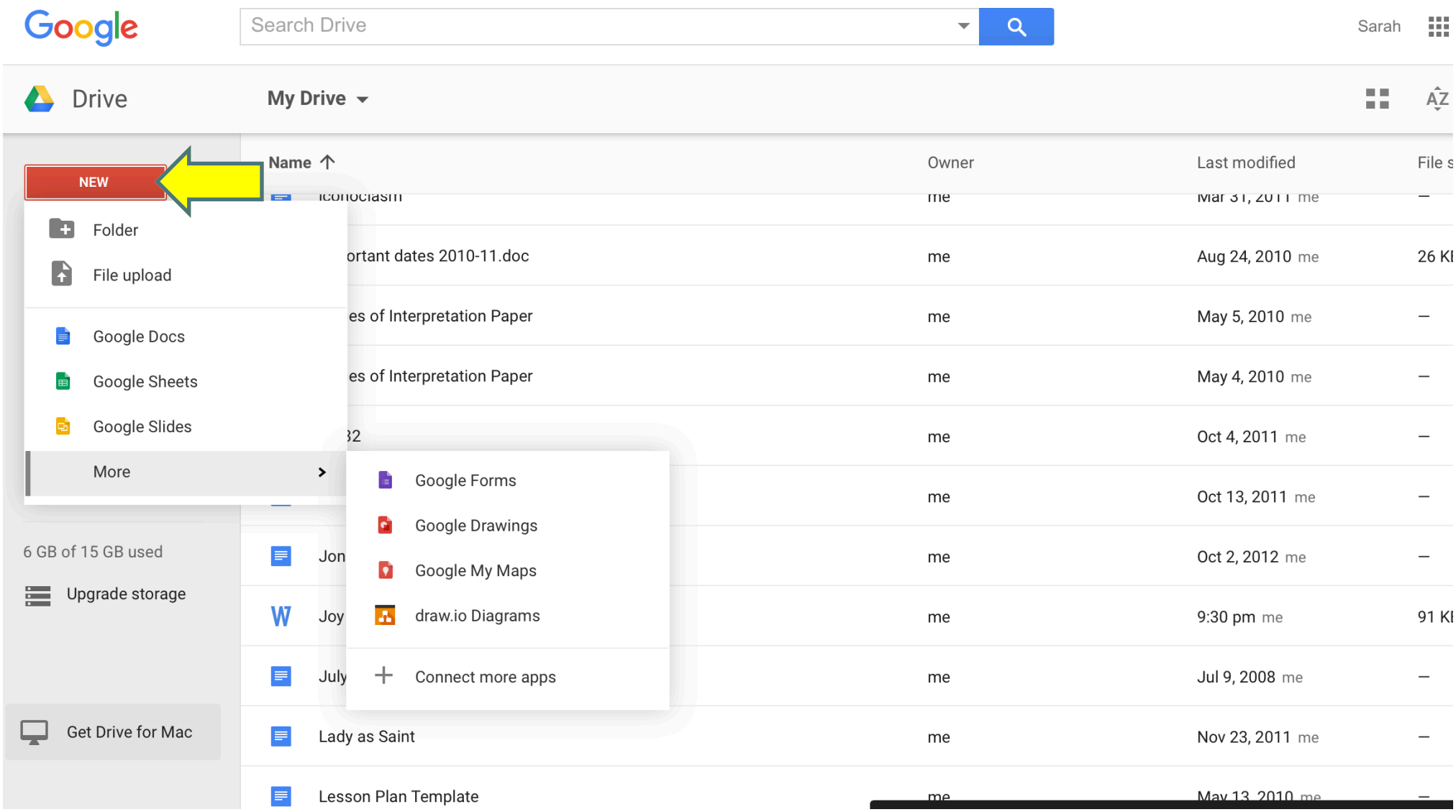
Cons

- Only 2GB of space is free
- Only beta testing Dropbox “Paper” for synchronous editing and commenting

Google Drive

- 15 GB of free storage space available
- Everyone has Gmail!
- Fantastic collaboration options, including synchronous editing even with non-Google users

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Google Drawings
Google My Maps
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Connect more apps
6 GB of 15 GB used
Upgrade storage
Get Drive for Mac
Name
Owner
Last modified
me
Aug 24, 2010 me
May 5, 2010 me
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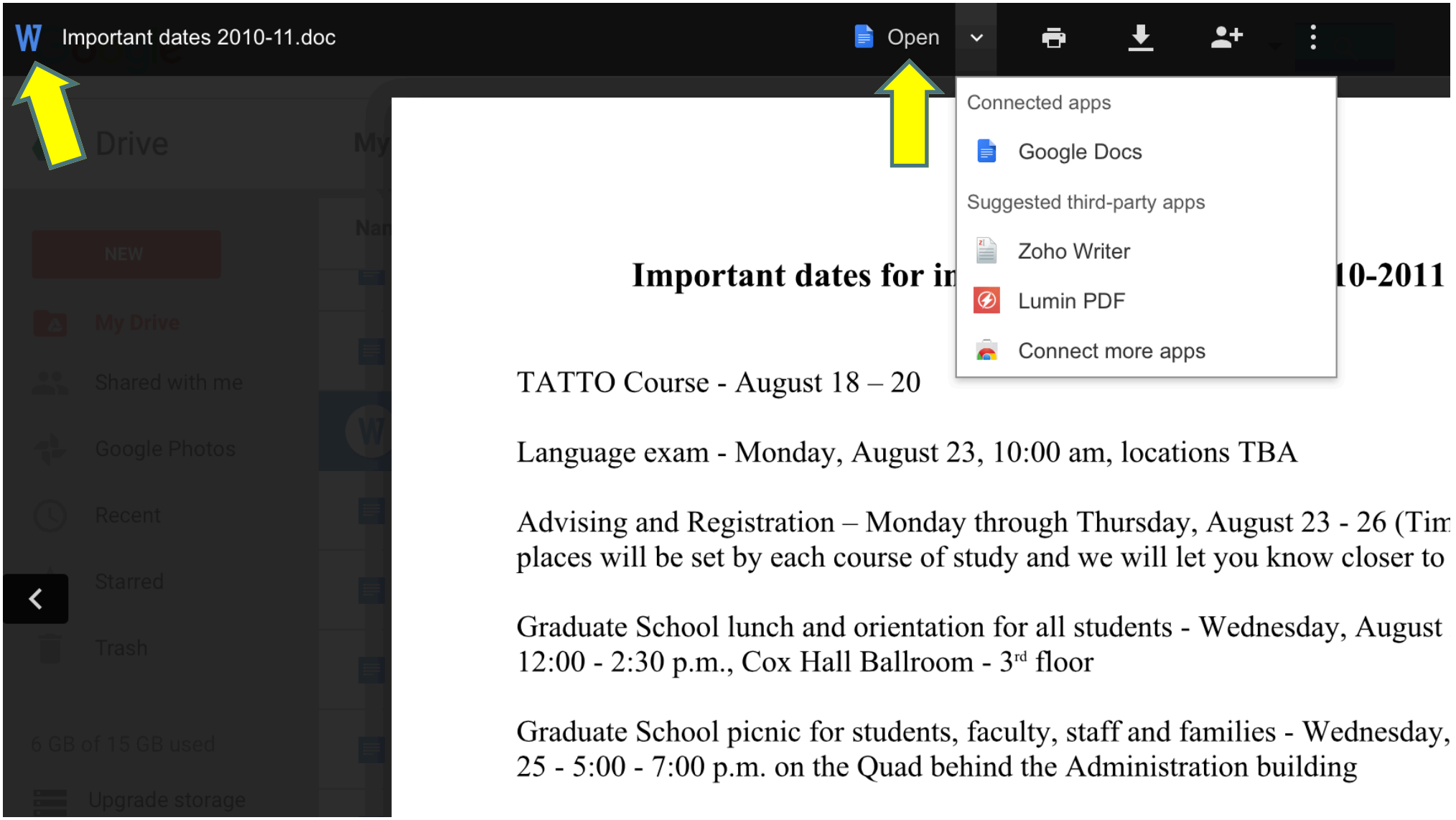
9:30 pm me
Jul 9, 2008 me
Nov 23, 2011 me
Lesson Plan Template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Suggested third-party apps
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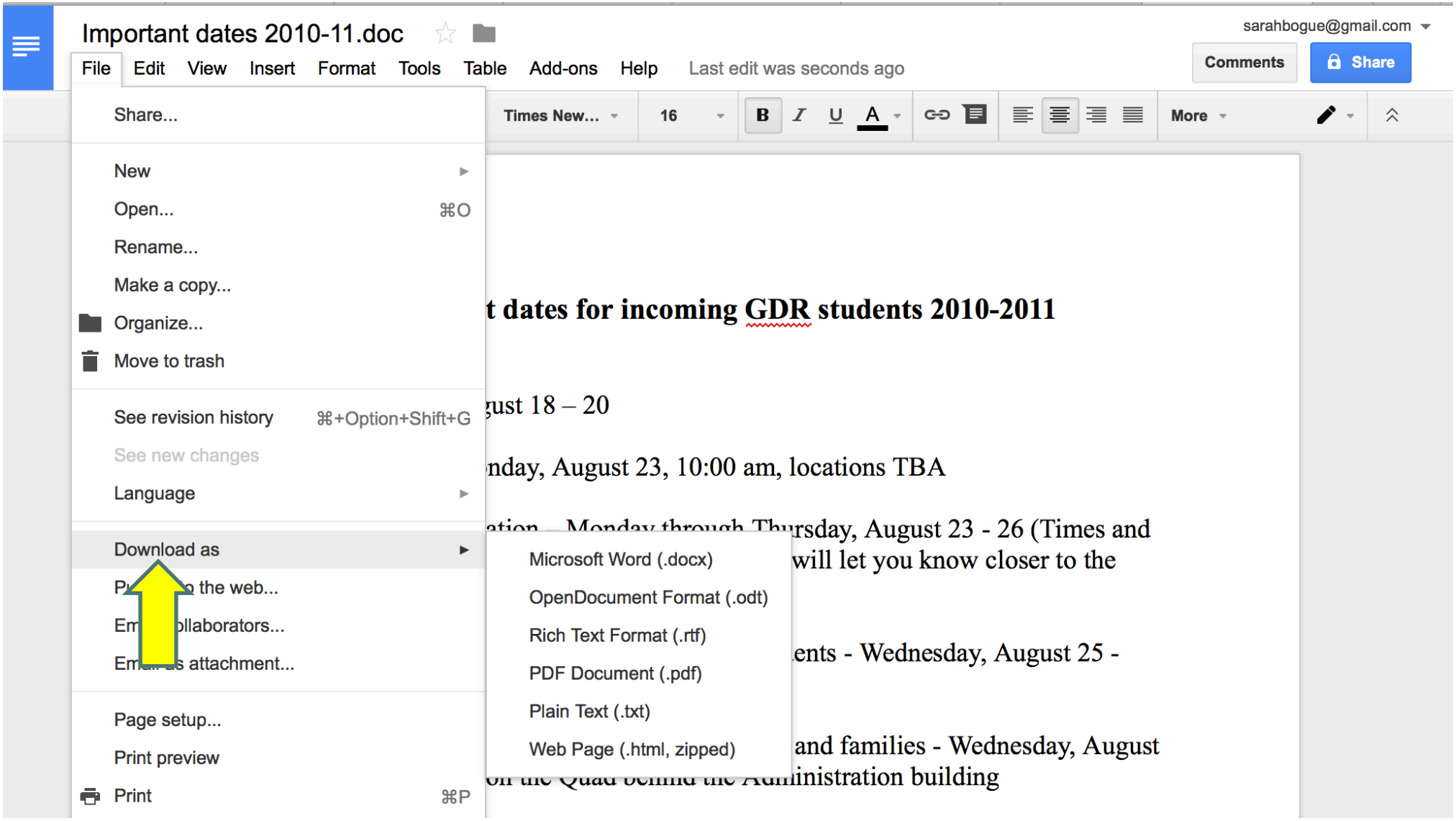
6 GB of 15 GB used
Upgrade storage
Important dates for in
10-2011
TATTO Course - August 18 – 20
Language exam - Monday, August 23, 10:00 am, locations TBA
Advising and Registration – Monday through Thursday, August 23 - 26 (Tim
places will be set by each course of study and we will let you know closer to
Graduate School lunch and orientation for all students - Wednesday, August
12:00 - 2:30 p.m., Cox Hall Ballroom - 3rd floor
Graduate School picnic for students, faculty, staff and families - Wednesday,
25 - 5:00 - 7:00 p.m. on the Quad behind the Administration building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OpenDocument Format (.odt)
Rich Text Format (.rtf)
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Plain Text (.txt)
Web Page (.html, zipped)
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16
More
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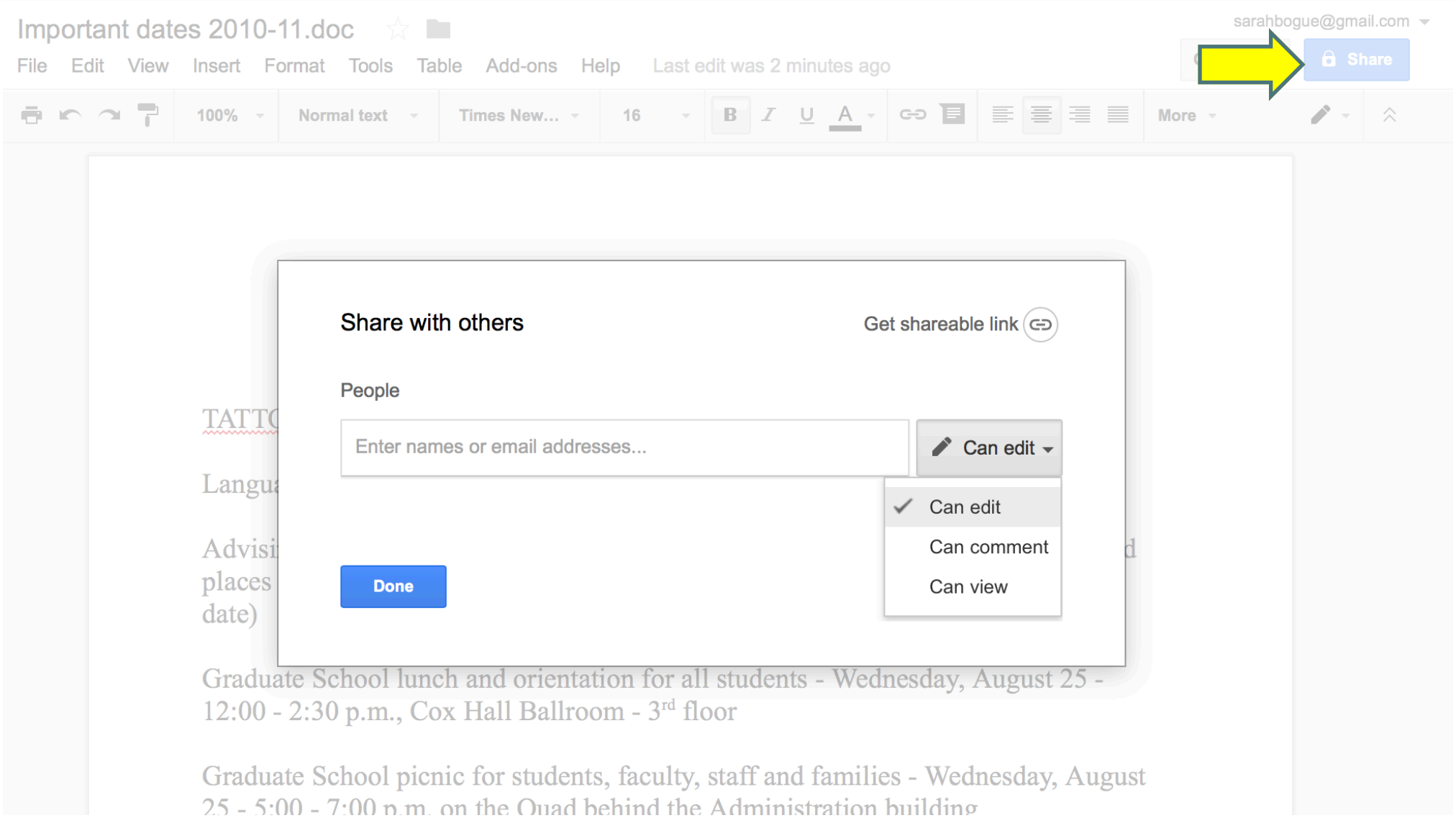
will let you know closer to the
ents - Wednesday, August 25 -
and families - Wednesday, August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Get shareable link
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Can edit
Can comment
Can view
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Graduate School lunch and orientation for all students - Wednesday, August 25 - 12:00 - 2:30 p.m., Cox Hall Ballroom - 3rd floor
Graduate School picnic for students, faculty, staff and families - Wednesday, August 25 - 5:00 - 7:00 p.m. on the Quad behind the Administration building

Google Drive

Meet Drive | Using Drive | **Download** | For Work | Help

Get Drive Everywhere

Add files to Drive from your Mac and they sync with your other devices — automatically.

Download for Mac

Download on the App Store

GET IT ON Google Play

Pros

- Commonality of Gmail
- Superb collaboration tools– synchronous editing, chat, and saving

Cons

- Some issues with MS Office products
- Privacy concerns (as a Google product)

GET IN THE HABIT OF SAVING AND BACKING UP YOUR WORK…

in both a PHYSICAL and CLOUD-BASED format!