



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:





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?

Elements to Consider

- Cost
- Capacity
- Editing
- Sync
- Collaboration



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



Pros

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

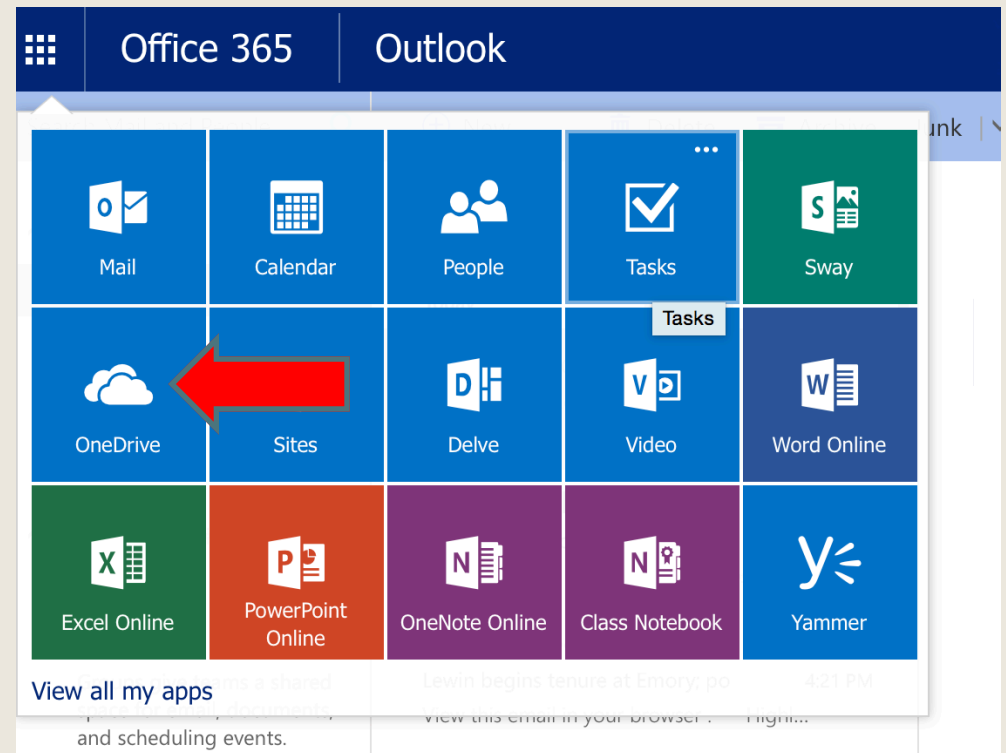
Cons

- 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





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



Pros

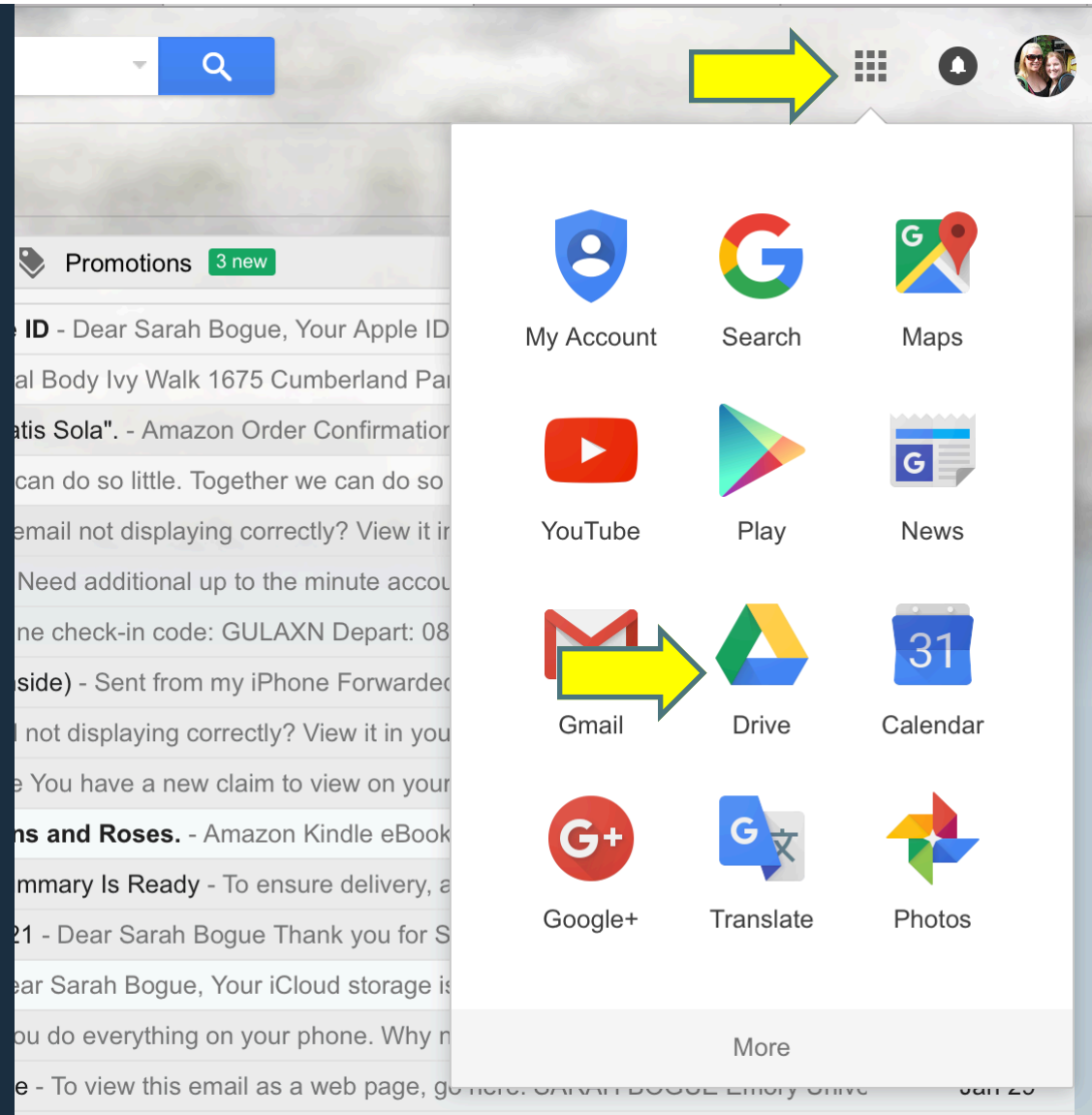
- Cross-platform access, seamless synchronization
- Collaboration with non-Dropbox users

Cons

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



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



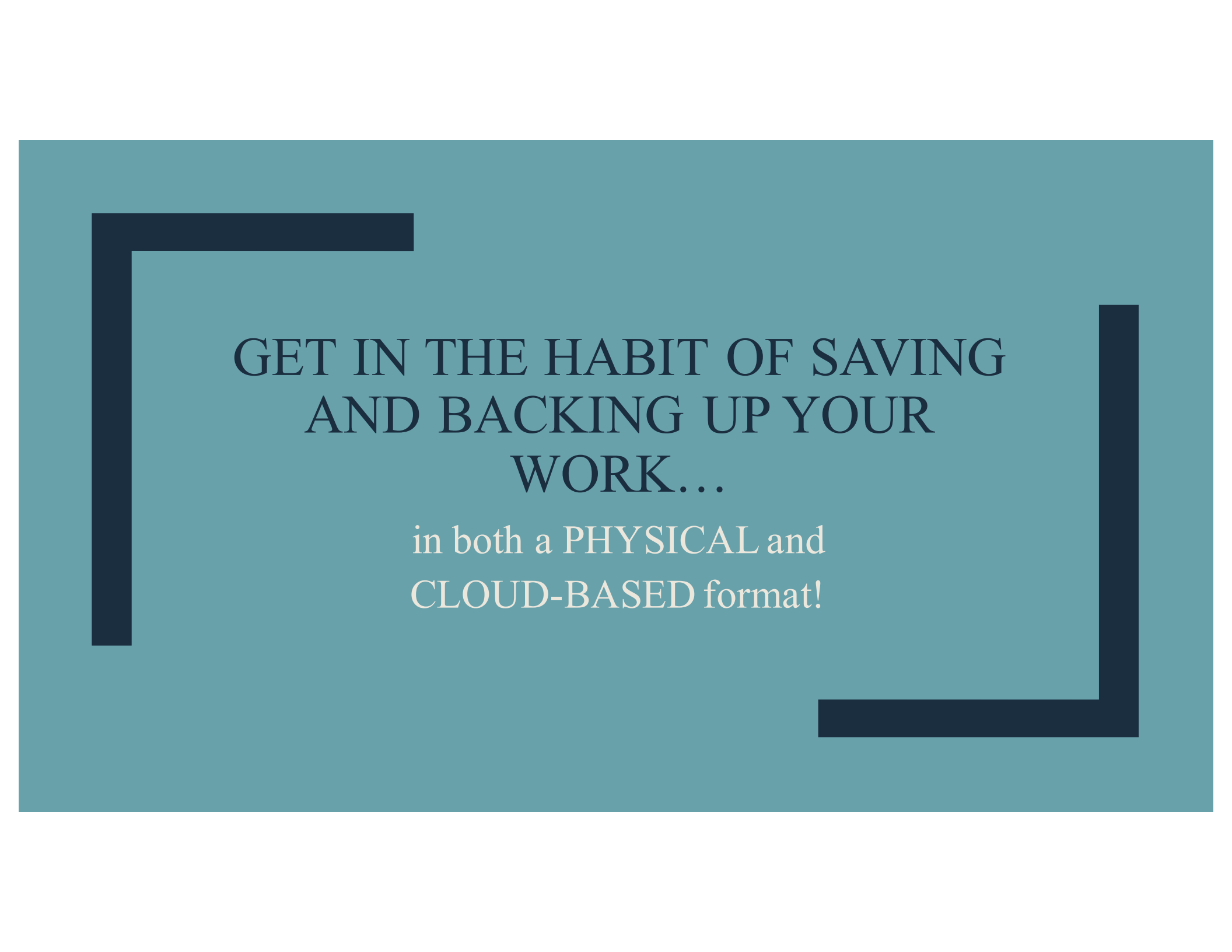


Pros

- 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!