Virtual Office Collaboration Tools: Google Docs, SharePoint, Vignette Collaboration

- **When:** Wednesday, February 13, 2008.
- **Time:** 12:05 p.m. to 1:00 p.m.
- **Where:** HSEB, Room 2110.
- **Who:** Jennifer Logan, Ph.D., Allyson Mower, Amy Mozdy, Ph.D., Deborah Rakhsha, and Susan Roberts.

Don’t email the latest version, use Google Docs: This presentation will provide a demonstration of the kinds of documents that can be created in Google Docs, how to prepare them for collaborative projects and how to publish them for easy distribution. The presentation will also briefly cover how to create and edit documents.

**J. Willard Marriott Library Staff Intranet Using SharePoint:** The J. Willard Marriott Library has been using Microsoft SharePoint for its intranet for the past 3 years. It’s most useful features are document sharing, discussion boards, task lists, announcements, and links.

**Vignette Collaboration Powers Unite: The University of Utah’s secure online collaboration environment.** This presentation will include a demonstration of the basic features of Unite, as well as a description of how it’s being used to facilitate interdisciplinary collaboration, research and technology development at University of Utah.

**Presenters:**
- **Jennifer Logan,** Ph.D., is the communications director for The Brain Institute at the University of Utah.
- **Allyson Mower** is the institutional repository coordinator at Spencer S. Eccles Health Sciences Library.
- **Amy Mozdy,** Ph.D., is the interdisciplinary research manager for The Brain Institute at the University of Utah.
- **Debbie Rakhsha** is the Head of Application Development in the Information Technology division of the J. Willard Marriott Library.
- **Susan Roberts** is the Unite Project Manager for The Brain Institute at The University of Utah. She is an Educational Multimedia Developer at the Spencer S. Eccles Health Sciences Library.

For more information contact Jeanne Le Ber at 801-585-6744 or email jeannele@lib.med.utah.edu

http://library.med.utah.edu/or/lift/lift.php

**Light refreshments will be served!**