

Collaborative Document Editing

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Good  Bad

		Doc Collaboration Methods						
		1. Web App	2. Mapped Drive	3. Manual Download/Upload	4. Auto Upload	5. Background Sync	6. Email	
File		Directly edit the cloud file		Manually download & upload file	Automatically upload new version when saved	Auto background sync to cloud	Manually manage file attachment	
App		Browser	Desktop app					
Considerations	App Functionality	Browser-based functionality is generally less than dedicated desktop app.	Full desktop app functionality					
	Master Version	Yup, in the cloud only.		As long as properly used to avoid conflicts or different versions of the same doc.			Email fosters proliferation of different file versions.	
	Edit Collisions	Collisions are completely avoided because only one copy in the cloud.	Dependent on you remembering to upload changes quickly. Since upload is cumbersome, you're not likely to upload until done editing.	Probably the less prone to collisions of desktop edit options: you don't have to wait for the auto sync to detect and upload your change. Your changes get uploaded as soon as you save (as long as you save regularly).	This depends somewhat on how quickly the cloud's sync works (as well as the speed of your connection). This is anecdotal, but from my experience, OneDrive upload is perhaps the slowest, and Dropbox the fastest. Dropbox also seems to upload the smallest files first, so one large file doesn't backlog many other files.	Emailing docs around often implies serial editing (similar to File Lock by "passing the email baton"), but if two edit at same time, you may not even realize it.		
	File Lock	Not needed.	I believe the OS (e.g., Windows) will handle file locking as it would with any network-shared file.	Rarely available	If available (not all cloud services have File Lock capabilities)	No	Impossible, because there's no central cloud version.	
	Possibility of Lockouts	Not possible.	Same as any network-shared file.	N/A	Possible, but probably better to have Lockouts than Edit Collisions. Provider should allow unlock override by another user or admin.	N/A	N/A	
	Concurrent Editing	Yes	No	No	Not yet		No	
	Offline Editing	No	No					
	Local Diskspace Usage	None	None	Only temporary, but you'll have to remember to manually delete the temporary file.	Temporary, but you'll probably be relying on your OS to clean up the temp files.	This will typically use the most local disk storage as you'll keep duplicate copies of files on your harddrive.	Can be temporary, but you must manually do cleanup.	