GUIDANCE SHEET 11

HOW TO SHARE ONLINE FILES AND DOCUMENTS?

SHERPA Facilitators and Monitors will often have the need of sharing files (documents, tables, pictures, presentations, videos, etc) online for various purposes. File sharing online via an email is fine for small-scale files. But it would be a frustrating task if one is trying to send large or numerous files. That is where online file sharing services come in.

There are several file sharing platforms offering plenty of storage for free or through a license and provide abundant features. The SHERPA project offers the free possibility to the MAP to employ the project management platform used for the SHERPA project, Basecamp.

Basecamp is a project management tool, that would allow MAPs communicate better and organise their work. Basecamp includes the tools all MAPs would need to work together: message boards, to-dos, schedules, docs, file storage, real-time group chat, and automatic check-in questions. It allows to share documents and work together on specific document (linking them to google docs). The communications team of the project can set the Basecamp platform for each of the MAPs. The only data needed are the names and email addresses of the MAP members.

There are also other free file sharing sites that seem suitable for SHERPA MAP Facilitators and Monitors. The tools are presented per category in alphabetical order, not in order of priority.

Google Drive is one of the best free file sharing sites that allows to share any files instantly. One can upload any kind of file, ranging from documents, spreadsheets, PDFs, photos, videos, etc. and send the shared link to the receiver. This online file sharing tool offers users free 15GB space which can be upgraded later with a nominal fee.
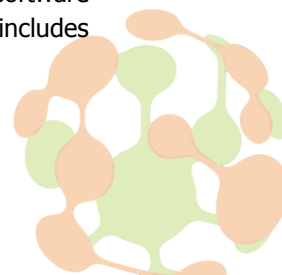
The main benefits of Google Drive are:

- The uploaded content is shareable with anyone by inputting the recipient's email address and the access link will be delivered to their email address.

- Shares high-quality photos and large documents with anyone and they will be able to access them anytime.

- Allows users to edit, modify, and control permission of the files by making them public or private.

WeTransfer is another free file transfer software which has interesting features for SHERPA MAP Facilitators and Monitors. The protocol which this file transfer software follows is secure, which makes it a popular choice among all the users. The overall interface of this software is also very well developed by its developers. That is why millions of users use We transfer software on their devices to transfer files with ease. There are some fewer limitations of this software which includes

No password protection protocol and limited storage time etc. But using WeTransfer software, one can transfer data of almost 2 GB in one go without any particular file size limitation. All one needs to do is to enter the Email address of both recipients and senders to start the file transfer process. Once one fills up all the required fields successfully, one will see that file transfer will be done in some fewer seconds. The best part of this software is that there is no need for a registration process in this file transfer software. WeTransfer is open-source software, which means that every user will be able to use it for free without any charge. The maximum file size which you can transfer using this software is 2GB.