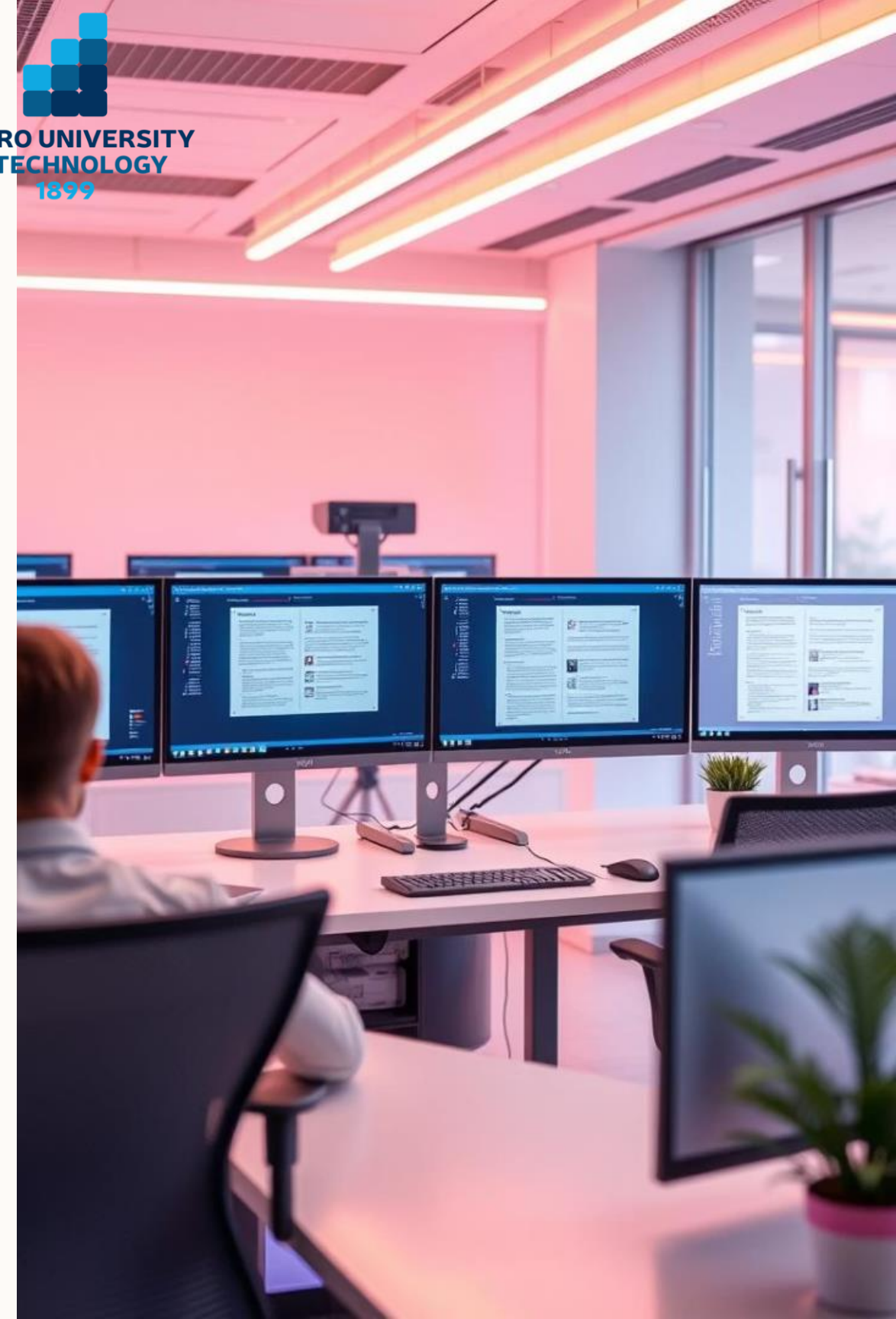


Digital Platforms for Document Sharing & Editing: Overview

In today's fast-paced work environment, digital platforms have become essential for efficient document sharing and editing. These tools enable teams to collaborate seamlessly, bridging geographical barriers by providing accessibility anytime, anywhere. Google Workspace, Microsoft 365, and popular cloud storage services empower users to work in real time while maintaining version control and security.

Beyond basic document editing, platforms like Miro and Canva extend collaboration into visual thinking and design. This presentation explores the core functions and advantages of these leading platforms, highlighting how they enhance productivity through integration and user-friendly features.



Google Workspace: Docs, Sheets, Slides

Real-time Collaboration

Google Workspace excels in enabling multiple users to edit documents, spreadsheets, and presentations simultaneously. Users can see each other's changes as they happen, fostering dynamic teamwork.

- Version history tracks all edits for transparency
- Commenting and suggesting modes enhance communication

Accessibility and Integration

Google Workspace apps are accessible via browsers and mobile devices, with offline editing supported to ensure uninterrupted work.

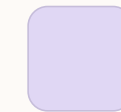
- Seamless integration with Gmail, Calendar, and Meet
- Cloud-based files ensure automatic saving and sharing

Microsoft 365: Word, Excel, PowerPoint



Advanced Functionality

Microsoft Word, Excel, and PowerPoint offer rich formatting options, powerful data analysis tools, and sophisticated presentation features, ideal for complex projects.



Collaboration and Integration

Integration with Microsoft Teams enhances communication and file sharing in real time, allowing synchronized team workflows across devices.



Versatile Access

Users can choose between desktop applications and online versions, balancing offline power with cloud flexibility.



Google Drive: Cloud Storage & File Management

File Storage & Sharing

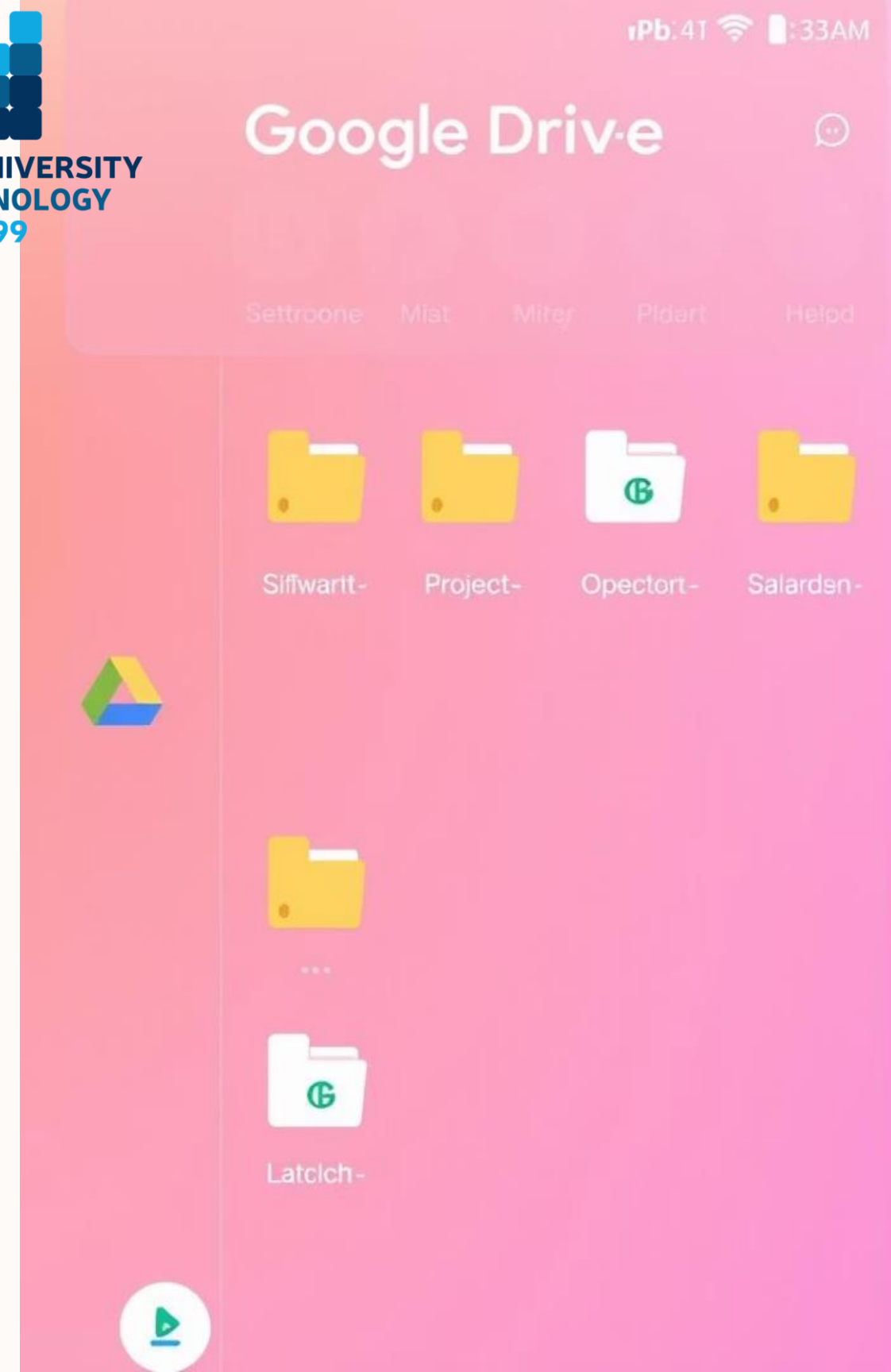
Google Drive offers a secure place to store files, with easy sharing options controlled by permission settings such as view, comment, or edit access.

Seamless Integration

Files saved in Drive connect directly to Google Docs, Sheets, and Slides, enabling smooth workflows without leaving the cloud environment.

Storage Plans

Google Drive provides 15GB free and premium plans with increased capacity, suitable for individuals or businesses of various sizes.



OneDrive: Cloud Storage & File Management

Secure Storage and Sharing

OneDrive enables users to store files safely in the cloud with granular permission controls to manage collaboration effectively.

- Allows sharing with specific users or generating secure links
- Supports file versioning and recovery options

Microsoft 365 Integration

Deep integration allows OneDrive to work flawlessly with Word, Excel, PowerPoint, and Teams for a comprehensive productivity ecosystem.

- Auto-saving and syncing ensure files are always up to date

Flexible Storage Plans

OneDrive offers a range of storage options, from 5GB free to business and enterprise packages with extensive capacity and management features.

Collaboration Features Compared: Google vs Microsoft

Feature	Google Workspace	Microsoft 365
Real-time Co-Authoring	Yes, seamless with live cursors	Yes, tightly integrated with Teams
Commenting & Change Tracking	Threaded comments & suggestion mode	Advanced comments & Track Changes feature
Security & Compliance	Robust encryption, compliance certifications	Enterprise-grade security, advanced compliance tools

Both platforms excel in collaboration, but Google Workspace often suits agile teams valuing simplicity and speed, while Microsoft 365 supports enterprises needing advanced control and deep integrations.



Mind Mapping & Visual Collaboration: Miro

Visual Collaboration

Miro provides a versatile digital canvas for brainstorming, mind mapping, strategic planning, and agile workflows.

Real-Time Interaction

Multiple users can add content, comment, and organise ideas in real time, enhancing engagement and innovation.

Integration

Miro connects with key apps like Slack, Microsoft Teams, and Google Drive to embed visual collaboration within existing workflows.



Graphic Design & Collaboration: Canva

Intuitive Design Tools

Canva offers easy drag-and-drop interfaces, ready-made templates, and image editing tools suitable for all skill levels.

Collaboration & Brand Management

Teams can co-design in real time, share assets, and maintain brand consistency with custom palettes and fonts.

Versatile Use Cases

Popular for creating presentations, marketing collateral, social media posts, and more, Canva streamlines creative workflows.



Best Practices for Document Sharing & Editing

Clear Permissions & Roles

Define access levels carefully to prevent unauthorized editing while enabling effective teamwork.

Version Control & Change Tracking

Utilise built-in version histories and track changes to maintain transparency and facilitate audit trails.

Data Security & Compliance

Apply encryption, secure authentication, and compliance frameworks to protect sensitive information.

User Training & Support

Empower users with training on platform features and provide ongoing support to maximise productivity.



Conclusion: Choosing the Right Platform for Your Needs



Match to Team Size & Budget

Consider the scale of your organisation and financial constraints when selecting a platform.



Evaluate Core Features

Prioritise tools offering the collaboration, editing, and security capabilities your workflows require.



Plan for Future Needs

Opt for platforms that evolve with technology trends to sustain long-term productivity gains.

Digital collaboration continues to transform how we work, making the right platform choice critical. Whether it's Google Workspace's cloud-native simplicity, Microsoft 365's powerful desktop versatility, or specialised tools like Miro and Canva, selecting the best-fit solution will empower your team to excel.