Online Documents

Upload – Transfer data to a computer e.g.

Download – Copy either data from one computer to another or a disk

Lossey - make it smaller by reducing stuff in it

Lossless – make it smaller and get the same information back

 When you collaborate with others online, instead of being in the same place at the same time

Advantages – collaboration, available for every one with an internet connection, available for other devices e.g. laptop computer, phone etc.

Disadvantages don’t have any internet connection; you can’t get on the document

Read 0nly

Read write full access

Version control-Locked document(when one person is making changes and the other person cannot and only just read it then when they unlock it the other person can make changes)

Make sure no conflict when two or more people are working on a document e.g. no overwriting peoples work.