

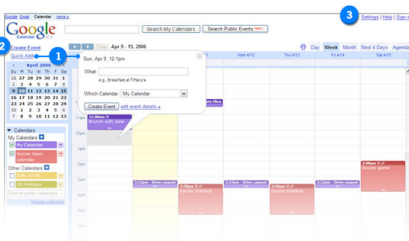
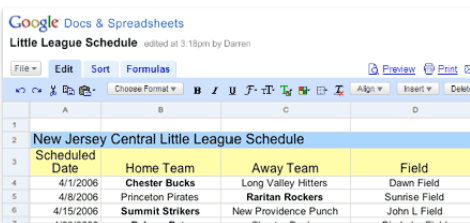
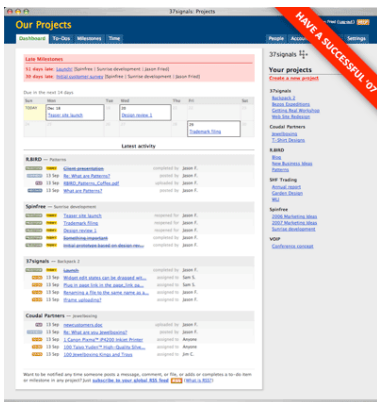
FREE WEB-BASED COLLABORATION TOOLS

Do you need to collaborate among different people in different places? But you're not tech-savvy? No problem!

The latest web tools are easy to use, highly intuitive and free on the Web! Try at least one of these online tools so you can experience the real thing.

Try them as a laboratory. Or use them for small projects with your team. Get your hands dirty with one tool -- if you like it, you just gained a new tool. If you didn't like it, well, at least you didn't pay for it.

Who knows? You could probably ask your bosses to try these out. And maybe it'll open up new ways of sharing and creating knowledge?



TOOL NAME	IN A NUTSHELL	HIGHLIGHTS
BASECAMP	Unbelievably easy-to-use project management tool on the web. Simplifies PM tasks by focusing on what matters most: who does what and when. http://basecampHQ.com	<ul style="list-style-type: none"> Perfect for geographically separate collaborators Easily assign tasks to persons. Import milestones and to-do lists on your local calendar
GOOGLE DOCS AND SPREADSHEETS	Document sharing and collaboration with WYSIWYG features (What You See Is What You Get). Invite others to either view or co-edit the document. http://docs.google.com	<ul style="list-style-type: none"> Chat mode: discuss online while editing the document Import/export various formats including DOC, ODT, XLS, ODS and CSV
YOUTUBE	Yes, YouTube. This site will let you post any video file. So if the US military shares its AARs through video. What's to stop you from trading lessons learned through YouTube? All you need is a web browser to play the video. http://www.youtube.com	<ul style="list-style-type: none"> No need to download video players and mess up compatibility... If your website doesn't have enough space and bandwidth, just upload it to YouTube and then embed the link in your site!
GOOGLE CALENDAR	Share your events or just use it to set private meetings. Google Calendar allows you to invite guests to meetings, and let them accept or decline.	<ul style="list-style-type: none"> Type something like "KM4Dev in Manila, 9AM" and it will add an entry for 9 AM, guessing that the location is Manila. Create multiple calendars and show or hide them easily.

There are just a few of the tools available to you for free. If you need to learn more about online collaboration tools, please contact us:

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