



# Web Tools and Technology for Effective Research Part 2

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- Is time important to me? How could I do more things in less time?



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**Productivity**

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Google Apps



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Google Apps



**Dropbox**

Sync docs

# Apps & web tools

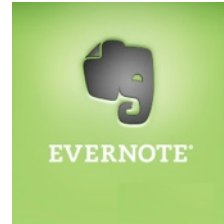


Google Apps



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Sync docs



**Wunderlist**



Save notes, ideas, tasks

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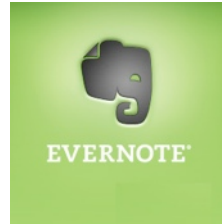


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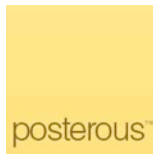


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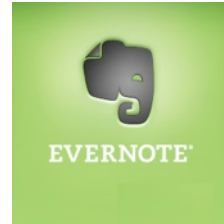


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**zotero**



Organize papers

# Google Apps for Education

- Cloud-based applications:
  - Gmail - tags, filters
  - Contacts - versatile, configurable contact lists
  - Calendar - shareable, publishable calendars
  - Documents/Drive - allows collaboration in shared docs
  - Talk/Hangout - allows chat & videoconferencing
  - Reader - feeds, RSS
- Integrates services:
  - Create group with Contacts
  - Share document with group: e-mail or chat with collaborators
  - Share calendar event with group: e-mail or attach documents with invitees.
- Research: Group meetings, write proposals or papers

# Google Drive

- Offers complete suite of document types:
  - Word processor - compatible with MS Word
  - Spreadsheet - compatible with Excel
  - Forms - Create online polls, forms, etc
  - Presentation
  - Drawing
  - Collections - individual and shareable folders
- Great for collaboration:
  - Everyone works on a single document
  - Everyone sees the latest revision
  - There's access to a full revision history
  - Supports chatting and comments
  - Owner can accept or reject changes

# Google Drive:Activity

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1. Login to Google Apps (go to <http://correo.upr.edu>)
  - a. From Gmail, click on "Drive"
2. Create a new document or upload a document from your computer
3. Share the document with [ubaldom.cordova@upr.edu](mailto:ubaldom.cordova@upr.edu)
4. Publish the document to the Web

# Google Reader

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- Read all your favorite sites in one place
- Checks your favorite news sites and blogs for new content
- Easily share interesting items with your colleagues
- Is free and works in most modern browsers
- Subscribe to journals, funding agencies, magazines, blogs, job opportunities, organizations and associations, industrial partners, suppliers
- Clients: Reeder (Mac), Modern Reader (PC)

Bad News!! - Google will shut down Reader this summer.  
Other companies are developing alternatives. Stay tuned!

# Dropbox

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- Web-based file hosting service that uses cloud storage to store and share files and folders with others across the internet using file synchronization.
- Other alternatives: Google Drive, SugarSync, Amazon Cloud Drive, Windows Live Mesh, Box.net, SpiderOak
- Research: sharing publications, storage of laboratory notes

# Evernote

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- Robust note taking app
- App for saving ideas, things you like, things you hear, and things you see.
- Sync with all your computer and portable devices
- Research: group meetings, research notebooks, organize research ideas

# Evernote:Activity

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1. Go to <http://www.evernote.com>
2. Create account or Download
3. Open Evernote
4. Click on New Note



# Wunderlist

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- Simple task management alternative
- Can be used everywhere (all OS and browsers)
- Share tasks with others (invite friends and colleagues to join)
- Alternatives: Orchestra, Reminders

# Wunderlist: Activity

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1. Download app: <http://www.wunderlist.com/>
2. Create new list
3. Include task
4. Invite person next to you

# Diigo

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- URL: <http://www.diigo.com/>
- Social bookmarking (bookmark or tag websites)
- Allows users to highlight any part of website and attach sticky notes - and share that version with others.
- Integrates to browser: best with Firefox.
- Research:
  - Create groups: share links, comment, tag
  - Groups are public or private
  - Collaborative literature review of online content

# Trac

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- Trac is a minimalistic approach to web-based management of projects
- Allows Wikis
- Organizes tasks by milestones, priority
- See progress in centralized timeline
- Multiple users, hosted at personal server
- Active online community, open source, plenty of widgets
- Research: keep track student progress, research notebooks
- Alternatives: Redmine
- Example: <https://136.145.62.72:80/trac> **(restricted)**

# Twitter

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- Microblogging service - 140 characters per posting
- "Following" an account = subscribing
- Supplements research: Journals, Funding Agencies, Research Groups, Researchers, Scholars, etc. have accounts on Twitter.
- Information is organized:
  - Hashtags: (#topic) identifies topics of interest.
  - Lists: you can subscribe to a topic.
- Is a means for dissemination of your ideas.
- Allows you to develop professional network.

# Twitter: Activity

1. Go to Twitter: <http://twitter.com>
2. Create an account or login.
3. Write your first Tweet, using #researchtools hashtag.
4. Click on the #researchtools hashtag.
5. Follow some of the people posting there.
6. Search for:
  - a. A topic you do research in.
  - b. The same topic using a keyword as hashtag #
7. Retweet a posting you want to share.
8. Favorite a posting you want to read later.

# Zotero

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- Free, open source reference management software to manage bibliographic data and related research materials
- Web browser integration, online syncing, integrated to word processors (Word, LibreOffice, etc.)
- Available at <http://www.zotero.org/>
- Alternatives:
  - Papers: <http://www.mekentosj.com/papers/>
  - Mendeley: <http://www.mendeley.com>
  - Others: [see comparison chart](#)

# Other useful tools

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- **IFTTT** is a service that lets you create powerful connections with one simple statement: **If this then that** - <https://ifttt.com>
- Doodle: Easy scheduling - <http://doodle.com>
- SortMyBox - <http://www.sortmybox.com>
- DROPitTOme - <http://dropitto.me>
- Pocket - <http://getpocket.com>
- KeepVid - <http://www.keepvid.com>
- A great place for productivity tips: <http://lifehacker.com>