

Dropbox

What is Dropbox?

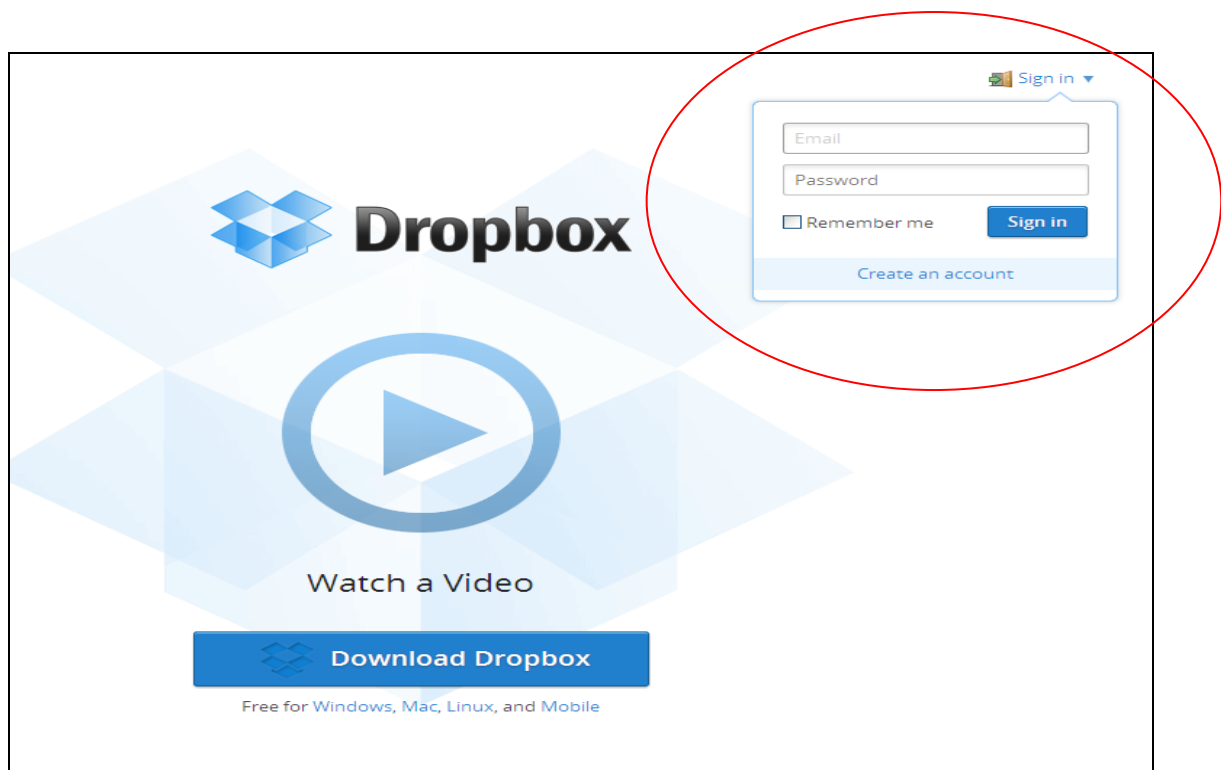
Dropbox is a free service that provides space for you to save all your photos, docs, and videos anywhere. Simply create an account, download and install dropbox software in your computer, any file you save to your dropox will automatically save to all you computers, phones and even the dropbox website.

Why Dropbox?

By using Dropbox, you could save and access your files anywhere and anytime. You could also share your files by just sending a link to your friends or group mates. You can find more about Google Docs by reading Goolge Docs by reading Google Docs help (<http://support.google.com/docs/?hl=en>).

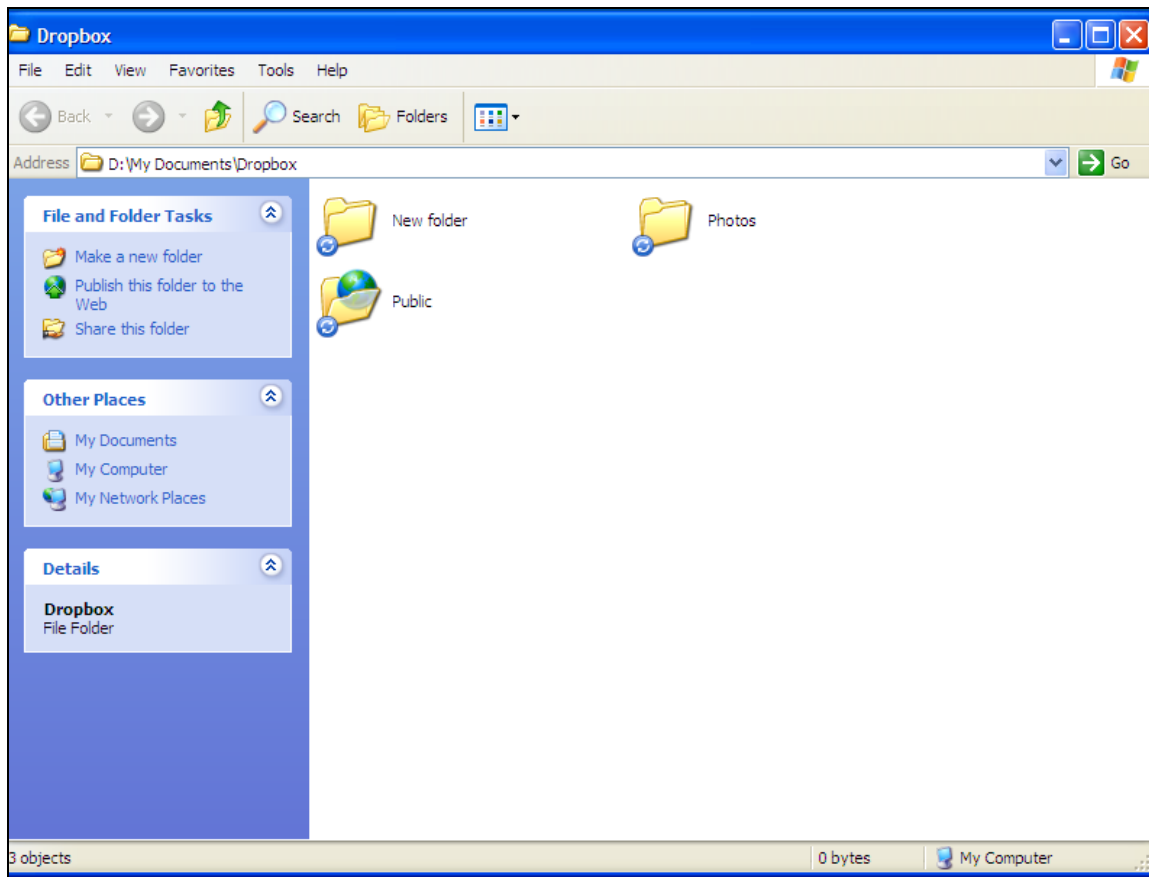
How to use Dropbox?

1. Create an account and sign in

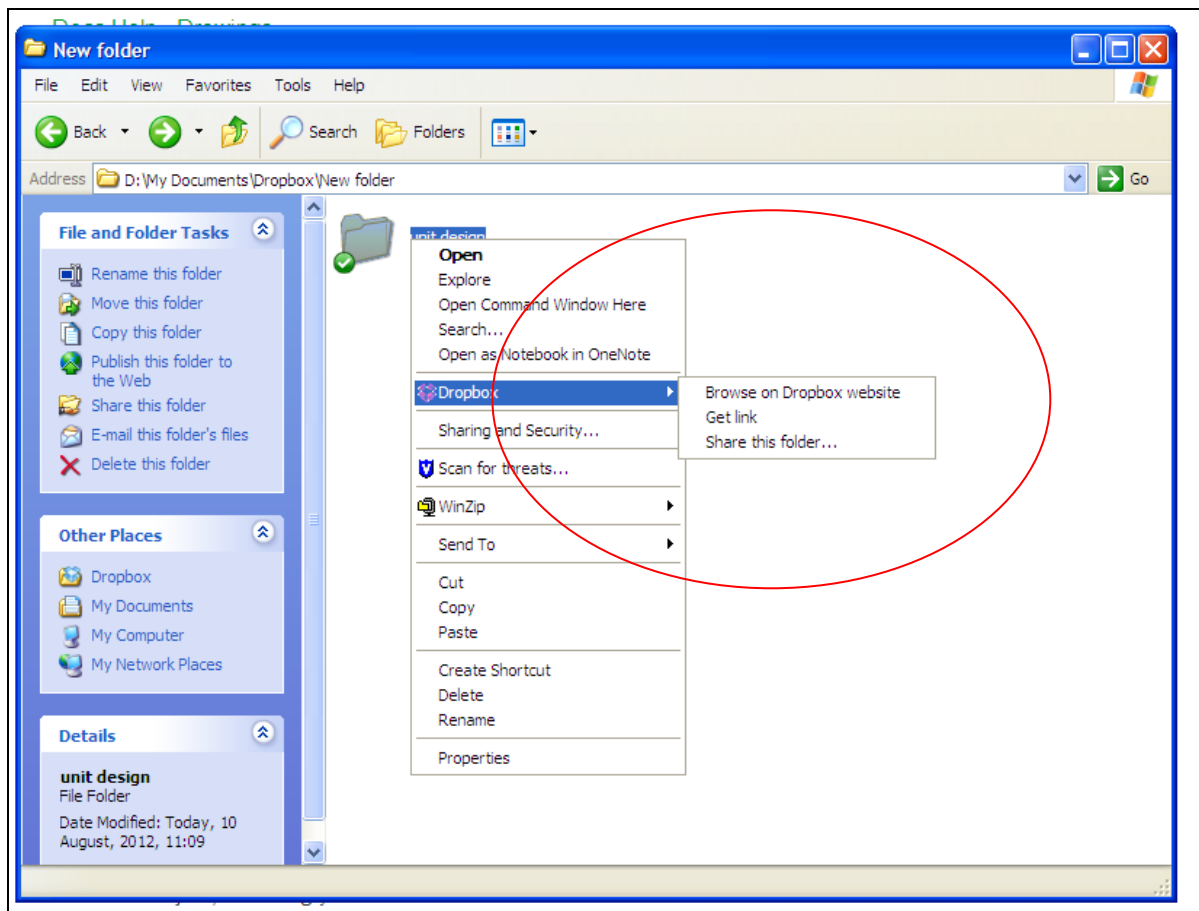


- Manage files on your computer

1. Save and install Dropbox in your computer/ phones
2. After you put files in your Dropbox folder, you can access them on your computer/phones or on Dropbox website

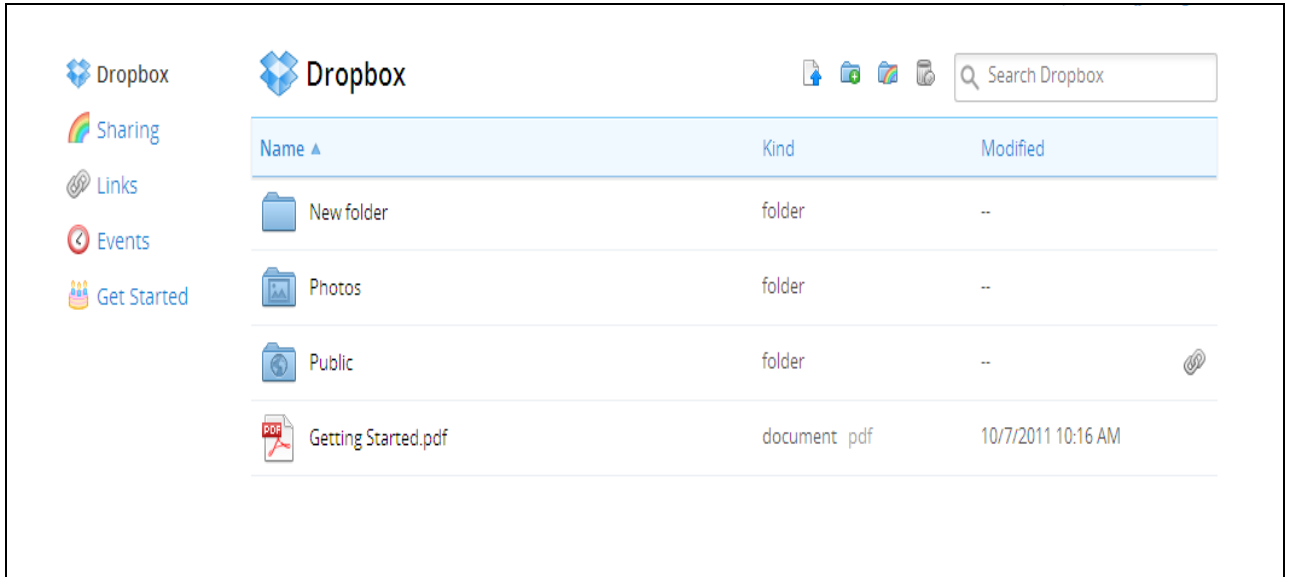


3. You can share files in “Public” folder.

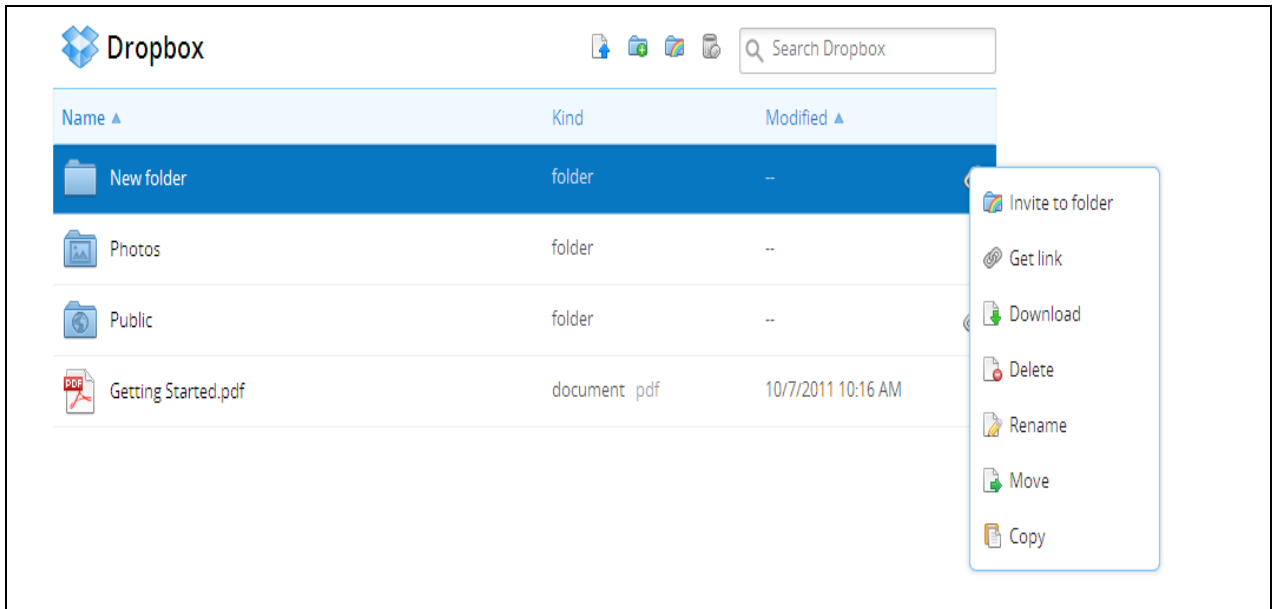


- Manage files on Dropbox website

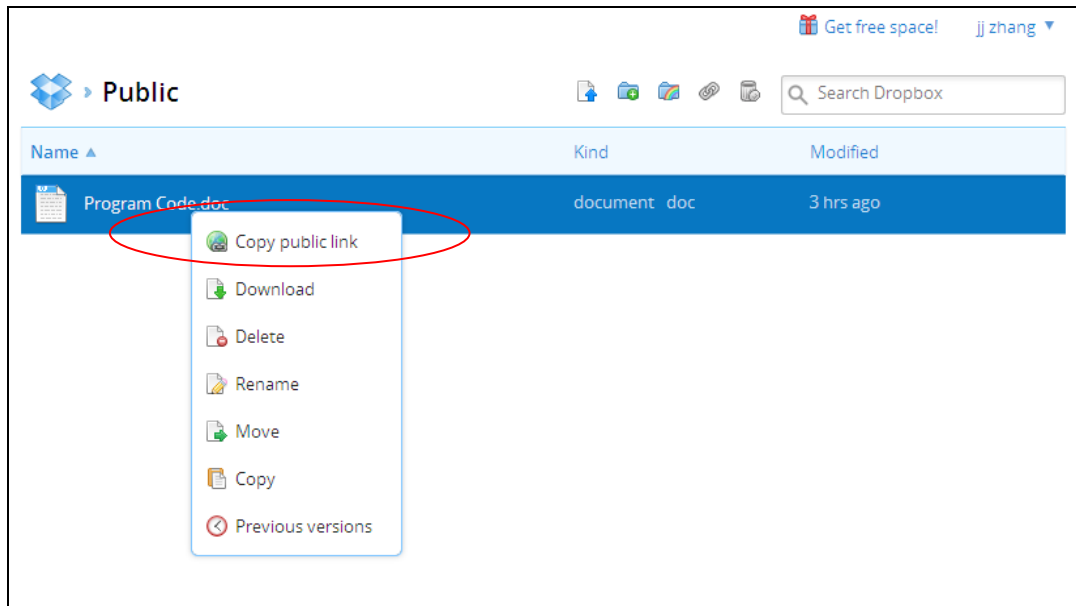
1. You can view your folders on the Dropbox page after you sign in



2. Choose a folder/file you would like to manage and right click your mouse. Choose a function you'd like to perform.



3. You can share your folders/files under the category Public by right clicking your mouse. Choose copy public link.



Google Docs

What is Google Docs?

By using Google Docs , you can create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online, and all for free. With an Internet connection, you can access your documents and files from any computer, anywhere in the world.

Why Google Docs?

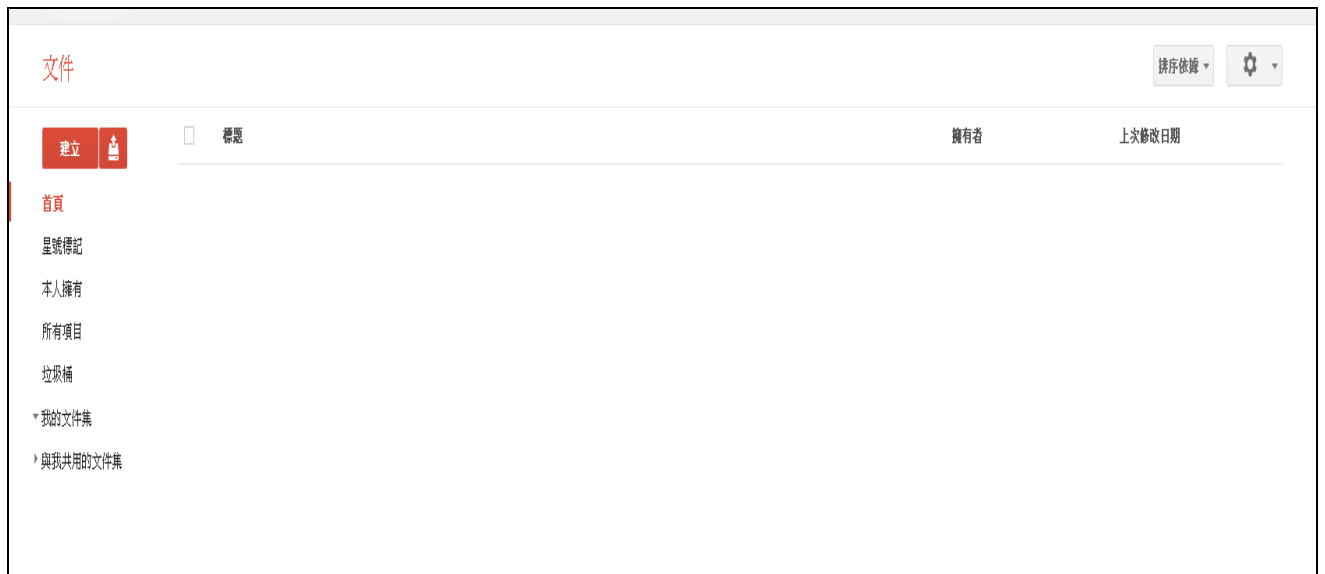
When you are required to finish an assignment as a group but you are unable to attend group discussion, Google Docs might be a good tool to use for discussing and sharing your ideas with your group mates in real time. Just try it, and you will be very into this amazing tool.

How to use Google Docs?

1. Create an account and sign in



2. Page of document list



3. You can create and format spreadsheets, charts, and gadgets, and simultaneously work with other people.





Example:

You finish your piece of writing for a group report and would like to share it with your group mates in real time:

✧ Click **“Share”** to open the sharing settings window



✧ Type the email address of the group you'd like to invite

共用設定

共用連結 (僅能由協作者存取)

<https://docs.google.com/document/d/1Kxc04VgHYUpygmQrck-vZydGftSQ2M79WgqoeXMVIVQ/edit>

連結分享方式：

擁有存取權的使用者

	私人：僅限下列使用者可檢視	變更...
	jiayao zhang (您) zhangjiayao1121@gmail...	是擁有者

新增使用者：

輸入名稱、電子郵件地址或群組...

編輯者將可以新增使用者和變更權限。 [\[變更\]](#)

[完成](#)

✧ set the doc's visibility option to **Anyone with the link**

共用設定

瀏覽權限選項：

 公開在網路上
所有網際網路使用者皆可尋找和存取，且無需登入。

 擁有連結的使用者
擁有連結的使用者皆可存取，且無需登入。

 私人
僅獲得明確授權的使用者可以存取，必須先登入才能存取。

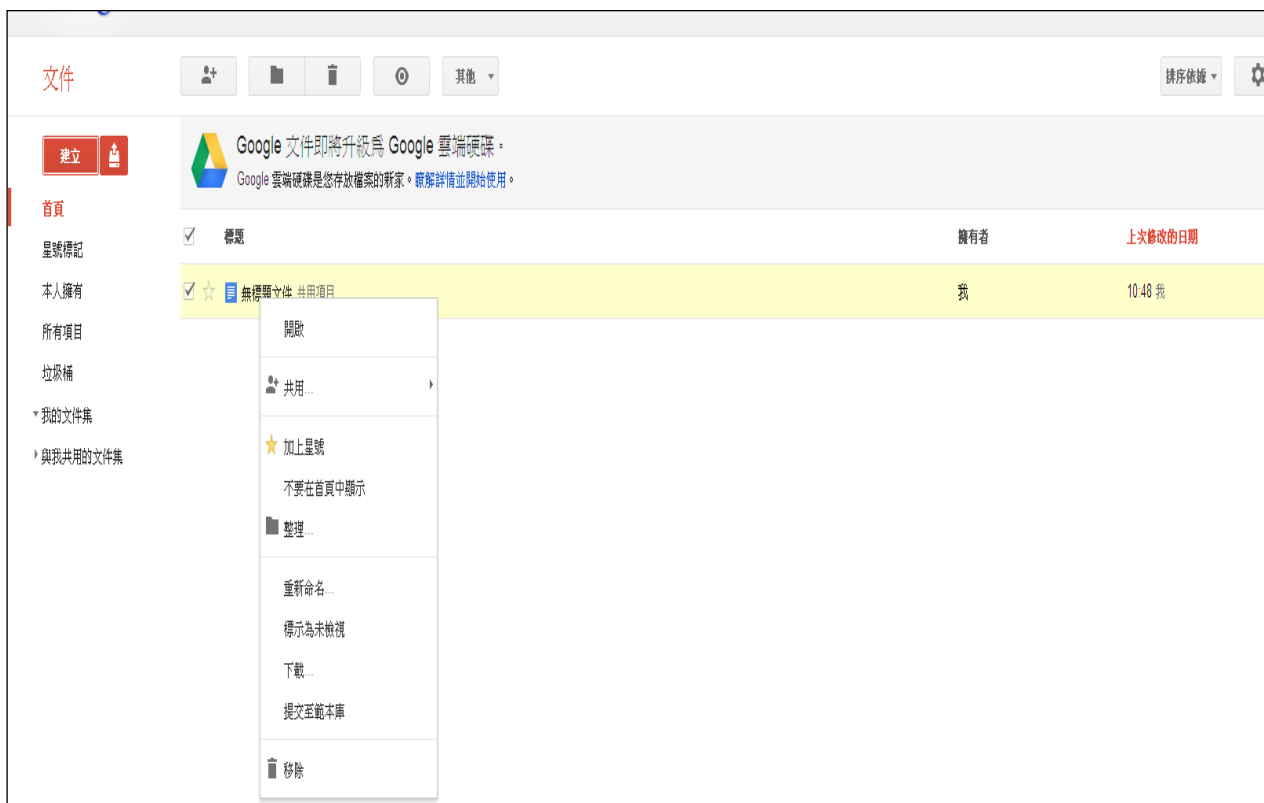
注意：設有瀏覽權限的項目仍可發佈到網路上。 [瞭解詳情](#)

[儲存](#) [取消](#) [進一步瞭解瀏覽權限](#)

- ✧ Next to the email address, choose from the drop-down whether members of that group 'Can view,' 'Can comment,' or 'Can edit.'



4. Back to the document list, you can find and manage your documents on this page.



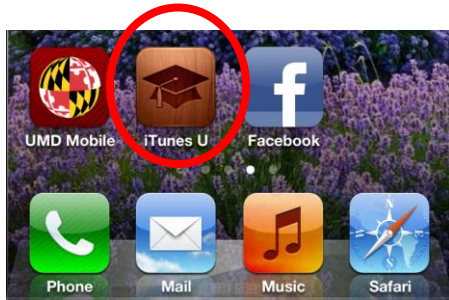
ITunes U

What is iTunes U?

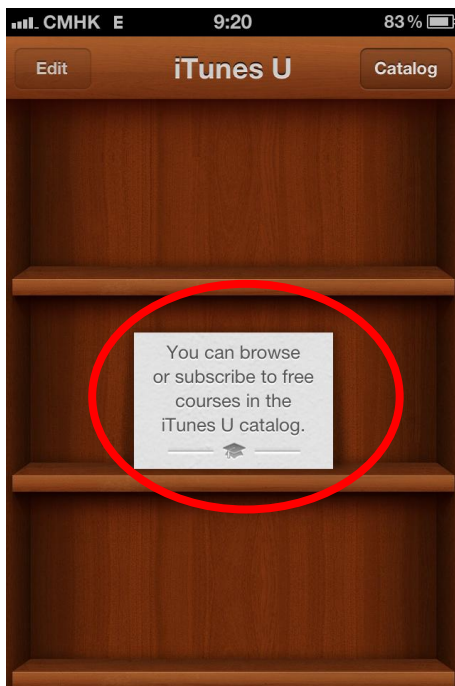
iTunes U is a Apple application that offers free colleges and universities courses. By using this application, you can access varieties of courses and acquire new knowledge anywhere and anytime.

How to use ITunes U?

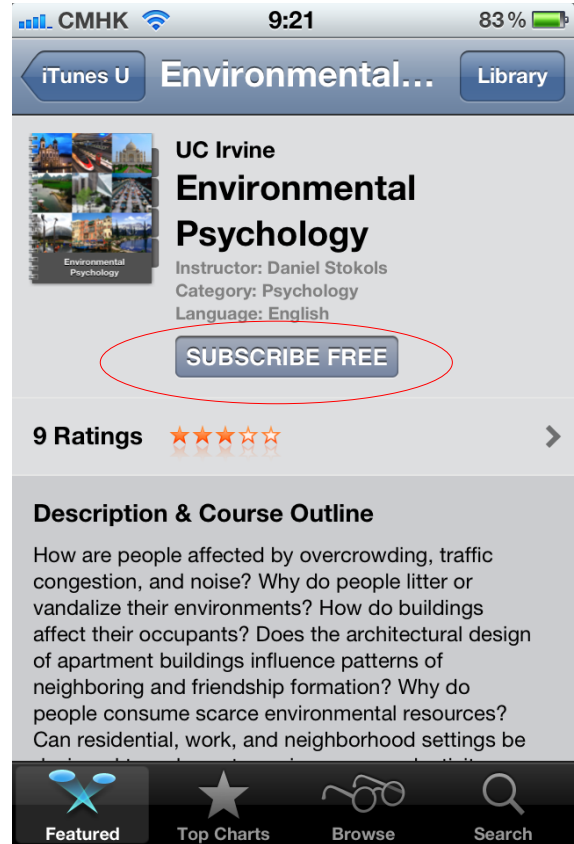
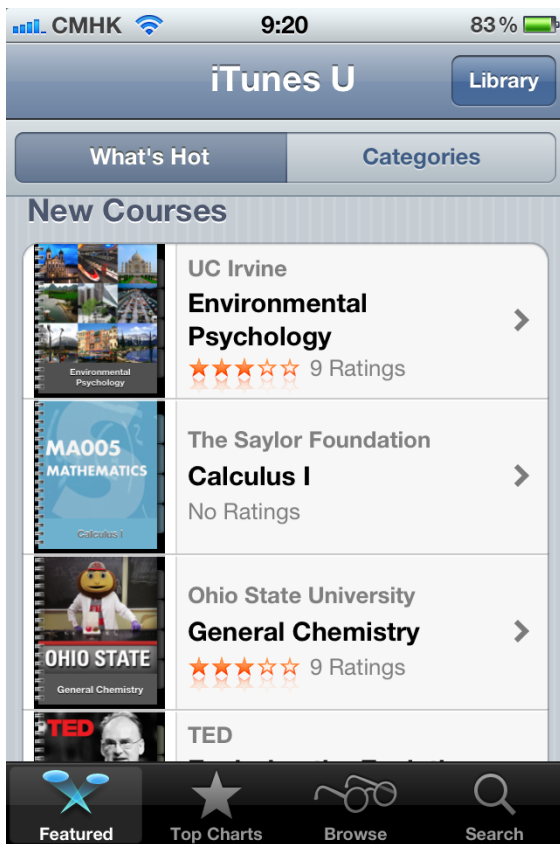
1. Download the free Apple iTunes program on your iphone/ipad.



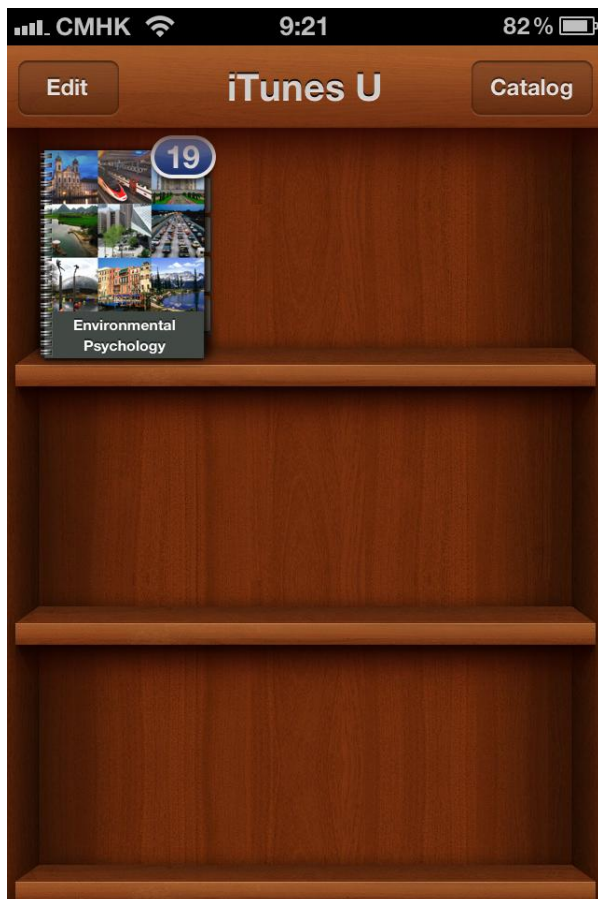
2. Open this application, then you will see a page look like a book shelf.
3. Click browse course in the middle



4. On the main page, you can browse different courses and subscribe the courses.



5. After subscription, the course will appear on the book shelf for you to browse.



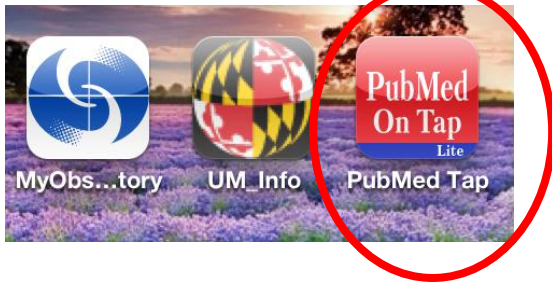
PubMed

What is PubMed?

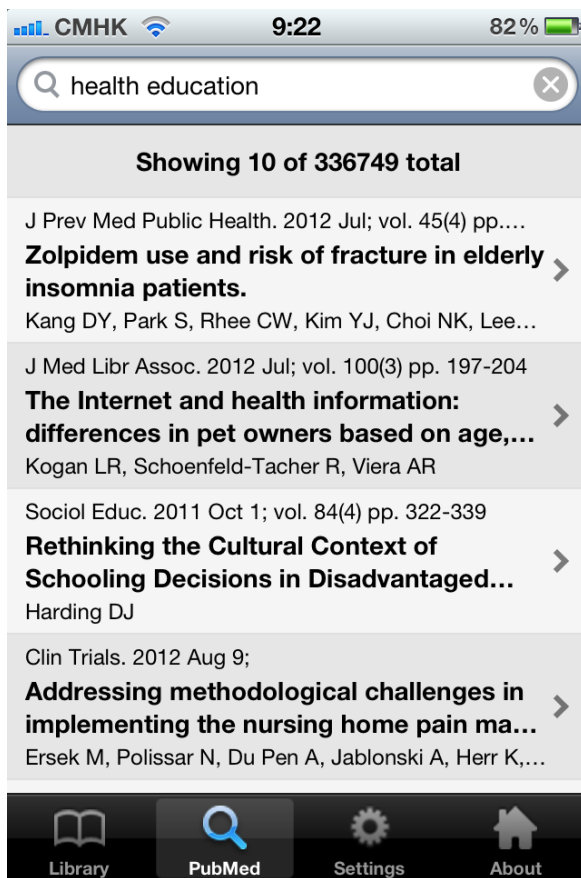
If you totally have no idea where to find so many references for your research essays, PubMed might be one of the resourceful medium of locating information of references.

How to use PubMed?

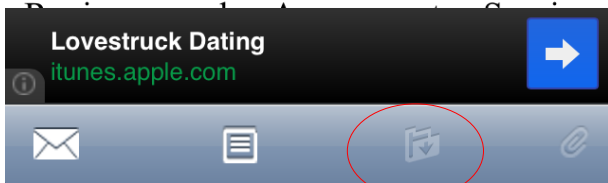
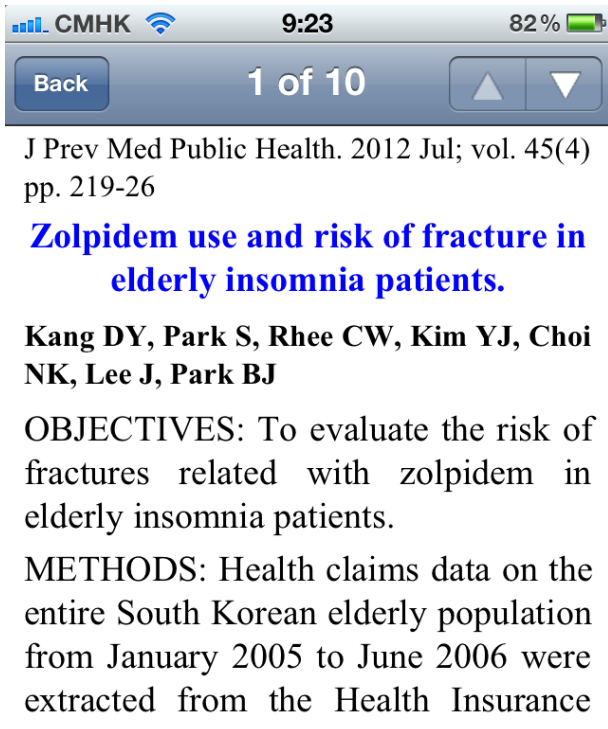
1. Download the application



2. Open the application
3. Type key word of references you would like to search
4. Then, a list of related reference appears on the search page.



5. Click one of them and decide whether it is the right one for you
6. If it is, you can touch the import button on the bottom of the page to import the reference information to the library of PubMed.



import

