

## **What is Docushare?**

Docushare is a Xerox software product that allows groups of people ( YOU decide who's in the group and who's not) to share documents, spreadsheets, powerpoints, etc. over the web without learning HTML.

In docushare you can create collections which only certain people can see. For example this text is written in Word 97 and stored in a collection with permissions allowed only to RCS employees. While the rest of the world can see our K-12 Curriculum collection, they can't see this particular folder or its contents, because I set the permissions so they couldn't. Originally when we were developing K-12 Curriculum at a Glance, we had it closed like this, but so many people wanted to see it, that we opened it up.

In docushare you can create collections, save files, create bulletin boards and calendars, and even link other websites into your collection. It's all very easy, and we want you to learn how and to use it as a storage site for your curricular documents.

Let's learn more about doing that.