Documents

Which document platform to use

The XRUK Cloud

A safer and secure option is the XRUK Cloud

- Private & Secure – we host it in Switzerland
- By default, files are owned by a group not an individual - so no data loss when individuals step back
- All the usual features from Google/Microsoft (backups, auto-save, document format compatibiilty, etc)

Read more about why the XRUK Digital circle recommends using the XRUK Cloud here.

More info on how to start using the the XRUK Cloud here.

Google and Microsoft

Google Docs enables you to share information in a fluid and integrated way with others, including taking comments and suggestions. Remember to make **final versions that you are sharing "View Only"** so they can't be changed. Plus an added layer of security is to change the very ending of the URL after the final / to **/preview**. This is normally instead of /edit. This also makes viewing the document look 'cleaner' to the people you are sharing it with.

However, it has a lot of drawbacks (If you don't pay for the product, you are the product):

- Even if you have a local group gmail account, by default docs will be created in your personal account.
- Managing Google/Microsoft shared files and folders can quickly get out of hand.
- If you step back from XR, your group will lose access to potentially years of work.
- Google and Microsoft will hand your data to the authorities if requested. In extreme cases, they could suspend your account without notice.

Cryptpad

Cryptpad is a shared document app similar to Google Docs but far more secure, especially if used with a password (but it is not as user friendly). You can use Cryptpad for any restricted information

like plans or lists of participants, and always save these with a password. The XR cryptpad is hosted and run by XRGlobal, and can be accessed through the XR Hub.

Top tips for clear and coherent docs

- Make the name of the doc clear and different to other docs.
- Add the aim, date and key information at the top, to make it clear to everyone reading what the doc seeks to achieve and prevents docs being circulated that spread misinformation.
- More information on creating accessible documents here.
- Keep it short - rebels are overloaded with information!
- Do not include spicy information or implicate organisers.
