



Work in Microsoft Office. Collaborate in Google.

Many people create business documents using Microsoft Office applications including Word, Excel and PowerPoint. But when it comes time to collaborate on that content – get feedback, solicit additional inputs and request approvals – most workers follow an unstructured process of lengthy email chains and multiple document versions.

And because most knowledge workers save their documents locally on their computers, content remains individual rather than “shared.” Without shared access, it makes it difficult to reuse valuable content and results in content recreation – wasting time, effort and intellectual property.

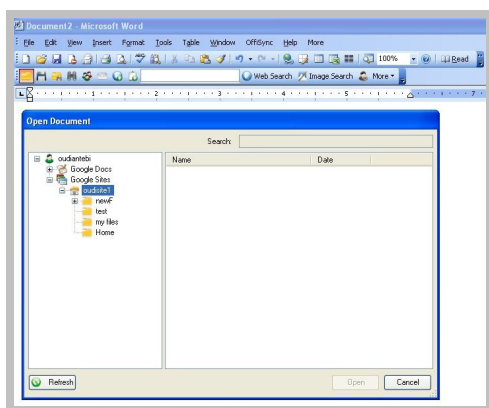
So what’s the solution? How can you still work in Microsoft Office but gain the capabilities to access shared information and collaborate effectively?

OffiSync. It's real-time collaboration and document sharing right from where you like to work.

Why collaboration and why now?

Collaboration in the workplace isn’t a new phenomenon. But effective and simple technology-enabled collaboration has yet to be fully realized. Sure there are solutions out there. The ones that integrate deeply with Microsoft Office can be costly and complex and often require the latest version of Office for robust collaboration. There are simpler solutions available, but they lack the integration with Office, requiring compromises in work style to take advantage of collaborative capabilities.

As worker mobility increases, the immediacy of response intensifies and data remains the real currency of business, being able to work where work finds you is critical. It’s a new kind of collaboration that requires a new approach – one that goes beyond simply accessing Microsoft Office-based content to actually interacting with it – creating opportunities to integrate the intellectual property of your people through active collaboration.



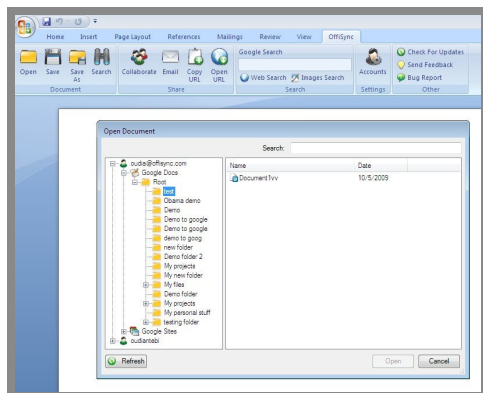
The OffiSync toolbar for Office 2003

The vast majority of collaboration continues to take place through email, with knowledge workers passing file attachments. The fundamental inefficiencies of this approach are creating numerous enterprise pain points. Users cannot find the most current version of content. There is very little structure available in email to drive best practices. Content artifacts — like documents and threaded discussions — are not easily reusable. And it is difficult and costly to identify content that requires special handling for compliance, security, and privacy purposes.

August 6, 2009
The Forrester Wave™:
Collaboration Platforms, Q3 2009
Rob Koplowitz



Access and collaborate – all through the power of Google



The OffiSync toolbar for Office 2007

OffiSync is a Microsoft Office extension that works with Office 2003, 2007 and 2010. It integrates with Google Apps and Google Docs 'Software as a Service' suite of applications, making it easy to install and helping you gain critical collaboration capabilities quickly and cost-effectively. By adding the OffiSync Productivity Toolbar to your Office applications, you can work in a familiar environment while collaborating effectively.

OffiSync uses the power of Google Docs for document collaboration and Google Sites for team and project-based sharing and collaboration. OffiSync enables capabilities including:

- Save Microsoft Office files in Google Docs or Google Sites in the same way that you would save them locally on your computer
- Access Microsoft Office documents online, from any computer
- Eliminate multiple document versions with automatic change updates
- Edit documents in real time
- Add collaborators by entering their email addresses or chose directly from your contacts in Google Apps
- Control permissions for collaborators to view or edit documents
- Create a collaboration workspace with multiple documents for one project
- Use Google Search in Microsoft Office to browse and insert content and images right into documents

Get the best of both worlds

OffiSync brings together the productivity of Microsoft Office and the innovation of Google's cloud collaboration platform. The result is one seamless experience that lets users move right from document creation to real-time collaboration and sharing, removing the inefficiencies of current unstructured email-based processes.

If you are a current Google Apps user, OffiSync enables you to maximize the built-in collaboration and sharing capabilities. If you are currently relying on email and attachments for collaboration, Google Apps in combination with OffiSync can help you further leverage your Microsoft Office investments by extending productivity into collaboration.

19.5 percent of organizations reported that Google Docs was "widely used" in their workplace, up from five percent in a similar survey in December 2007. More than 97 percent of organizations reported that Office remains widely used, indicating that workers are using both tools.

¹ IDC Survey August 2009

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