# Other Frequently Used Applications in Search

## DropBox and Google Docs: How to Share Documents Confidentially

Dropbox and Google Docs can be helpful tools for creating, hosting, and sharing congregational documents packets and/or additional files between Search Committees and ministers. Confidentiality can be breached, however, if documents are not shared correctly. Here is how to create shareable links to documents and folders (confidential) rather than directly inviting people via email (not confidential):

<u>Dropbox</u>

1. After establishing a Dropbox account and creating/uploading your files, click the button in the top right corner that reads, "Share folder." If you are sharing a single document rather than a folder, the button will simply read, "Share." A box will pop up; click "Create link" in the bottom right corner.
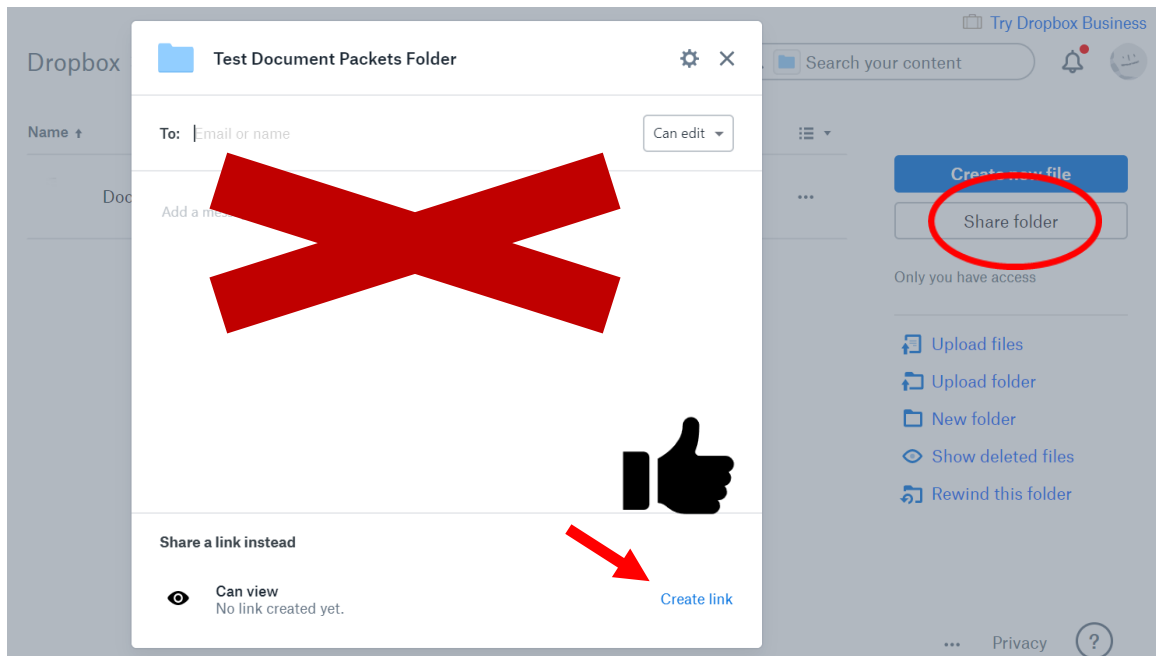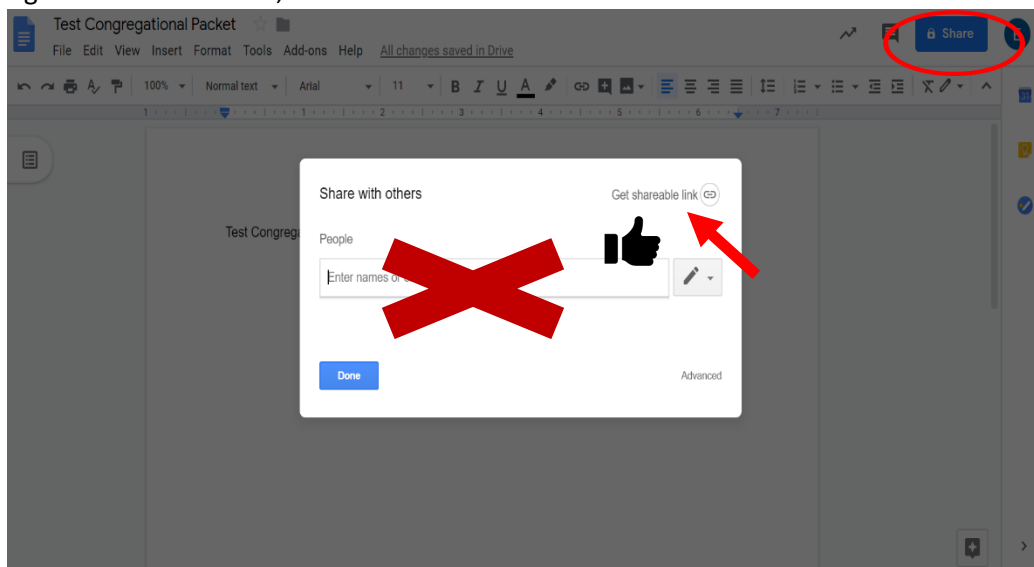

2. Click, "Copy link" and paste it into a separate email to share with someone. Whomever has this link will have access to the document/folder you've shared but will not be able to see anyone else who has access to the document.
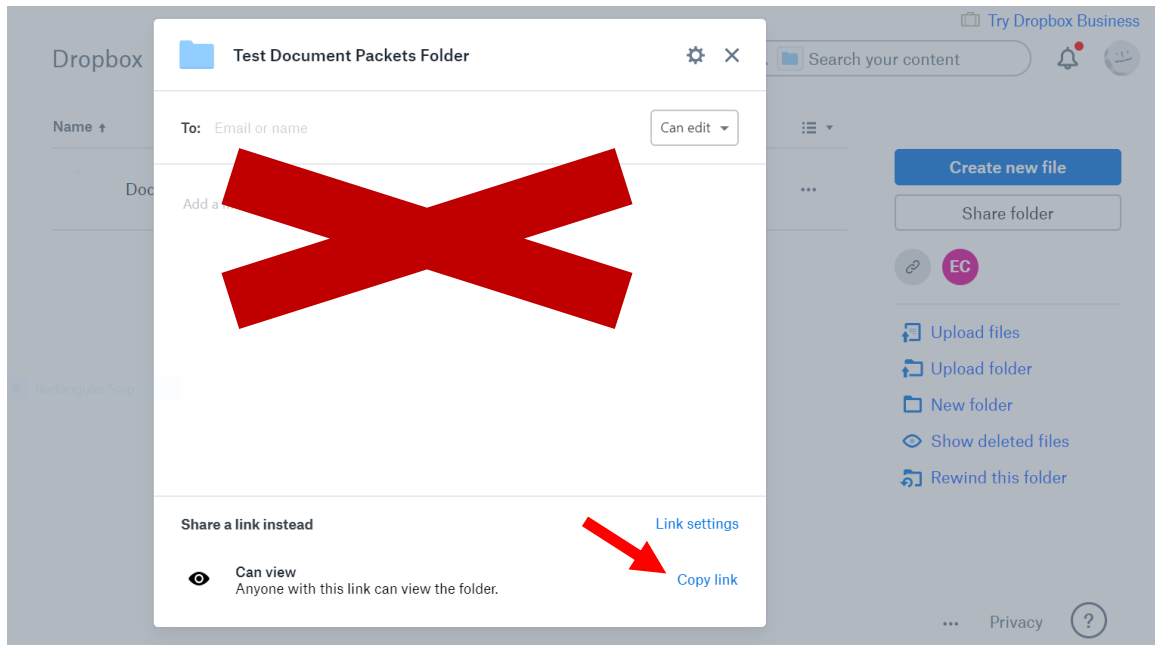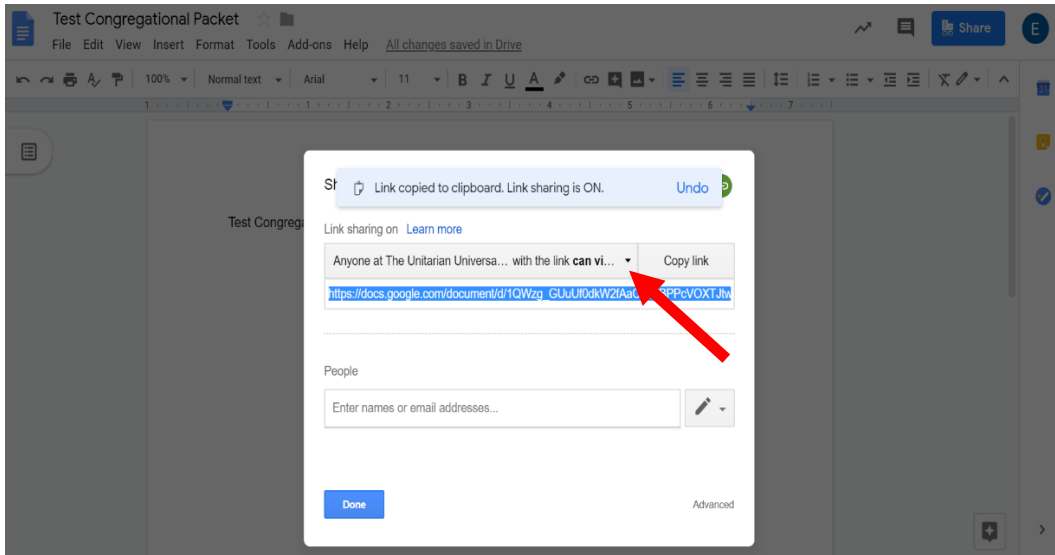
Google Docs

1. After establishing a Google account and creating/uploading your files, click the button in the top right corner that reads, "Share."

2. You will then see the below pop-up, showing that the link is copied; paste it into a separate email to share with someone. Whomever has this link will have access to the document/folder you've shared but will not be able to see anyone else who has access to the document.

   Notice there is an arrow to change the viewing permissions. If you want to make doubly sure that anyone who has the link will be able to view your document, click this arrow.

3. When the box pops up, select, "Anyone with the link" then "Save," then "Done." See below:

Link sharing

Trello: Search Committee Project Management

The 2019 Settled Search Committee from the Granite Peak congregation in Prescott, AZ created a walk-through guide on how they used Trello, a free project management website, to suit their needs throughout the search process. Follow this link for their tips on how to make the most of this tool: https://trello.com/gpuucsearch.