Advantages and disadvantages of using

* online document sharing software

Advantages

* It increases the amount of work because multiple people edit and work together on the same thing then saving it.
* You can get to it anywhere with an internet connection are any device which you but in double the amount of work hours in to what you are working on.
* Also It keeps your files secure because it is password secure which no can access it when you are not work on it.

Disadvantages

* You needed an internet connection to access it the document.
* Someone you were going to work with may not have an internet connection which means they cannot work with you.
* Also if you download a file from some you do not new you ran the risk of getting viruses like spyware.
* It you use some app when open your computer you can share personal information like passwords and accent numbers.

* standalone software when working on a collaborative project

Advantages

* unlikely to run the risk of getting hacked or downloading viruses and other harmful software.
* The user has full control over the system.
* It is simple to uses so now people will be able to understand fast

Disadvantages

* It can cost a lot of money to use the system.
* If users use to much of the storage space problems start with the network like being really slow and maybe losing work.
* If something goes wrong with the server, the whole network goes down so any unsaved work will be lost.