

Demonstration of Collaborative Internet-Based Document Development Using Microsoft Tools

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Abstract

The demonstration will show how the Microsoft Office family of products and related collaboration tools are used to support a distributed team in developing a document. We will demonstrate generating a workgroup website using a Wizard in FrontPage. The site will be configured specifically to manage a standards type document through a lifecycle. The demonstration will utilize an IIS Server with the Office Server Extensions (OSE) to enable collaboration. Two laptops will be used to simulate the various users. Other collaboration tools will also be involved such as MSN Messenger and NetMeeting.

1 Introduction

The demonstration is designed to show how a collaborative website can be quickly constructed and utilised for the purpose of consultative specification development. Firstly the collaborative site is generated using a FrontPage 'Wizard'. The site can then be modified to suite a particular application. Documents are created and posted on the inter/intranet for comment by the users. The users make comments (discussions) using an Internet Explorer 5 discussion enabled browser. The document is modified based on the discussions and posted to the Web as a final copy.

2. The Demonstration

2.1 Creation of a Workgroup Website

The website is created on a Microsoft Internet Information Server Version 5 (IIS) with Office Server Extensions (OSE). The method to create the website is a FrontPage 'Wizard', available from Microsoft called the '60 Minute Intranet Kit'. The first step in generating the website from FrontPage, selecting the 60 Minute Intranet Kit Wizard is shown in Figure 1

2.2 Collaborative Document Development

Once the website is operational users may deposit documents and use the various collaborative tools to refine them. These tools include the OSE to the website. Word, Net Meeting and Messenger. In this demonstration the document is created in Word and posted to the working website as a .doc file, and then modified by two of the authors. The demonstration shows how discussions are used asynchronously. Also Messenger and Net Meeting were also used to exchange ideas synchronously.

2.2 Release for Comment

Once the document is developed to a first draft level it is posted to the website as a HTML file. The document is saved to a 'Web Folder' that maps to the directories of the collaborative web site. People can make comments about and within the document as demonstrated at Figure 2 using IE5.

(Other browser can be utilized such as the Netscape Navigator and older Versions of Internet Explorer; however, the functionality to insert discussions in the documents is lost.)

2.4 Closure Modification and Final Posting

After a suitable comment period, a next version of the document can be produced based on the comments made by the users. Replies can be sent to users regarding their comments. The new document posted to the web and another round of comments can be opened if desired.

3 Conclusion

This demonstration scenario is based on a standards document; however the method is applicable to any document management problem that involves consultation with large numbers of users.

References

- [1] Microsoft Office 2000.
<http://www.microsoft.com/office>
- [2] Microsoft Office Server Extensions.
<http://www.microsoft.com/office/deployment/default.htm>
- [3] Microsoft. 60 Minute Intranet Kit.
<http://www.microsoft.com/office/WebTour.htm>

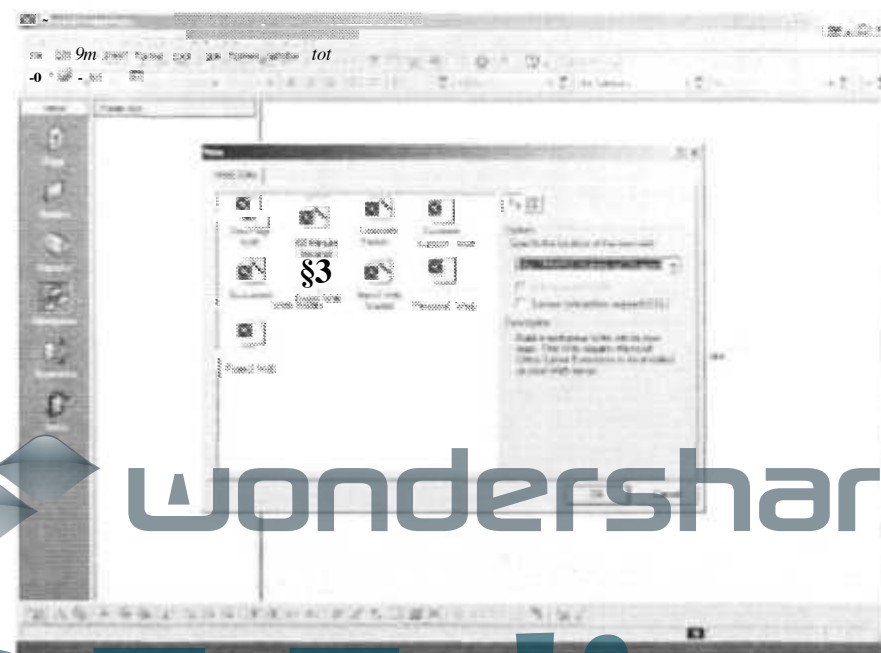


Figure 1 Creating the 60 Minute Web Site

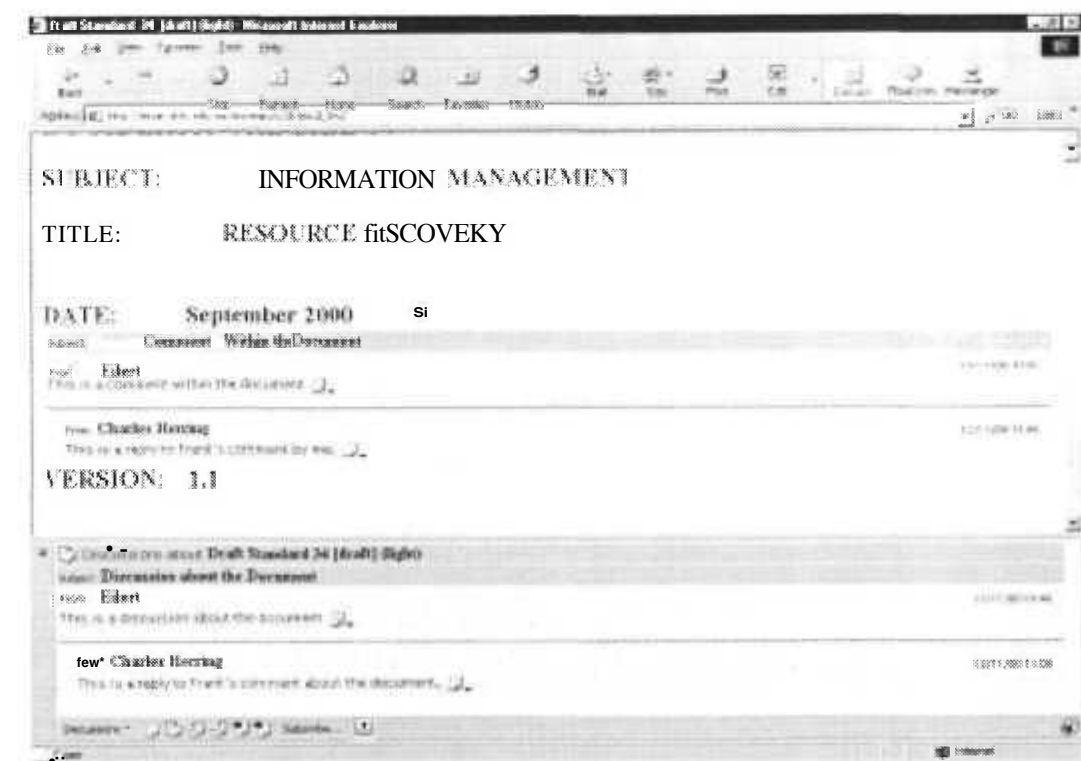


Figure 2 - Discussions Displayed On a Web Page