

## **Drafty Best Practices for collaborative file sharing**

### **Always use the Chrome browser**

Always use the Chrome browser.

### **Always use the Chrome browser in Incognito Mode**

Incognito Mode will guarantee that you have the most recent version of the Drafty code and that the more aggressive caching that regular Chrome does will not impact your work negatively.

### **Always close out all Incognito windows when done working**

In a collaborative situation the biggest risk is a second user opening an older version of a file that has been cached in their browser. Doing so will save the locally cached file to Drive and overwrite any work done on a different workstation in the interval between the two versions of the file being opened. This also applies to a single user on two or more workstations. By closing out all your incognito windows you effectively do a cache erase for your Drafty session. This prevents old code or old files from appearing unwanted.

### **Never work in the same file at the same time**

Drafty is a natively collaborative tool. Two or more users can work on the same file. They just cannot work on the same file at the same time. This is on our list of bugs to address but for the time being please be sure each file only has one active editor at a time.

### **Always save a copy before sharing a file**

We all make mistakes and we tend to be far more forgiving to ourselves than we are of others. Before sharing a file with a collaborator save a copy for yourself. That way, if the unfortunate happens and your collaborator ruins a file, you still have your clean copy. While you can do some fairly good file recovery with Drive's Version Control, it's a good idea to keep an extra copy just in case.

## **----- Miscellaneous Best Practices for Everyone -----**

### **Turn OFF Desktop Sync**

Google Drive offers a 'Desktop Sync' feature to store drive files locally on your Desktop. For some reason this negatively impacts the Drive API that we use for file saving and can cause saving issues.

### **Turn OFF any VPNs**

While we believe the issue only relates to a VPN coupled with a poor internet connection, we recommend turning them off during your Drafty Session to avoid any potential issues.