Collaborate with others  
The text you enter here is synchronized as you type, so that everyone viewing this page sees the same text. This allows you to collaborate seamlessly on documents!  
  
Turn Authorship colors on/off  
Click the gear at the top right and use the Authorship colors checkbox to toggle colors on or off.  
To adjust your color, click the author icon at the top right then click the color square. Use the wheel and square selectors to change color and adjust tint and shade.  
  
Use Chat  
Greg's Edits to the document .   
Use the Chat box in the lower right corner to chat with the other collaborators.  
Chat history is always available so you can always see what you missed and add to the conversation.  
  
Start typing or import text to get started  
If you already have some starter text saved in a document, you can import it into your Jot. Click the double arrows at the top right, choose the file on your local drive, and click Import Now. Only basic formatting, like bold, will be retained.  
  
Save to Group Documents  
Click Save As to name and save a copy of your Jot directly to a group folder. Plain text, HTML, Word and other formats are available to choose from.  
  
Export to your local drive  
Click the double arrows and select the export format from the dropdown menu.  
  
View your jot’s timeline  
Click the clock then adjust the slider to see all edits. Click the play button to see an animation of your Jot’s history.  
  
  
Jots is powered by Etherpad.

Grant doesn’t like this version so he updated the document here…