

Websites to Check Out

Free Software

Open Office

<http://why.openoffice.org/index.html>

A free alternative to Word, Excel and PowerPoint. The three programs work similarly to their MicroSoft counterparts with differences in the names of menu items and where they are sometimes located. Easy enough to use and get used to but compatibility only goes one way: save Open Office files as .doc, .xls, or ppt files but Word, Excel and PowerPoint will not open an Open Office file that hasn't been converted to the MicroSoft standard. Saves a bundle on software if you can live with that inconvenience.

AntiVirus

- <http://free.avg.com/us-en/homepage>

- <http://www.pcpitstop.com/antivirus/AVLoad.asp>

All important to the health of your files, these antivirus programs are free. Perfect for protection on your laptop when you are not logged into your company's server-based antivirus program or for you home computer.

Zip Files

<http://www.7-zip.org/>

No zip software on your computer? Fret no more, go to 7-zip and compress those big files or batch related files before sending by e-mail.

Back Up software

<http://mozy.com/home/free/?ref=6d8b8585&gclid=CPOM5YWC3KACFSZo5QodhHJzEq>

Need to back up your data? Need to do it from wherever you happen to be? Mozy provides 2 GB of space absolutely free with no sign up or hassles. Need more back up space? Well, Mozy has that too at rather reasonable rates.

<http://rapidshare.com/freezone.html>

Users who use RapidShare for free may place their files in the Collector's Zone. When you upload files into this area, they are automatically allocated to your Collector's Account. If your files are downloaded, you collect RapidPoints that can be exchanged for a free Premium Account. You can also organize your RapidShare download links and create a list – called LinkList. In this way you can list multiple related files together in one URL.

Browser

- <http://www.mozilla.com/en-US/firefox/ie.html>

- <http://www.opera.com/>

- www.google.com/chrome

Internet Explorer is the standard browser but it is also the one most frequently targeted by viruses. Mozilla is a common choice for those who want a safer alternative. Opera, not as well know but feature-rich, is one worth investigating. Google also has a free browser that is supposed to make increase the speed of gmail (see below).

E-mail

- <http://www.mozillamessaging.com/en-US/>

- www.gmail.com (also document sharing, chat)

Totally fed up with Outlook and it's mischievous misbehaviors, I switched to gmail. No only was my e-mail available to me when wherever there was Internet, it also synchs with smartphones and blackberries. Functionally different than Outlook, it groups messages by subject so it is easy to find all of the threads. For example, send out a message asking when people can meet and all the responses are grouped together. Gmail also has a chat feature that, while I don't initiate use of it, my staff has and we've had interactive dialogue. Another cool feature of gmail is the ability to send from multiple e-mail addresses but have everything come to the same gmail account. And, instead of folders, gmail uses labels.

Files too Big for E-mail

www.yousendit.com

Just discovered this one and couldn't believe how well and quickly it worked. My 7 mg file wouldn't go through e-mail so I logged into yousendit.com, uploaded the file and filled in e-mail address of the recipient. It wasn't long before I had an e-mail from the recipient saying he'd successfully downloaded the file. Easy.

Fire Wall

<http://www.zonealarm.com/security/en-us/zonealarm-pc-security-free-firewall.htm>

Scheduling

- <http://www.doodle.com/>

- <http://whenisgood.net/>

Scheduling meetings is simple. Put out the dates you're considering and ask other meeting participants to check their availability against yours. It isn't long before you have a graphic representation of which dates/times work. I was amazed. So much easier than some of the alternatives.

File Converter/Viewer

<http://www.irfanview.com/>

Ok, I'm not a graphic artist and PhotoShop is way over my head. I installed this free file conversation/viewer software because it allowed me to covert files and discovered I could manipulate photo files and prep them for the web as well. A rather sophisticated program for free. Meets my needs.

Course Management

<http://moodle.org/>

Open source software that creates online education/learning centers. This program will command a lot of attention if you want to use it but if your organization is looking for a platform for online education, this one could save you a bundle. There is a learning curve, one I haven't tackled.

PDF Printer

- <http://www.primopdf.com/download.aspx>

My favorite free application. I installed this software and was then able to print files to pdf format from Word and Excel. Primopdf also appends files so I can print a Word doc to a pdf and then append additional word docs or excel spreadsheets. I use this for all of my board and committee packets. Use the online version (www.primopdf.com/online.aspx) if you'd rather not download software or find yourself in need of creating a pdf from a computer that doesn't have the capability.

- http://download.cnet.com/Nuance-PDF-Reader/3000-18497_4-75128752.html?tag=feed&subj=latestreviewed&part=rss&tag=nl.e415

PDF Editor – Online

<http://www.nitropdf.com/free/hammer/index.htm>

Use PDF Hammer to quickly and easily edit your PDF files online without installing a thing! Simply upload PDF files to PDF Hammer via your web browser, perform your edits, and then save the files back to your computer. The online editor allows you to view the pages of your PDF files as you edit them. The free PDF editor lets you: combine PDF; create single, polished PDF documents by merging multiple files; edit PDF pages; and quickly rearrange, reorder, and delete the pages from existing PDF files. If that isn't enough, there's more. You can protect the contents of PDF files with password-based security, update PDF metadata, and make PDF files more useful and usable by setting the document information (metadata) fields, including author, title, subject, and keywords.

MR - Wordle

<http://www.wordle.net/>

<http://www.wordle.net/create>

MR - ScreenPrint32

http://download.cnet.com/Screen-Print-Capture-32/3000-2384_4-10135610.html

E-mail Attachments

- <http://www.officelabs.com/projects/forgottenattachmentdetector/Pages/default.aspx>

- <http://www.attached4sure.com/>

Survey Tools

<http://www.surveymonkey.com/>

Most are familiar with this tool but just in case you're not, this one worth mentioning. You can conduct electronic surveys for free. If you love it, you can upgrade for a feature-rich product.

MeetingPlanner 1.1 (Windows)

<http://downloads.zdnet.com/abstract.aspx?docid=1514421&tag=nl.e530>

Free Teleconferencing

- <http://www.freeconferencepro.com/?f=goog&r=Teleconferencing-free%20teleconferencing-ad001&qclid=CLLHjYCFmKACFRVZ2god6GOElq>

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<https://www.freeconference.com/splash.aspx?Source=AdWords&Group=Free&Campaign=US+Jan07&qclid=CNDC9ZeFmKACFQk65QodZ270eg>

With budgets being crunched and every savings important to the bottom line, these free conferencing services work just like the ones that charge a per line, per minute charge. With most people having all inclusive phone services (long distance included), the call is free. If the person dialing in does not have free long distance, then their phone is charged for the call. I've converted all of my clients to this free service without a single complaint. Just let your members know if advance so they aren't surprised.

File Storage

<http://www.dropbox.com/>

Wikipedia

<http://en.wikipedia.org/wiki/RapidShare>

This free encyclopedia, like many free programs, has an option to upgrade if you don't have enough features with the free version.

Travel

www.tripcase.com

Works with mobile devices iPhone, Blackberry and Windows

For traveling there is no better website/program than Trip Case.. When you create an account and put in trip information (flight # Hotel info) it keeps a record of those flights and sends updated flight info as it changes. If there is a delay or a gate change it updates the web profile, will update your mobile phone, send an e-mail and also send e-mails to anyone else that you tell it to. You can download the iPhone App from the Apple Store (free) or Microsoft Marketplace (WinMo) or from Blackberry. I found that the last time I traveled, Trip Case had more current gate info than the monitors outside the jetway. It's cool, it's free and it's useful!

Online Meetings – Free for 5 or less

http://www.dimdim.com/products/dimdim_editions_webinar.html - Dimdim Webinar - our version for large events up to 1000 participants is available for less than 1/5 the cost of WebEx. And because we really do want to make the world a better place, we also provide a totally free version to meet an unlimited number of times with some features - like video and whiteboards - that aren't available at any price from GoToMeeting. And you can try any of our premium products for 30 days - also free! (no pesky credit card needed)

Combining and Publishing Files

<http://www.drawloop.com/solutions/documenttools/>

DrawLOOP tools help you convert, combine, publish and automate all of your documents on-demand – from a web browser. The free version does a lot but if it doesn't do enough, there are upgrades \$5/month or \$7/month depending on your needs.

Give Away of the Day

<http://www.giveawayoftheday.com/>

Not sure what you'll find. The titles change daily. Make this a favorite and download software that usually has a price tag at no cost.

Calculator

<http://www.esoft.web.id/organize/mycalc2-v110-real-calculator-your-computer.html>

Lots of functionality, MyCalc2 is a new calculator with scientific, financial, conversion and statistical capabilities. It can also draw and study functions. You can program up to 36 personal functions with Pascal language. MyCalc2 is a powerful RPN calculator with multiple skins.

Malware Cleaner

<http://www.norman.com/>

Norman Malware Cleaner 2010.03.26 - a program to detect and remove malicious software (malware). Programs should not be used as a substitute for normal virus protection, but rather as a tool to treat systems that are already infected.

Synch Files – Different Computers

<http://freefilesync.sourceforge.net/>

FreeFileSync 3.5 will help you if you want to compare and synchronize files and folders located on different computers. You specify the source folder and target folder, and the program shows you the differences between them. Easy to use, this program is a powerful open source tool that will allow you to compare folders in search of their differences, as well as keep them in sync.

FontView

<http://www.softwareok.com/?seite=Software/FontViewOK>

FontViewOK creates a quick visual overview of all installed fonts. The deployment is so simple, a help file is not required. (Not that I've used it yet but that's what the site says.) This program features quick overview of all fonts; printing with print preview function; and changeable font size, style and color.

Accounting

<http://www.nolapro.com/index-5.html>

This enormous application includes all standard accounting modules as well as orders of orders, inventory control, bills, debts, etc. Special mention plugins or add-ins for e-commerce, retail outlets or web portal business to business. The user interface is very colorful, clear and friendly. Allows multiple simultaneous users, and offers all possible options for the area of administration, user permissions, etc. The version you install on your computer is free. The web-based version has one month free and then is subscription-based.

Convert Currency, Measurements, Temperature, Pressure and Much More

<http://www.onlineconversion.com/>

If you have something to convert, you'll probably find online program to do it from this site.

Group Loop

<http://www.grouploop.com/index.html>

Group messaging, calendar, file sharing, RSVP system, and more!

Email makes a tangled mess when you're trying to coordinate several people, or discuss a single topic together. GroupLoop gives you a central place to do all of that, and since it's web-based, you can access it from anywhere!

GroupLoop provides a simple place for you to share and archive files, a central area for discussion, and a calendar to manage your meetings. GroupLoop is designed for anyone who needs to organize a group. Board of directors, private clubs, non profit groups, chambers, and even families can benefit from its collaboration tools. It's 100% web-based, easy to use, and there are no long term contracts to sign.

Limits	Free
Group Members	25
Committees	1
File Storage	3MB
Calendar Events	12
SSL Security	No
Messages	Unlimited
30 day guarantee	
Monthly Fee	Free!

LinkedIn Outlook Toolbar

http://www.linkedin.com/static?key=outlook_toolbar_download

Build your network from frequent contacts

- Build your network selecting from people you email often
- See suggestions of who to invite based on email frequency
- Invite with one click to build your network faster

Manage your LinkedIn Contacts from Outlook

- Update your Outlook contacts with LinkedIn profile information
- Receive notifications when your contacts change their LinkedIn profiles
- See when people you e-mail frequently are not in your network

Stay connected to your network

- See LinkedIn mini-profiles for everyone that emails you
- Use the LinkedIn dashboard to stay up to date with your network
- Access LinkedIn with one quick and easy click

Scheduling Application

Which Date Works (Dates – not times)

<http://whichdateworks.com/Editor.aspx>

WhichDateWorks.com was founded on the idea that making plans with friends and family should be simple, easy and convenient. WhichDateWorks.com is a simple, hassle-free planning solution for all the events in your life.

Tungle.Me

<http://www.tungle.com/Home/>

Tungle.me eliminates costly double bookings, frustrating time zone mishaps and the endless back and forth of finding a time to meet. It makes it quick and easy to schedule meetings, and it works hand-in-hand with your calendar: Outlook (with or without Exchange), Google Calendar, Apple iCal, Entourage for Mac and Lotus Notes (Notes currently in closed beta. Email us to get the beta version)

TimeBridge

<http://timebridge.com/>

TimeBridge is a web application that makes it incredibly easy to schedule and lead great meetings—and follow up after you meet. Think of us as your calendar-wrangling, agenda-making, note-taking, team-motivating, secret weapon in the battle against workplace inefficiency. We ensure that your attendees arrive

prepared, stay focused, and leave with a common purpose and clear to-dos. We cut out hassles like schedule tag and late attendees, so you can focus on the good stuff: having fun while also getting stuff done, and making your team, company, and career zoom ahead in the process.

Sticky Notes

Sticky-Notes

<http://www.sticky-notes.net/>

Sticker Lite is sticky notes freeware for Windows that offers you an easy way to keep all your thoughts, quick notes, web links, addresses, phone numbers, and other information in one place. Whether you need to create a todo list, plan daily tasks or organize recipes, *Sticker Lite* is the only sticky notes freeware that provides you with everything you need.

Stickies

<http://www.zhornsoftware.co.uk/stickies/index.html>

Stickies will not mess with your system files, or write to the registry. Stickies stores information in a single text-based ini file. Stickies will never support animated dancing figures, or play "Greensleeves". They are instead yellow rectangular windows onto which you can put some text notes. Once created, they will stay on screen until you take them away. Just like a real sticky piece of paper.