



prior to the call. The software also provides tools to easily set up multiple calls and use past calls as a template for future calls. [www.freeconferenc.com](http://www.freeconferenc.com)

### **Other Tools**

- QutePDF - Free software to create pdf documents from your office software <http://www.cutepdf.com/>
- Alerts - Can store an Internet search and have Google search the Internet daily and send you an email if anything is found. <http://www.google.com/support/alerts/bin/static.py?page=faq.html&hl=en>
- iGoogle - A customized home page allowing you to see news, weather, and other information that interests you. Click on iGoogle in the top right hand corner of Google's home page.
- Weebly - a free web page creator [www.weebly.com](http://www.weebly.com)
- Free Small Business Web Site - [www.officelive.com](http://www.officelive.com) Office Live Small Business (formerly known as "Office Live" before last year's re-branding) is a set of Web service add-ons designed primarily to complement Microsoft Office. The service is currently available in three flavors: Basics (free), Essentials (\$19.95 per month) and Premium (\$39.95 per month).) See <http://office.microsoft.com/en-us/officelive/FX102513631033.aspx> for more information.

**Public service announcement** - You need to determine what works best for you. You need to be comfortable with storing the data on the Internet and understand the privacy policies of the tools you use. All the examples above involve data that is only accessible to people given access by you. However, you have no control over what Google and other does and does not do with the data. Google has been criticized for storing data forever.

### **Other Resources**

- Compare MS Outlook to Google Aps ([http://www.idealware.org/articles/google\\_apps\\_outlook.php](http://www.idealware.org/articles/google_apps_outlook.php))
- OpenOffice - another free software suite that is stored on the local PC. [www.openoffice.org](http://www.openoffice.org)
- Zoho - another free office suite that is that is stored on the local PC. [www.zoho.com](http://www.zoho.com)
- The BluePrint wiki. A one stop location to see many tools. <http://blueprintrd.pbwiki.com/>