


## Cool Software Tools You've Never Heard Of

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### 1. Personal:

#### 1.1. Tripit [www.tripit.com](http://www.tripit.com)

1.1.1. Builds a complete online itinerary automatically simply by emailing your flight/hotel/car confirmations to a specific email address

1.1.2. Free

### 2. Collaboration:

#### 2.1. Smartsheet [www.smartsheet.com](http://www.smartsheet.com)

2.1.1. Allows for online spreadsheet collaboration

2.1.2. Strong collaboration tracking and historical trail

2.1.3. Monthly subscription based on number of concurrent sheets desired

**Suggested Use:** Allow teams of people to work directly on the same spreadsheet rather than emailing versions

**My Ideas:** \_\_\_\_\_

#### 2.2. Google Spreadsheets [docs.google.com](http://docs.google.com)

2.2.1. Allows for online spreadsheet collaboration

2.2.2. Good sharing and security, but not so much tracking and audit of changes

2.2.3. Free

**Suggested Use:** Allow teams of people to work directly on the same spreadsheet rather than emailing versions

**My Ideas:** \_\_\_\_\_

#### 2.3. Officezilla [www.officezilla.com](http://www.officezilla.com)

2.3.1. Manage and collaborate on projects

2.3.2. Free

**Suggested Use:** Allow teams of people to collaborate on a series of tasks and deadlines. Similar to Smartsheet, but more robust functionality

**My Ideas:** \_\_\_\_\_

#### 2.4. Circleup [www.circleup.com](http://www.circleup.com)

2.4.1. Manage email conversations, including both voting (specific answers) and comments

2.4.2. Free

**Suggested Use:** Use it for decision-making within your management team, without the need for meetings

**My Ideas:** \_\_\_\_\_

### 3. Office/Utility:

#### 3.1. *PrimoPDF* [www.primopdf.com](http://www.primopdf.com)

3.1.1. Allows printing directly to the PDF format

3.1.2. Free

#### 3.2. *Microsoft Office Save or Email as PDF* [www.microsoft.com](http://www.microsoft.com)

3.2.1. Allows saving or emailing files directly to PDF format from within MS Office

3.2.2. Free

#### 3.3. *Nitro PDF Software* [www.nitropdf.com/free](http://www.nitropdf.com/free)

3.3.1. Convert PDF documents to MS Word or Excel

3.3.2. Merge/separate existing PDF files and move pages around

3.3.3. Free

#### 3.4. *Drop.io* [www.drop.io](http://www.drop.io)

3.4.1. FTP without the FTP...create a depot online for very simple dropping of files for others to access

3.4.2. Free

**Suggested Use:** Upload shared project documents and files (assuming you are not using Officezilla or Smartsheet)

**My Ideas:** \_\_\_\_\_

#### 3.5. *FreeConferenceCall.com* [www.freeconferencecall.com](http://www.freeconferencecall.com)

3.5.1. Have your own teleconference number and pin

3.5.2. Have your own international teleconference number and pin

3.5.3. Free (although in either case it will likely be a domestic long-distance call)

#### 3.6. *Big First Name* [www.bigfirstname.com](http://www.bigfirstname.com)

3.6.1. Exceedingly simple way to print name tags with, yes, a big first name

3.6.2. Free

#### 3.7. *OpenOffice* [www.openoffice.org](http://www.openoffice.org)

3.7.1. Very similar to MS Office with word processor, spreadsheet and presentation software

3.7.2. Free

**Suggested Use:** Replace the MS Office suite rather than upgrading licenses

**My Ideas:** \_\_\_\_\_

3.8. *Open OpenOffice Files in MS Word* [www.sun.com/software/star/odf\\_plugin/get.jsp](http://www.sun.com/software/star/odf_plugin/get.jsp)

3.8.1. MS Office plugin to allow opening/saving OpenOffice files

3.8.2. Free

3.9. *Zoho* [www.zoho.com](http://www.zoho.com)

3.9.1. Customer Relationship Management software if you track prospects and communication

3.9.2. Free for three users which is perfect for a club

**Suggested Use:** Beneficial for tracking a waiting list or prospects, and your communication with them, or for tracking committees and related communications

**My Ideas:** \_\_\_\_\_

4. **Communication/Multimedia:**

4.1. *Xobni* [www.xobni.com](http://www.xobni.com)

4.1.1. A downloadable plugin for Outlook to more easily see and manage email conversations

4.1.2. Free

4.2. *Feed My Inbox* [www.feedmyinbox.com](http://www.feedmyinbox.com)

4.2.1. Automatic RSS/email feeds to your inbox

4.2.2. Free

**Suggested Use:** Set up an RSS feed on your HFTP website calendar, and automatically receive email updates to that calendar

**My Ideas:** \_\_\_\_\_

4.3. *Jabbertext* [www.jabbertext.com](http://www.jabbertext.com)

4.3.1. Text messaging to defined groups of people

4.3.2. Small charge (2-3 cents per text)

**Suggested Use:** Use to quickly text all management team members for an emergency (heart attack on the golf course)

**My Ideas:** \_\_\_\_\_

4.4. *Picapp* [www.picapp.com](http://www.picapp.com)

4.4.1. Library of pictures to embed in your website

4.4.2. Free

4.5. *Slideshare* [www.slideshare.com](http://www.slideshare.com)

4.5.1. Online PowerPoint presentations

4.5.2. More secure than Authorstream below

4.5.3. Free

**Suggested Use:** Allow board or committee members to all view a PowerPoint presentation remotely

**My Ideas:** \_\_\_\_\_

4.6. *Authorstream* [www.authorstream.com](http://www.authorstream.com)

4.6.1. Online PowerPoint presentations

4.6.2. Less security than Slideshare, but simpler

4.6.3. Free

4.7. *Animoto* [www.animoto.com](http://www.animoto.com)

4.7.1. Create simple and quick videos simply by uploading photographs

4.7.2. Free (\$3 per video if you want greater flexibility)

**Suggested Use:** Create animated videos from your event photographs, and post the video on your website

**My Ideas:** \_\_\_\_\_

4.8. *Irfanview* [www.irfanview.com](http://www.irfanview.com)

4.8.1. Quickly and simple photo editor

4.8.2. Free

**Suggested Use:** Easily resize your photographs for upload to Animoto

**My Ideas:** \_\_\_\_\_