

## Free Tools of the Internet – Chris Gambill, Database Consultant

1. Google Applications – Must have a gmail account – this is free – go to [www.google.com](http://www.google.com) – register as a new member
  - a. Calendar – similar to Outlook – allows for sharing your calendar with others
  - b. Share Documents – allows you to share certain types of documents – some graphics may not be shared.
  - c. Video Conference
2. Google Map List – signup for a gmail account
  - a. Allows you to add a new business
    - i. Add descriptions such as office hours, business category, other info pertinent to your business
    - ii. You can also add a photo of your business.
    - iii. Be sure to claim your business at google maps
3. YouSendIt – Free service to send large files – send up to 10G in files free
  - a. Additional options that you can pay for
4. Doodle – [www.doodle.com](http://www.doodle.com) – use this site to schedule meetings involving people outside of your office.
5. Evite.com – use this program to send invitations for your events. Templates are available to use or you can upload your own form. Possibly use for ribbon cuttings, etc.
  - a. Capability to send as a text message
  - b. Import your contacts from Outlook
  - c. Export the evite to share with your Facebook friends
6. GoToMeeting – use as a teleconferencing tool for meetings
7. MusicBakery – Royalty free music
  - a. allows for downloads
  - b. pay a one-time fee for unlimited use
  - c. Download from the site or they will send you a CD
8. FreeDigitalPhotos.net – Professional, high quality photos available free or for a small price depending on the size. Small free images are the size that could be used with text in a document.
9. OpenOffice.org – Free download – includes word processor, spreadsheet application, paint/art application, database application – similar to MS Word
10. Mozilla Firefox – internet browser – makes editing of webpages easier
11. Manta.com – used to research businesses – home office location, total number of employees, etc.
12. Reference USA – If you have a Knoxville Library Card, you can access this site free, gives information on businesses.
13. Google Analytics – must have a gmail account – use it to analyze your website.
14. Website Grader – used to analyze your website

