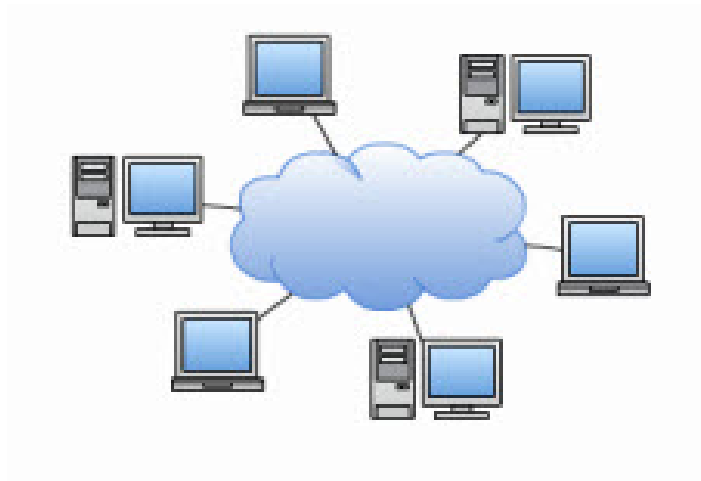


# Working in the Cloud



By

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*“The Real Estate Tech Guy”*

**Need More Help or Have a Question?**

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## 7 Reasons to Consider Cloud Computing

1. Free
2. Easy
3. It can save you time.
4. You can save documents.
5. You can customize your "cloud".
6. It's the future.
7. Consumers will expect it.

## 2 Important Points When Going Paperless

1. Don't feel as though you have to scan everything.
2. Be sure to have a back-up plan.

## Data Security – Remember

1. Back up your data.
2. Use a 12 character password.
3. Use a fingerprint login-in.
4. Encrypt Your data.
5. Try to Lo-Jack -- for laptops.




## FREE Resources on the Internet

<b>Company</b>	<b>Web Address</b>	<b>Description</b>
Google Docs	<a href="http://www.Google.com">www.Google.com</a>	Online storage and productivity tools to use
Zoho Docs	<a href="http://www.Zoho.com">www.Zoho.com</a>	Online storage and productivity tools to use
Office Web Apps – Sky Drive	<a href="http://www.Microsoft.com">www.Microsoft.com</a> (Office Site – then Office Live)	Online storage and productivity tools to use
7-PDF Web Portal	<a href="http://www.7-pdf.de/7-pdf-web-portal/">http://www.7-pdf.de/7-pdf-web-portal/</a>	Convert a wide range of documents to PDF's
PDF2Word	<a href="http://www.PDFtoWord.com">www.PDFtoWord.com</a>	Convert PDF files into Microsoft Word Documents
Web2PDF	<a href="http://www.Web2PDF.com">www.Web2PDF.com</a>	Let's you convert Web Pages to PDF files
DigiSigner		A useful tool to digitally sign your PDF files
Crocodoc	<a href="http://www.Crocodoc.com">www.Crocodoc.com</a>	Collaborate on PDF's, Word Documents and other files with co-workers and friends
PocoDoc	<a href="http://www.PocoDoc.com">www.PocoDoc.com</a>	Let's you shrink, or reduce the size of your files
Google Calendar	<a href="http://www.Google.com">www.Google.com</a>	Online Calendar that you can share with others, and access via the Web
Evernote	<a href="http://www.Evernote.com">www.Evernote.com</a>	Manage notes, audios, photos, files and more on the Web, your computer and your Smart Phone
Yelp	<a href="http://www.Yelp.com">www.Yelp.com</a>	Get ratings and information on restaurants, retail stores, real estate offices and more
Postica	<a href="http://www.Postica.com">www.Postica.com</a>	Sticky note solution for keeping your information organized on the World Wide Web
Net Documents	<a href="http://www.NetDocuments.com">www.NetDocuments.com</a>	Online Storage solutions for those wanting a full-fledged paperless office
Slide Share	<a href="http://www.SlideShare.net">www.SlideShare.net</a>	Host and display Power Point slide shows online
Carbonite	<a href="http://www.Carbonite.com">www.Carbonite.com</a>	Online back-up for your computer
LoJack	<a href="http://www.Lojack.com">www.Lojack.com</a>	Tracks your computer if it is stolen
Full Handout	<a href="http://www.RealEstateTechGuy.com">www.RealEstateTechGuy.com</a>	Select Resources, then FNAIM – Full Handout with links is available there along with copy of Power Point used today






## FREE ONLINE TOOLS – REPRINTED FROM GIZMO'S FREeware



<http://www.techsupportalert.com/content/best-free-online-applications-and-services.htm>

### Best Free Office Suite


- **Google Docs** offers a suite of Web-based productivity applications including documents, presentation, spreadsheet and form in a simple folder within a file organizational system. It allows for users to easily create, share and edit files in real time online, or upload an existing file into the system. ([Review](#)) 
- **Zoho Docs** unites Writer, Sheet and Show and supports most file types with 1 GB of free storage. Sporting a useful toolbar menu for editing, it also features tabs for easy access to multiple documents, with various collaboration options available. ([Review](#)) 
- **Office Web Apps** "offers free online versions of Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft OneNote. Even better they are giving users 25 GB of free online storage to store their documents on Microsoft's SkyDrive service." ([Review 1](#), [Review 2](#)) See also *Windows Live SkyDrive*. 

### Best Free PDF Tools


- **7-PDF Web Portal** converts a wide range of documents into PDFs. You can set a page range and image compression for the conversion. Just choose a file to upload, click *Convert to PDF* button and a PDF file is downloaded automatically for you. ([Review](#)) 
- **PDFescape**, a PDF editor with form filler and designer. You can add text, links and sticky notes, whiteout contents, draw shapes, add form fields or fill up forms. Maximum file size 2 MB or 50 pages per file for free accounts. ([Review](#)) 
- **PDFHammer** a PDF editor to visually rearrange, reorder and delete pages, merge PDFs, set PDF metadata or protect PDF files with a password. Easy to use—just upload, edit and save the files back to your computer. 
- **I Love PDF**, a nice tool to merge or split pdf files easily. You can merge up to 10 PDF files in one, extract or split pages in a PDF, subject to a maximum file size of 8 MB. 
- Nitro PDF offers free online conversion from PDF to Word/Excel via **PDF-to-Word Converter** and **PDF-to-Excel Converter**. Both are helpful and easy to use—choose the file you need, click the *Convert* button and check your inbox for the converted files. See also *Free File Converter*. 

- **Web2PDF** lets you convert any webpage into a PDF document and save it to your computer with various options such as setting paper size. Simply paste the URL and click the button, or you can drag the bookmarklet to your toolbar so you don't have to revisit the website. (Review) See also *PrintWhatYouLike*. 
- **DigiSigner**, a useful tool to digitally sign your PDF files and verify signatures, and you can assure that the important PDF documents are not tampered with. (Review) 


## Best Free Document Collaboration

- **Crocodoc**, a convenient tool to collaborate on PDFs, Word and Powerpoint documents. You can highlight, add or strike out text, and add a note to a document shared by an URL. Adding password protection is limited to paid-for accounts. 


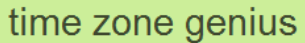
## Best Free Document Optimizer

- **PocoDoc** shrinks the Office files for you while retaining the original file formats in Word, Excel or PowerPoint. In some cases, the service claims that a compression of up to 95% can be achieved. (Review) 


## Best Free Calendar


- **Google Calendar** lets you quickly schedule events and keep track of appointments. You can share your schedule with your co-workers, family and friends, sync to your mobile phone's built-in calendar, get notified by email or have a text message sent right to your mobile phone. 

## Best Free Multiple Timezone World Clock

- **TimeAndDate.com** "is the most versatile I have found from the many sites available. It allows you to see the time and date of virtually any city in every country and set for a custom clock with all the time zones you care about." (Review) 
- **Time Zone Genius** displays up-to-date time zone information for cities in the world. You can check current times for cities you choose, or find out offset from GMT, daylight savings time adjustments, sunrise and sunset times of a city. 

## Best Free Notepad / Notebook / Notes Organizer




- **SimpleText.ws**, a notepad for you to write, save and sync snippets of text easily and quickly in a clean and simple interface. This service uses Google Accounts for signing in. 

- **Zoho Notebook** does an amazing amount of things—you can save text, image,  audio and video objects, aggregate them in one place, keep track of changes and share a whole book, page or just an object on a page by granting read/write permissions.




- **Evernote** "is an outstanding product that provides you with an excellent solution to manage notes and snippets of information. You can create notes or cut-and-paste them with text and images." Desktop software is for syncing notes across computers if needed. ([Review](#))




### **Best Free Reminder / To-Do List**

- **Remember The Milk** lets you organize tasks into various lists, set due dates, postpone or repeat tasks, add notes, print lists and so on. It integrates with Gmail and other services with add-ons. 
- **Toodledo** allows you to add and organize your tasks by folders, contexts, due dates and priorities, share your tasks with coworkers, friends or family. You can add multiple and repeated tasks, notes and tags, import and export your data or customize the service to suit your needs. 
- **TeuxDeux** gives you a week overview of what needs to do in a clean user interface. It's easy to use—type in a box to add a task, move it to another day by drag and drop, or click to check off a done one or remove it. 

### **Best Free Sticky Note (*see also Private Note*)**

- **Postica**, a sticky note which is clean in design and easy to use, with a quick layout, filter, printer-friendly view, and allows you to attach a file to your sticky note too. 

### **Best Free Meeting Scheduler**

- **Doodle**, a brilliant way to organize a meeting that suits everyone to get together to celebrate a birthday, anniversary or new job with a group of close friends and family, or to get together with a few colleagues. ([Review](#)) 
- **Needtomeet**, use a simple calendar and schedule a meeting time that works for everyone in three simple steps, no more emailing back and forth or wasting time to call everyone couple of times in a day. 
- **ScheduleOnce**, mark with green to propose times for your meeting for a fixed duration and send a link to your invitees for feedback. Better still, it allows for checking out your free time and scheduling a meeting in your [Google Calendar](#) after connecting to it. 

## Best Free Image Editor

- **Pixlr Editor** "an excellent set of tools that rival many image editors, including drawing, retouching, cropping, resizing, warping, adding text, basic and advanced lighting and color adjustments, numerous filters and layers with blending." ([Review](#))
- **Sumo Paint**, a powerful tool for creating and editing images with more painting tools than other paint-oriented online image editing programs, supports for layers, blending modes, special filter effects, opacity levels, handy adjustment tools, etc. ([Review](#))
- **FotoFlexer** creates dazzling photo effects in a simple interface with optional fullscreen editing. Supported features include one-click auto fix, red eye removal, resizing and cropping, rotating and flipping, 20 over filtering effects, decorations, animations, layers and more.
- **AnyMaking Photo Editor** helps you edit an image easily in a few seconds with a set of tools for you to choose: crop or resize image, flip or rotate, add frame, filters, drop shadow, reflection and round corners.



## Best Free Image Converter and Resizer

- **fixPicture** converts all popular picture file formats and camera raw formats to jpg, png, gif, tiff, bmp or pdf formats, and resizes them by a percentage or a specific pixel value with optional rotation and some effects.



## Best Free Image Cropping and Customizing

- **CutMyPic**, 3 simple steps that allow you to quickly upload a picture, cut and customize it, and mail it to a friend or save it to your computer. Image customizing includes rounding corners and adding a shadow with thickness of your choice.



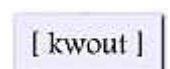
## Best Free Digital Image Stitcher

- **Dermandar** offers an easy way to stitch a series of your scenic photographs into one picture—just browse for pictures from your folder, then save a panoramic image back to your disk, or upload and share it in the gallery.



## Best Free Screen Capture Utility

- **Kwout**, grab a web page and crop an area, post it anywhere or right-click the cropped image to save into your computer. You can resize, add a border or shadow to the image, work easily with a bookmarklet on any browsers with no need to install anything.

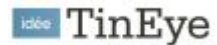


- **Thumbalizr**, capture a top screen or full scrolling webpage in seconds—just enter an URL, click *thumb it*, and download the image in width of your choice. Free sign up for even better quality.



## **Best Free Image Search (see also *Photo Management and Sharing*)**

- **TinEye**, submit an image to discover the source of the image, where it is being used and check out its modified or higher resolution versions if they exist on the web.
- **GazoPa**, a useful search engine to look for images similar in color, shape or other optional parameters, to the one you submitted. Search results are viewable in two layouts.
  - **RGBStock.com**, a good place to search for high quality and royalty-free photos and choose the ones you like to download. Type a keyword to search for the photos or check out what are the most downloaded photos.



## **Other Sites Mentioned Today**

Carbonite – [www.Carbonite.com](http://www.Carbonite.com) Online Backup solution

LoJack – [www.Lojack.com](http://www.Lojack.com) – Tracks your laptop down if it's stolen