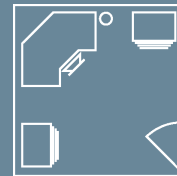


beyond the office



Free Business Software

Being in business is expensive, especially if you're just starting out and don't have a reliable income stream yet. In these modern times, it's almost impossible to be in business without using costly software programs to write sales letters, manage your books, check your email, maintain a calendar, not to mention firewalls and virus protection software to protect all your files and hard earned contact information. Or is it?

There is a treasure trove of free and open source software available that can solve many of your software woes. And most are compatible with the popular (and expensive) software programs, so you can interact with customers and vendors using those programs and not have to worry.

Firefox - www.mozilla.com/en-US/firefox/

Firefox has gained a huge following as a more secure alternative to Internet Explorer. In addition to a more secure browsing environment, Firefox also provides a convenient tabbed interface, as well as the ability to customize your browser with themes (or skins.) From Mozilla, "The award-winning Web browser is now faster, more secure, and fully customizable to your online life. With Firefox®, we've added powerful new features that make your online experience even better."

Thunderbird - www.mozilla.com/en-US/thunderbird

Thunderbird is Mozilla's next generation e-mail client. Thunderbird makes emailing safer, faster and easier than ever before. It's functionality is similar to Outlook Express, as it only allows for email and contact management. However, there is an extension that can be used to provide calendaring capabilities.

Sunbird and Lightning - www.mozilla.com/projects/calendar

Sunbird® is a cross-platform application that brings Mozilla-style ease-of-use to your calendar. The Lightning extension adds a fully integrated calendar to Mozilla Thunderbird.

SeaMonkey - www.seamonkey-project.org

SeaMonkey® is the all-in-one application formerly known as the "Mozilla Application Suite", containing a web browser, a mail and newsgroups client, an HTML editor, web development tools, and an IRC chat client in a single software package.

OpenOffice - www.openoffice.org

OpenOffice is an excellent open-source alternative to expensive office software packages, such as Microsoft Office and WordPerfect. Developed over twenty years, OpenOffice.org is a mature, stable, product, guaranteeing trouble-free usage. It uses file structures approved by the International Organization for Standardization, enabling wider compatibility with other office software. Companies moving to OpenOffice.org simply take their existing files with them. In fact, changing to OpenOffice.org may be a simpler process than having to upgrade because your commercial

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software vendor has brought out a new version. OpenOffice.org 2 also understands that no business is an island, which is why it can exchange files with other office software - for example, the one your accountants use. It also allows you to create PDF files for those all-important times when you want to retain control of documents after they leave your office.

Open Office is composed of the following: Writer - Word Processor, Calc - Spreadsheets, Impress - Slides & Presentations, Draw - Graphics & Diagrams, Base - database tool

AVG Free Antivirus - free.grisoft.com

Basic antivirus and antispyware protection for Windows available to download for free. Limited features, no support, for private and non-commercial use only. The most downloaded software on CNET's Download.com.

ZoneAlarm Free Firewall - www.zonealarm.com

Easy to use, free firewall (for individual and not-for-profit charitable entity use.)

PDF ReDirect - www.exp-systems.com

PDF ReDirect is a fast, free, and easy-to-use PDF creator. It has no restrictions, no watermarks, no spyware, no adware, and no pop-up advertisements. Features include encryption, full merging and PDF preview.

Office Accounting Express - www.ideawins.com/express.aspx

Microsoft® Office Accounting Express is an easy to use accounting package that works with other Office applications you already know. It allows the ability to create invoices, track time and expenses and bank online, enter data once and share it seamlessly with other Microsoft Office system programs, and even manage your payroll. It's customizable reports allow you to see customer, vendor, employee and financial data in one place. Also, there are add-ons available to enable you to list items & manage your EBay sales and transactions, email invoices and get paid faster with PayPal, and process credit card payments directly in Office Accounting.

Office Accounting Express is also compatible with Quickbooks, so you can import your existing Quickbooks records into the program easily.

There is also a professional version available, which does offer some additional functionality. Please see website for pricing and availability information.

Yugma - Web collaboration - www.yugma.com

"Yugma believes that web collaboration is for everyone, not just people in large companies. We also believe good ideas deserve to be shared, regardless of resources or geographic location. These two beliefs drove us to create an easy-to-use, affordable web collaboration service that works on Windows, Mac and Linux. It is our hope that Yugma will help you to share your ideas, learn more, stay connected with friends and family, feel the need to fly to fewer meetings, and have a more successful business."

GIMP - www.gimp.org

GIMP is a freely distributed program for such tasks as photo retouching, image composition and image authoring. It has many capabilities. It can be used as a simple paint program, an expert quality photo retouching program, an online batch processing system, a mass production image renderer, an image format converter, etc.

GIMP is expandable and extensible. It is designed to be augmented with plug-ins and extensions to do just about anything. The advanced scripting interface allows everything from the simplest task to the most complex image manipulation procedures to be easily scripted.