"Make Technology Work For You"
NCCW Convention   Grand Rapids, Michigan 2014   Technology Session
Presenter: Kathy Bonner, member of the NCCW LTD Team

TeamViewer: www.teamviewer.com
Allows invited person to view each other's computer screen at the same time (only while signed in). You can change control of the mouse from one computer to the other at any time.
You can control the remote computer as if you were sitting directly in front of it. You utilize your phone for audio communications while using TeamViewer.
Uses: In real time you can work on a document, a flyer, a brochure, poster layout, article for publication and to get technical support from a CCW member, family, or friend.   It is all FREE

Sign Up Genius: www.signupgenius.com
Completely FREE program that allows you create your own custom designed sign up process for your events and projects. It allows members to sign up 24/7 from their computer. Administrator puts out the needs, gathers the volunteer information and can print it out at any time.
Uses: Community meal donations, working in a booth, helping set up or take down for event, bringing donations of items or food, opportunities are endless.

SKYPE: www.skype.com
FREE video calls to anyone with a SKYPE account.   Live for one-on-one or a group.
Uses: Great for a leader that cannot be with their group, give a live message or congratulations. Useful for those that are separated by many miles or difficult travel conditions. Province Directors, A/DCCW Presidents, etc.

Phonevite: www.phonevite.com
Phonevite provides FREE automated phone reminders and alerts to your group. You create your phone book of those you wish to reach then you enter your 1minute message. Schedule when you want the call/message to be sent. You can broadcast up to 25 members at once for free.
Uses: Reminder: event/meetings, change of time or venue, last minute directions, funeral info, prayer request.

YouTube: Founded in February 2005, YouTube allows billions of people to discover, watch and share originally created videos. YouTube provides a forum for people to connect, inform, and inspire others across the globe and acts as a distribution platform for original content creators and advertisers large and small

Key benefits and features of YouTube   (Youtube.com)

- Watch free videos and learn the DIY for many projects ranging from <u>computer questions, fixing things around the house and much more.</u>

- Create an account to share videos up to 15 minutes long with your family and friends.

- Use the YouTube edit facility to create a movie with music and other features.

- Restrict who views your videos with YouTube's privacy option.

- Watch a full-length feature film on your computer.

- YouTube's caption and subtitle facilities, and take advantage of its 3D and high-definition capability.

'YouTube' can be a great resource but like anything on the Internet you must use caution. The following are some safety hints for you, your children, grandchildren, family and friends.

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Use Safety Mode. At the bottom of every YouTube page, you can check a box that filters your search results. When Safety Mode is on, you'll get fewer inappropriate results when you search for videos.

Safety rules. Protect identities when posting/downloading a video…No-nos for videos include showing license plate numbers, images of your house, children's bedrooms, or school. None of their "tags" (search identifiers) reveal their real names, locations, schools, or anything that could lead people to your door.

Privacy concerns. Mark your videos as "private" so that only friends can watch them. You can learn how to do this by going to the "Safety Tips" link at the bottom of all YouTube pages.

Report. If you or your family sees something that's hateful, pornographic, or violent; you should report it. YouTube is a self-policing site, so make it safe for yourself and others.
(Compiled from YouTube safety info by Caroline Knorr A Common Sense Media's parenting editor,)

Email Helpful Hints
- **USING ALL CAPS** is like shouting!
- BCC and CC: sending or forwarding email that shows everyone's email address should only be used when necessary. By using the BCC and CC line (blind copying) it keeps everyone from having access to those private email addresses. You have no control over how many times that may be passed on and how many unknown people then have access to your email address.
- **Private messages:** Remember when someone sends you a private email message, unless they specify, it was meant for you only and not to be passed on to others.
- **Chain letters, unknown request for help, etc.** Forwarding email request to send to a # of people can be a scam by a group that is collecting all of the email addresses to use for purposes which you may not agree with. You don't know who started it, how long it has been going on (some for years), if it is credible or just a scam.
- **Use the subject field/line** to tell the recipient the purpose of your message. For Council messages you can use CCW or the appropriate name of your group. When people get many emails they probably will put the one that just says "Hi" on the backburner to open later or never. Also, don't list it as urgent unless it REALLY is.
- **Tone:** The tone of our voice can more clearly define the message we are conveying….your tone cannot be heard on EMAIL Many misunderstandings can occur. Some messages are better given in person or on the phone.
- **Fake email from companies:** they look real…don't click on the link in the email.
  Companies do not send email to address security issues or demand immediate action.
- **Replying** to an email (that has their name in the contact line or message) be sure to double check that you do NOT misspell their name when replying back to them. (great hint for group secretaries too…make sure minutes have the members name spelled correctly).
- **Sending email** problems can occur when we forget to use a period (or type a comma) or don't include the @ symbol in the address. Confusion can occur when an address includes numbers (example: 1 or l l the letter L or the number 1).
- **Expecting an email** and it does not appear in your inbox check your 'junk' file first before contacting the sender. Sometimes your system does not recognize the sender as legitimate.

Other Helpful Hints For Using Technology
- **Digitize Scrapbooks:** for your group and families, by saving photos on the computer. Digitizing preserves their quality and makes them easier to include in media for future events. (i.e. PowerPoint, movies)
- **Take 'action' photos** at events, showing the members being involved. When making a donation, take the check to the group (at their board meeting or event) and have a picture of you making the donation. Be sure to bring and distribute literature about your organization to the group.

RESOURCES

Computer cleaning and maintenance….

Virus protection -   Avast (free) – www.avast.com
    Bit Defender (free) http://www.bitdefender.com/solutions/free.html

Spyware removal -   Malwarebytes - https://www.malwarebytes.org/antimalware/
    ADW cleaner - http://www.techspot.com/downloads/5774-adwcleaner.html

Free up Space -   CCleaner - http://filehippo.com/download_ccleaner/

Apps for your devices and most are for your computer too!

Converter Plus -   App Only - Unit converter for currencies, temperatures, fuel consumption, volume, area, metric conversion, etc.

Dropbox -   Cloud storage at www.dropbox.com. Sync all of your devices and access your files on all of them and on any computer you access.

Evernote -   Note making program that syncs all of your notes on all of your devices, also available on the web at www.evernote.com.

Facebook -   Social networking app and website at www.facebook.com.

Free Conference call - Be able to conference anytime, anywhere with anyone with this app or at www.freeconferencecall.com.

Gate guru -   Tells you all about your trip, the airport, the gate to head to and even how long it will take to get there from the gate you landed at. This is only an app but you can learn more about it at www.gateguru.com.

Gmail -   Need a new email account or one that allows you to send large group emails. Try gmail – it is both an app or find it at www.gmail.com.

Google maps -   Need an accurate map – download the app or check out www.google.com/maps/preview.

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IMDB -   Stands for internet movie database. App or website (http://www.imdb.com) to find out anything regarding TV, film or Hollywood. Search by title, actor or even subject if it happens to be in the title.

Instagram -   App or website (www.instagram.com) to share pictures or movies with your followers or another user or post to Facebook or Twitter.

Kayak -   Best travel search and booking sites around for hotels, flights and rental cars. Use the app or find the full website at www.kayak.com.

LinkedIn -   Business networking app or website at www.linkedin.com. Used to connect people.

Pic Stitch -   App only – This app lets you stitch together pictures to make a collage. Available for Windows 8.

Pinterest -   Social network site that is a tool to help you discover things that you want to do such as recipes or a craft project to make. Find it at www.pinterest.com.

Spotify -   Music streaming service that is free or you can pay for a subscription. Also available online at www.spotify.com

Twitter -   Social networking in bite size expressions of 140 characters or less per tweet! As an app or on the web at www.twitter.com.

WebMD -   Reference guide for anything medical including first aid guides, healthcare professionals, pharmacies, health question, wellness info and even diagnosis. Find it on the web at www.

Wikipedia -   Internet encyclopedia available as an app. Find out about just about anything at www.wikipedia.com.

Yelp -   A great app if you are looking for a nearby restaurant, bar, gas station, pharmacy or even shopping or search the web at www.yelp.com.

Web based only…...

MeetingWizard - This is a web based program only and free. It helps you schedule meetings by sending an invite with several times and the recipient can pick when they are available and it reports back to the scheduler. Saves time when you have many participants and you want to schedule something. Go to www.meetingwizard.com.

(Disclaimer: NCCW does not endorse any of the mentioned companies. All items are for information only)

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