

# FREE RESOURCES FOR BUSINESSES

*(adapted from Entrepreneur Magazine, January 2009)*

## COMMUNICATION/E-MAIL

**Dragon Dictation ([www.dragonmobileapps.com/apple/dictation.html](http://www.dragonmobileapps.com/apple/dictation.html)):** for iPhone, iPad & iPod Touch from Nuance – lets you speak text for emails, text messages, status updates and more

**Dragon for Email ([www.dragonmobileapps.com/bb/dragonforemail.html](http://www.dragonmobileapps.com/bb/dragonforemail.html)):** for Blackberry from Nuance – lets you speak text for emails, text messages, status updates and more

**Fax Zero ([www.faxzero.com](http://www.faxzero.com)):** fax up to a three-page document at a time for free; limit 2 free faxes/day

**Flex T9 ([www.dragonmobileapps.com/android/flex.html](http://www.dragonmobileapps.com/android/flex.html)):** for Android phones from Nuance – lets you speak text for emails, text messages, status updates and more

**Free Conference Calling ([www.freeconferencecalling.com](http://www.freeconferencecalling.com)):** host up to 500 callers anytime for free

**Got Free Fax ([www.gotfreefax.com](http://www.gotfreefax.com)):** fax up to a three-page document at a time for free; limit 2 free faxes/day

**Google Voice ([www.googlevoice.com](http://www.googlevoice.com)):** one capability is that the program converts voicemail to text

**GroupSite ([www.groupsite.com](http://www.groupsite.com)):** social collaboration tool for ordinary people in everyday groups

**Oovoo ([www.oovoo.com](http://www.oovoo.com)):** video messaging, chatting & conferencing

**Pal Talk ([www.paltalk.com](http://www.paltalk.com)):** group instant messaging, chat and video call application

**Plugoo ([www.plugoo.com](http://www.plugoo.com)):** direct chatting with any blog or site visitor

**Ribbit ([www.ribbit.com](http://www.ribbit.com)):** provides accurate voicemail to email transcriptions for free

**SalesForce ([www.salesforce.com](http://www.salesforce.com)):** weaving a social context into your business

**Skype ([www.skype.com](http://www.skype.com)):** free worldwide PC-to-PC calls using Skype software

**Talkster ([www.talkster.com](http://www.talkster.com)):** free-long distance

**YouSendIt ([www.yousendit.com](http://www.yousendit.com)):** send files up to 2GB; free basic service

## STORAGE

**A-Drive ([www.adrive.com](http://www.adrive.com)):** 50GB of online storage and backup for all file types; free basic service

**J-Zip ([www.jzip.com](http://www.jzip.com)):** data compression utility

**Mozy ([www.mozy.com](http://www.mozy.com)):** 2GB of online data storage

## FINANCIAL

**Five Plus (<https://www.fiveplus.com>):** business monitoring meets social networking

**Mint ([www.mint.com](http://www.mint.com)):** personal finance, money management, budget planning and financial planning software

**QuickBooks ([www.quickbooks.com](http://www.quickbooks.com)):** small-business accounting software; free 30-day trial

**Wesabe ([www.wesabe.com](http://www.wesabe.com)):** financial advice, analysis & planning through discussion groups

## CONTENT/MEDIA/VIDEO

**Audacity ([www.audacity.sourceforge.net](http://www.audacity.sourceforge.net)):** open-source software for cross-platform audio recording

**Blip.tv ([www.blip.tv](http://www.blip.tv)):** video blogging, podcasting and video sharing service; free basic service

**BlogTalkRadio ([www.blogtalkradio.com](http://www.blogtalkradio.com)):** radio network for users to host their own shows

**DropShots ([www.dropshots.com](http://www.dropshots.com)):** video hosting and photo sharing

**Fix My Movie ([www.fixmymovie.com](http://www.fixmymovie.com)):** video enhancement service; free basic service

**Paint.NET ([www.getpaint.net](http://www.getpaint.net)):** image and photo editing software

**Phixr ([www.phixr.com](http://www.phixr.com)):** picture and photo editor

**SlideShare ([www.slideshare.net](http://www.slideshare.net)):** share and embed slideshows, PowerPoints and PDFs into web pages

**VideoSpin ([www.videospin.com](http://www.videospin.com)):** video-editing software

**YouTube ([www.youtube.com](http://www.youtube.com)):** the world's largest video-sharing community; create your own YouTube channel

## SECURITY

**BitDefender Online Scanner ([www.bitdefender.com](http://www.bitdefender.com)):** virus scanners; free basic service

**ZoneAlarm ([www.zonealarm.com](http://www.zonealarm.com)):** firewall protection from hackers and threats; free basic service

## MARKETING/NETWORKING/PR

**Blogger** ([www.blogger.com](http://www.blogger.com)): blog publishing tool

**Craigslist** ([www.craigslist.org](http://www.craigslist.org)): online classifieds and job postings network

**Entrepreneur Connect** (<http://econnect.entrepreneur.com>): *Entrepreneur's* social networking site

**LinkedIn** ([www.linkedin.com](http://www.linkedin.com)): business social networking site

**Pligg** ([www.pligg.com](http://www.pligg.com)): open-source, community-centric site to encourage sharing of content

**PolicyMap** ([www.policymap.com](http://www.policymap.com)): geographic and demographic information system for creating custom maps, tables and charts; free basic service

**YouNoodle** ([www.younoodle.com](http://www.younoodle.com)): networking for startups and valuation with Startup Predictor

## OFFICE PRODUCTIVITY/ORGANIZATIONAL

**Adobe Buzzword** ([www.adobe.com](http://www.adobe.com)): collaborative word processor application

**CutePDF Writer** ([www.cutepdf.com](http://www.cutepdf.com)): PDF creator; free basic service

**Doodle** ([www.doodle.com](http://www.doodle.com)): schedule and coordinate meetings and other appointments

**FreshBooks** ([www.freshbooks.com](http://www.freshbooks.com)): invoicing, time-tracking and expense service; free basic service

**Gen Book** ([www.genbook.com](http://www.genbook.com)): free online appointment scheduler

**Google Calendar** ([www.google.com/calendar](http://www.google.com/calendar)): shareable calendar and schedule organizer

**Google Docs** (<http://docs.google.com>): collaborative word processor and spreadsheet applications

**Microsoft Office** ([www.microsoft.com](http://www.microsoft.com)): free trial of Microsoft Office suite

**OpenOffice** ([www.openoffice.org](http://www.openoffice.org)): open-source office software suite for word processing, spreadsheets and more

**Stikkit** ([www.stikkit.com](http://www.stikkit.com)): organization and reminder system that integrates with productivity applications

**SurveyMonkey** ([www.surveymonkey.com](http://www.surveymonkey.com)): create and publish custom online surveys; free basic service

**ThinkFree Office** ([www.thinkfree.com](http://www.thinkfree.com)): office productivity suite; free basic service

**WuFoo** ([www.wufoo.com](http://www.wufoo.com)): HTML form builder for creating interactive forms; free basic service

**Zoho** ([www.zoho.com](http://www.zoho.com)): office, productivity and collaboration applications

## PROJECT MANAGEMENT/COLLABORATION

**LogMeIn** (<https://secure.logmein.com>): remotely support and access digital information; free basic service

**ProjectStat** ([www.projectstat.us](http://www.projectstat.us)): project management solution and updates

**Project2Manage** ([www.project2manage.com](http://www.project2manage.com)): collaborative project management solution; 30-day free trial

**Remember the Milk** ([www.rememberthemilk.com](http://www.rememberthemilk.com)): task management solution and to-do lists

**Team Task** ([www.teamtask.com](http://www.teamtask.com)): collaborative project management and community website builder

**Yugma** ([www.yugma.com](http://www.yugma.com)): web meeting and collaboration service

## WEB

**Google Alerts** ([www.google.com/alerts](http://www.google.com/alerts)): e-mail updates based on choice of query or topic

**Google Sites** ([www.google.com/sites](http://www.google.com/sites)): free and easy way to create and share websites

**KIT digital** ([www.kitd.com/kickapps/](http://www.kitd.com/kickapps/)): platform of applications to integrate social features into a website

**Weebly** ([www.weebly.com](http://www.weebly.com)): website and blog creator

**Widgetbox** ([www.widgetbox.com](http://www.widgetbox.com)): web widgets for various applications

**Woopra** ([www.woopra.com](http://www.woopra.com)): web tracking and analysis application; free basic service

**Yola** ([www.yola.com](http://www.yola.com)): web hosting and building

## CONSUMER ADVICE

**Clark Howard** ([www.clarkhoward.com](http://www.clarkhoward.com)): save more, spend less and avoid getting ripped off

*\*\*These sources are not endorsed by the Oconee County Economic Development Department.*

*However, they are resources that contain potentially valuable information for use by business owners and managers.*

*The Oconee County Economic Development Department assumes no liability for the information contained on these sites. \*\**

## **BUSINESS RESOURCES**

### **Are You Up to the Challenge of Starting a Business?**

Entrepreneur Risk Assessment Quiz ([www2.gsu.edu/~wwwsbp/entre.htm](http://www2.gsu.edu/~wwwsbp/entre.htm))

### **Getting Started**

MasterCard Business Plan Workbook ([www.mastercard.com/us/business/en/pdf/plan.pdf](http://www.mastercard.com/us/business/en/pdf/plan.pdf))

SCORE Business Plan Template ([www.score.org/template\\_gallery.html](http://www.score.org/template_gallery.html))

Getting Certified as a Woman-Owned Business ([www.gwbc.biz/certification.asp](http://www.gwbc.biz/certification.asp))

Getting Certified as a Minority-Owned Business ([www.gmsdc.org](http://www.gmsdc.org))

Obtaining a Dun & Bradstreet Number [DUNS Number] (<https://eupdate.dnb.com/requestoptions.asp>)

Identifying Your a NAICS Number ([www.naics.com/search.htm](http://www.naics.com/search.htm))

Identifying Your SIC Number ([www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html))

FAMEE Foundation –Foundation with Free Membership for Entrepreneurs ([www.famee.org](http://www.famee.org))

### **Financing**

Understanding Financial Statements – Beginning Accounting or Bean Counting 101 ([www.a-systems.net/accounting.htm](http://www.a-systems.net/accounting.htm))

Understanding Where You Stand – A Simple Guide to Your Company's Financial Statements  
([www.mastercard.com/us/business/en/pdf/MasterCard\\_Financials\\_Sept21.pdf](http://www.mastercard.com/us/business/en/pdf/MasterCard_Financials_Sept21.pdf))

Cash Flow Calculator ([www.mplans.com/marketing\\_calculators/cash\\_flow\\_calculator.cfm](http://www.mplans.com/marketing_calculators/cash_flow_calculator.cfm))

### **Safety**

Free Workplace Safety Inspection ([www.oshainfo.gatech.edu/21d-program.html](http://www.oshainfo.gatech.edu/21d-program.html))

## **Data for Business & Marketing Plan Development**

Oconee County Data ([www.businessinoconee.com/aboutoconee](http://www.businessinoconee.com/aboutoconee))

County Profiles & Demographic Data ([http://factfinder.census.gov/home/saff/main.html?\\_lang=en](http://factfinder.census.gov/home/saff/main.html?_lang=en))

Georgia Department of Labor – state labor & industry information ([www.dol.state.ga.us/wp/industry\\_data.htm](http://www.dol.state.ga.us/wp/industry_data.htm))

Statistics Gathered by Federal Agencies ([www.fedstats.gov](http://www.fedstats.gov))

Financial Statistics for Industries ([www.bizstats.com](http://www.bizstats.com))

Sources of Industry Research from National SBDC Information Clearinghouse ([www.sbdnet.org](http://www.sbdnet.org))

Valuation of Business ([www.valuationresources.com/IndustryReport.htm](http://www.valuationresources.com/IndustryReport.htm))

Georgia Minority Business Enterprise Center ([www.georgiambec.org](http://www.georgiambec.org))

Georgia Centers of Innovation for Life Science, Agriculture, Aerospace, Information Technology, Maritime Logistics & Manufacturing  
([www.georgia.org/Business/Innovation/Centers+of+Innovation.htm](http://www.georgia.org/Business/Innovation/Centers+of+Innovation.htm))

## **Labor**

Interactive Hiring Toolkit ([www.smetoolkit.org/smetoolkit/en/content/en/1082/Know-Who-You-Want-To-Hire-An-Interactive-Hiring-Tool](http://www.smetoolkit.org/smetoolkit/en/content/en/1082/Know-Who-You-Want-To-Hire-An-Interactive-Hiring-Tool))

Employment Background Checks: A Guide for Small Business Owners [section 11 applies] ([www.privacyrights.org/fs/fs16b-smallbus.htm](http://www.privacyrights.org/fs/fs16b-smallbus.htm))

Hire from a Targeted Group to receive Work Opportunity Tax Credit ([www.dol.state.ga.us/em/learn\\_about\\_tax\\_credits\\_and\\_incentives.htm](http://www.dol.state.ga.us/em/learn_about_tax_credits_and_incentives.htm))

Workers Compensation (<http://workerscompensation.com/georgia.php>)

Georgia Drugs Don't Work Program: Save 7.5% on Workers Compensation ([www.livedrugfree.org/Georgia.drugfree10.0.html](http://www.livedrugfree.org/Georgia.drugfree10.0.html))

Labor Law Publications from Georgia Chamber of Commerce ([www.gachamber.com/Publications.57.0.html](http://www.gachamber.com/Publications.57.0.html))

## **Dealing with Challenging Economic Times**

8 Marketing Tips for Recession Stressed Entrepreneurs ([www.famee.org/downeconomy.php](http://www.famee.org/downeconomy.php))

## **Education & Training**

Online Business Seminars ([www.free-ed.net/free-ed/FreeEdMain01.asp](http://www.free-ed.net/free-ed/FreeEdMain01.asp))

Free Online Workshops ([www.va-interactive.com/capitalone](http://www.va-interactive.com/capitalone))

Georgia Employers Association Workshops ([www.georgiaemployers.org/workshops.htm](http://www.georgiaemployers.org/workshops.htm))

Georgia QuickStart Program ([www.georgiaquickstart.org](http://www.georgiaquickstart.org))

## **Analyzing the Health of Your Business**

Small Business Report Card ([www.mastercard.com/us/business/en/pdf/MasterCard\\_ReportCard.pdf](http://www.mastercard.com/us/business/en/pdf/MasterCard_ReportCard.pdf))

Financial Scorecard (<https://secure.fintel.us/scorecard/>)

Grade Your Website Tool (<http://website.grader.com>)

## **Dealing with Accidents/Disasters**

Business Continuity Plan ([www.ibhs.org/docs/openforbusiness.pdf](http://www.ibhs.org/docs/openforbusiness.pdf))

Protect Your Property or Business from Disaster ([www.fema.gov/plan/prevent/howto/index.shtm](http://www.fema.gov/plan/prevent/howto/index.shtm))

*Disclaimer: These sources are intended to provide information to Entrepreneurs and potential Small Business Owners for informative purposes only. Neither Oconee County nor the Oconee County Economic Development Department endorses any of the information contained herein. However, it is believed that this free information can help entrepreneurs understand the basic requirements needed to start or enhance a business venture. Successful implementation of some items found on these websites may require you to enlist the assistance of professionals with certain areas of expertise.*