



# CAPITAL AREA COMMUNITY MEDIA CENTER

CREATE. EDUCATE. INNOVATE.

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## **Buying Computers: Making Smart Decisions on Hardware & Software**

### *General resources*

TechSoup: <http://www.techsoup.org/>

- “The technology place for nonprofits.”
- Fantastic online resource with articles, forums, how-to’s and glossaries relevant to non-profit organizations.
- Reduced fees on software and hardware for qualifying 501c3 organizations.

Computer Geek.com: [www.geek.com](http://www.geek.com)

- Tech reviews
- Glossary of tech terms (over 2000 defined): <http://www.geek.com/technical-glossary/>

PCWorld: <http://www.pcworld.com/>

- Software & hardware reviews
- How to columns

### *Desktops and Laptops*

- Laptop buying tips from PC Magazine: <http://tinyurl.com/2dqag3>
- Laptop buying guide from CNet: <http://tinyurl.com/3ya8u4>
- Desktop buying guide from CNet: <http://tinyurl.com/22ok6g>
- Places to shop: <http://www.tigerdirect.com>, <http://www.newegg.com>, <http://www.dell.com/outlet>, <http://www.amazon.com> – and many others

### *Operating systems*

- How to select which operating system to use:  
<http://www.howtothings.com/computers/a2070-how-to-choose-a-computer-operating-system.html>

### *Getting online*

- “Choosing the Best Internet Connection”:  
<http://www.techsoup.org/learningcenter/connections/page4801.cfm>
- “Firewalls and You”:  
<http://www.techsoup.org/learningcenter/networks/page4818.cfm>

### *Getting networked*

- Networks overview:  
<http://www.techsoup.org/learningcenter/networks/index.cfm>;
- Networks 101:  
<http://www.techsoup.org/learningcenter/networks/page4819.cfm>

### *Free tools for doing work online*

- Meeting Wizard: <http://www.meetingwizard.com/>  
--Used to arrange and schedule meetings and other events.
- Google Documents & Spreadsheets: <http://docs.google.com>  
Allows you to share word, html, and excel documents online with other collaborators. All collaborators can access documents from any computer.
- BaseCamp: <http://www.basecamp.com>  
Online project management tool.
- Campfire: <http://www.campfirenow.com/>  
Functions like instant messaging but set-up for group discussion.

### *Free options for software*

- PDF Redirect: <http://www.exp-systems.com/>  
Downloadable PDF maker
- Open Office: <http://www.openoffice.org/>  
Open source office suite. Compatible with all other major office suites, the product is free to download, use, and distribute. Can read and write most of the file formats found in Microsoft Office, and many other applications, including older versions of Microsoft Office files. Includes word processor, database, math equation and graphics editor, and presentation programs.
- Gimp: <http://www.gimp.org>  
Advanced image editing software
- Picasa: <http://picasa.google.com>  
Image viewing / organizing / simple editing
- Filezilla: <http://filezilla.sourceforge.net/>  
FTP client and server software for Windows.
- Mozilla Composer: <http://www.mozilla.org/products/mozilla1.x>  
Open source HTML editor used to create and edit web pages.
- NVU: <http://www.nvu.com/>  
Another choice for HTML editor
- ClamWin Antivirus: <http://www.clamwin.com/>  
Free antivirus software for Windows.

### **Compassion Capital Fund:: Media Capacity Building Workshop**

This handout will be available online at:

[www.cacvoices.org/compassioncapitalfund/workshopmaterials/](http://www.cacvoices.org/compassioncapitalfund/workshopmaterials/)