

Appendix

Internet Sites Recommended in the Book

The following is a compilation of all the Internet resources that were referred to in this book per type of category and topic.

Backup Software and Online Services

- **Dantz Retrospect (www.dantz.com)**—A manufacturer of backup software.
- **X Drive (www.xdrive.com), My Docs Online (www.mydocsonline.com), i backup (www.ibackup.com)**—All are online backup services.
- **Stomp (www.stompinc.com)**—Offers backup software called Backup Up My PC.

Computer—General

- **Adobe Acrobat (www.adobe.com)**—Software that allows you to convert documents, Internet pages, and other files into a PDF format.
- **BeinSync (www.beinsync.com) and Save-n-sync Software (www.peersoftware.com)**—Software that syncs documents from networked computers.
- **Igo (www.igo.com)**—An all-in-one power adapter, phone cord, and Ethernet cable available from RadioShack.

- **Laptop Travel (www.laptoptravel.com)**—This site offers extensive products for laptop and mobile computing equipment.
- **PC World (www.pcworld.com)**—The leading computer magazine's website has a wealth of information on current computer and technology products and software.
- **Stack (www.stack.com/file/extension/)**—This site has a complete list of file extension definitions.
- **StuffBak (www.stuffbak.com)**—This site offers a sticker-based recovery tool for lost electronic equipment.
- **System Cleaner (www.pointstone.com/products/systemcleaner) and JV16 Power Tools (www.jv16.org)**—Both offer system disk cleanup software tools.
- **Tablet PC2 (www.tabletpc2.com) and Tablet PC Talk (www.tabletpctalk.com)**—Both sites offer information about Tablet PCs.
- **Track and Recover (www.synet.biz)**—This site offers a software program and service that will help locate your computer if it's stolen.

Contact and Personal Information Management Software

- **ACT! (www.act.com)**—Great contact and customer management software for small businesses, consultants, and individual users.
- **Daylight (www.marketcircle.com)**—Offers a good contact manager for Mac users.
- **Entourage (www.microsoft.com)**—A version of Microsoft Outlook created for the Mac platform.
- **Goldmine (www.goldmine.com)**—An excellent contact manager for large sales force departments and companies.
- **GroupWise (www.novell.com)**—Good collaboration and communication software for large organizations.
- **Lotus Notes (www.lotus.com)**—Good messaging and collaboration software for large organizations with site offices located nationally and internationally.
- **Now Up-to-Date (www.nowsoftware.com)**—A good alternative to ACT! software for the Mac user.
- **Outlook (www.microsoft.com)**—Microsoft's personal information manager and communications software, packaged with Microsoft Office.
- **Palm Desktop (www.palmone.com)**—The basic software that comes with all Palm platform handhelds.

Ergonomics

- **Healthy Computing (www.healthycomputing.com)**— A good site that offers tips on being healthy with your computer.
- **International Ergonomic Association (www.iea.cc)**—This site offers good ergonomic tips and provides information to find an ergonomic consultant in your area.
- **U.S. Department of Labor (www.osha.gov/SLTC/ergonomics/index.html)**—A comprehensive government site about ergonomics and occupational safety.

Email

- **Computer Professionals for Social Responsibility (www.cpsr.org/program/emailpolicy.html)**—This site provides a sample email policy for companies.
- **Direct Marketing Association (www.dmaconsumers.org/offemaillist.html)**—This site offers a registration form you can fill out to request that your email address be removed from unsolicited commercial (spam) email lists.
- **Email Policy (www.email-policy.com)**—This site provides sample email policies.
- **E-Policy Institute (www.epolicyinstitute.com/index.html)**—This site offers books on how to develop email policies. They also have a good do's and don'ts list for anyone implementing email policies.
- **Federal Trade Commission Spam Website (www.ftc.gov/bcp/online/edcams/spam/index.html)**—The official U.S. government site offering information on how to reduce spam email.

File Organization Software

- **Enfish (www.enfish.com)**—This PC software integrates with Microsoft Outlook and enables you to save emails in the same electronic file structure as that used for your other electronic documents. It also indexes and cross-references documents and files.
- **FileQuest (www.piquet.com)**—This PC software enables users to view file folders in multiple panes, thus making it easier to view and organize files and documents.

- **File Wise (www.filewise.com)**—A PC-based file manager and database software that helps you organize and find electronic documents, paper files, and physical objects.
- **PowerDesk (www.v-com.com)**—This PC software has the feel and look of Windows Explorer but enables users to search over multiple drives at one time.
- **Universal Explorer (www.spadixbd.com)**—This PC software actually replaces Windows Explorer as a file manager. It offers the ability to view documents without opening them and to compress documents into Zip files.
- **Utility Dog (www.probabilityone.com)**—This Mac file management software is a fully functioning file manager and can be used on any Macintosh 8.1 OS system and higher.

Mac Computers

- **Mac Consultants Network (<http://consultants.apple.com>)**—To find a Mac consultant in your area, visit the Mac Consultants Network.
- **Version Tracker (www.versiontracker.com)**—This site is an excellent source to find Mac-compatible software.

Meeting Management

- **AIM@Work (www.aim.com)**—This America Online service provides online and teleconference services.
- **Certain Software (www.certain.com)**—This software developer offers Meeting Planning Plus that can manage all the details of planning and conducting a meeting.
- **Ekeba International (www.ekeba.com)**—Ekeba sells Complete Event Manager, which manages meeting logistics.
- **Event Management Systems (www.dea.com)**—One of this company's software products, EMS Lite, helps with room scheduling.
- **Meeting Professionals International (www.mpiweb.org)**—This is a meeting planner's association site that sells a broad range of meeting planning software.
- **Meetrix (www.meetrix.com)**—Meetrix is a service that provides real-time online meeting services.
- **MegaMeeting (www.megameeting.com)**—MegaMeeting is a web-based conference service that uses your current Internet browser; no additional

software has to be downloaded. You must pay a monthly rate depending on the number of people you have during an e-meeting.

- **Net Simplicity (www.netsimplicity.com)**—This company's Meeting Room Manager software is good for scheduling meeting and conference rooms.
- **Robert's Rules of Order (www.robertsrules.com)**—The official site of formal parliamentary procedures used to effectively guide meetings.
- **Wayport (www.wayport.net)**—Wayport is a leader in high-speed Internet connections and offers e-meetings and webcasting.

Organizing Supplies and Products

- **Brother (www.brother.com)**—Manufactures a wide variety of label-maker products.
- **CubeDoor (www.cubedoor.com)**—This retractable cubicle door is great for minimizing interruptions in cubicle office environments.
- **Dymo (www.dymo.com)**—Dymo manufactures handheld and computer label makers.
- **Green Earth Office Supply (www.greenearthofficesupply.com)**—Offers a wide variety of office supplies that are made from recyclable material and are earth friendly.
- **Green Field Paper (www.greenfieldpaper.com)**—A paper company that offers a wide variety of alternative options, including paper made from hemp, cotton, and recycled paper.
- **Office Depot (www.officedepot.com)**—Offers recycled content paper and is a leader in green office supplies.
- **Recycled Products Purchasing Cooperative (www.recycledproducts.org)**—A nonprofit organization that sells recycled paper and alternative paper.
- **Wilson Jones Perma Easy File (www.wilsonjones.com)**—This magazine-box-type product can be used to help organize individual project documentation and files.

PDA's and Handhelds

- **Documents To Go (www.documentstogo.com)**—This software provides the capability to sync documents with your Palm OS handheld.
- **Handango (www.handango.com)**—This site offers more than 50,000 types of downloads for handhelds and multiple handheld operating systems.

- **Mapopolis (www.mapopolis.com)**—This site has maps of most major international cities available for download for handheld devices.
- **Medical PDA Software (www.medspda.com)**—This site offers handheld software specific to the medical industry.
- **Palm Gear (www.palmgear.com)**—This site offers freeware and shareware for Palm OS handhelds.
- **Palm Info Center (www.palminfocenter.com)**—This site is an excellent source for current Palm industry news as well as software and hardware reviews.
- **Palm Pilot Archives (www.palmpilotarchives.com)**—This site lists PDA software by category.
- **PDA Books (www.pdabooks.org)**—This site offers free books to download onto your PDA.
- **PDA Buyers Guide (www.pdabuyersguide.com)**—This is an independent site that offers advice on purchasing various handheld devices.
- **PDA Buzz (www.pdabuzz.com)**—This is an online publication that provides daily Palm and PocketPC industry news as well as product reviews, editorials, and discussion boards.
- **Pocket PC Magazine (www.pocketpcmag.com)**—This site is an online publication that only discusses handheld issues.
- **Pocket PC Passion (www.pocketpcpassion.com)**—This is a resource page specifically for Pocket PC's handheld devices.
- **Splashdata (www.splashdata.com)**—Splashdata produces software for multiple platforms of handhelds. The most widely used is SplashID, which securely stores user names, passwords, and other account information.
- **Tucows (www.tucows.com)**—This site offers a range of handheld software for all types of PDA devices. Click the Mobile/PDA page to view its selection.
- **Vindigo (www.vindigo.com)**—Software that can be downloaded into your handheld and help you locate places to eat, places to shop, and movie theaters; it also gives the weather in major cities.

Project Management

- **Columbia University (www.columbia.edu/~jm2217/#RecReading)**—This site has an extensive list of project management resources that include sample project templates, guidelines, and links to other project-related websites.
- **FastTrack Schedule (www.aecsoft.com)**—Easy-to-use project tracking, organization, and management software for small to medium projects.

- **Microsoft Project** (<http://office.microsoft.com/en-us/FX010857951033.aspx>)—Microsoft Project is a professional project management tool for large, complex projects that have multiple people and resources involved.
- **Milestones** (www.kidasa.com)—Milestones software sets itself apart from the other project management software by its use and design of graphics within each window view.
- **PM Forum** (www.pmforum.org)—A site that provides international information on project management resources.
- **Project KickStart** (www.projectkickstart.com)—A project management tool for small to medium projects.
- **Project Magazine** (www.projectmagazine.com)—This online site has some useful short articles on managing projects.
- **Project Management Institute** (www.pmi.org)—This site is the professional association for project management professionals. The organization offers training, workshops, and certification for project management.

Records Retention

- **American Records Management Association** (www.arma.org)—The ARMA site contains a wealth of information about paper and electronic records management.
- **Association of Corporate Counsel** (www.acca.com)—The ACC site offers an extensive records retention manual called “Records Retention InfoPak” for corporations and legal offices.
- **Health Insurance Portability and Accountability Act** (www.hipaadvisory.com)—This site offers information about HIPAA compliance mandated for the medical industry.
- **Iron Mountain** (www.ironmountain.com)—This site provides services for record management and a resources section with articles and white papers about compliance, legislation, and the how-tos of record management.
- **Online Organizing** (www.onlineorganizing.com/tool_records_retention.htm)—This site provides a general record retention list for personal and small business documents.
- **The Sarbanes-Oxley Act** (www.sarbanes-oxley.com)—This site gives further explanation and detail about the Sarbanes-Oxley Act—legislation that affects corporate governance, financial disclosure, and the practice of public accounting.

Recycling

- **America Recycles Day** (www.americarecyclesday.org)—This organization educates and encourages Americans to recycle.
- **Collective Good** (www.collectivegood.com)—Recycles and donates pagers, Palm Pilots, BlackBerries, and Windows CE/mobile devices.
- **Electronic Industries Alliance** (www.eia.org)—Provides consumers with information on recycling and reuse opportunities for used electronics.
- **Green Disk** (www.greendisk.com/services.html) and **Eco Disk** (www.ecodisk.com)—Both companies accept all computer floppy disks and CD-ROMs for recycling.
- **Inform, Inc.** (www.informinc.org)—A nonprofit organization based in New York that helps companies and organizations develop recycling programs.

Scanning

- **About.com** (<http://desktoppub.about.com/od/scanning/>)—This site has some great tips on scanning documents.
- **Card Scan** (www.corex.com)—This is the leading business card scanner on the market.
- **Scan Tips** (www.scantips.com)—A site that offers more detailed information about scanning capabilities and how to scan effectively.

Technology Encyclopedias

- **TechWeb** (www.techweb.com/encyclopedia)—An online encyclopedia for computer terms.
- **Webopedia** (www.webopedia.com)—This is an online encyclopedia for definitions of terms associated with computer technology.

Telephone

- **EzVoice** (www.internetsoftsolution.com)—EzVoice is a voice mail software designed for individual users.
- **National Do Not Call Registry** (www.donotcall.gov)—After you register your name and home or mobile telephone numbers, you are automatically listed as “do not call” with telemarketers for 5 years.

- **While You Were Out** (www.caliente.com) and **PhonePad** (www.cybercom-software.com/phonepadoverview.htm)—Both programs allow you to take phone messages electronically and search them and organize them by the caller's name, the date, or the phone number.

Time Management

- **At-A-Glance** (www.at-a-glance.com)—This company offers a broad range of calendars and day planners available at most office supply stores.
- **ClickBook** (www.bluesquirrel.com/clickbook)—ClickBook allows you to design and customize your own paper planner using various layout designs.
- **David Allen** (www.davidco.com)—The author of *Getting Things Done*, David Allen's website offers some useful time-management tips.
- **DayRunner** (www.dayrunner.com)—Manufacturers customizable day planners that come in various sizes.
- **Daytimer** (www.daytimer.com)—One of the leading manufacturers of day planners, this company offers a variety of planner pages, formats, and sizes.
- **Digital Women** (www.digital-women.com/daily_planner)—This website provides free downloadable daily planner pages.
- **Franklin-Covey** (www.franklincovey.com)—Franklin-Covey is one of the pioneers in time-management systems and products. Its products are available online or through its retail stores.
- **Mind Tools** (www.mindtools.com)—This site has a section on developing good time-management skills.
- **Planner Pads Company** (www.plannerpads.com)—The Planner Pad is a prebound one-page weekly view day planner.
- **Take Back Your Time Day** (www.timeday.org)—An organization that promotes healthy time-management practices.

Travel

- **Air Travel Health News** (www.flyana.com)—This site offers great tips and information on how to stay healthy while traveling.
- **Center for Disease Control and Prevention** (www.cdc.gov)—The U.S. government site that lists each country's medical precautions and required vaccinations.

- **Intellicast (www.intellicast.com) and The Weather Channel (www.weather.com)**—Both sites provide international and national weather forecast.
- **Kroppla (www.kroppla.com)**—This site provides electricity, phone, and Internet connection coverage worldwide.
- **Map Quest (www.mapquest.com)**—Use this site to find directions and maps to U.S. and worldwide addresses.
- **National Holidays (www.national-holidays.com)**—This site lists all international and national holidays.
- **Noisebuster (<http://www.earthpulse.com/products/noisebuster.html>)**—Noisebuster headphones are designed to eliminate low-frequency noise and are great when flying.
- **Society for Accessible Travel and Hospitality (www.sath.org)**—This site offers useful information for individuals who are disabled or handicapped.
- **Tourism Offices Worldwide Directory (www.towd.com)**—The official site of all tourism offices worldwide.
- **Travel Health Online (www.tripprep.com)**—This site offers international medical advice.
- **U.S. Department of State (www.state.gov)**—This U.S. government site has international security and travel advisories.
- **Women Travel Tips (www.womentraveltips.com)**—This site offers tips for female business travelers.
- **World Chamber of Commerce Directory (www.chamberofcommerce.com)**—Use this site to find contact information for the destination country's local chamber.
- **XE (www.xe.com)**—Click Currency Converter and you can calculate any country's currency into another's.

Wireless

- **Wayport (www.wayport.com)**—This wireless Internet service provider offers access in most major airports and hotels.
- **Wi-Fi-FreeSpot (www.wififreespot.com)**—Use this site to find a wireless location near your office or travel destination.