



## Advanced Tech Helps for Your District or Zone

### Email:

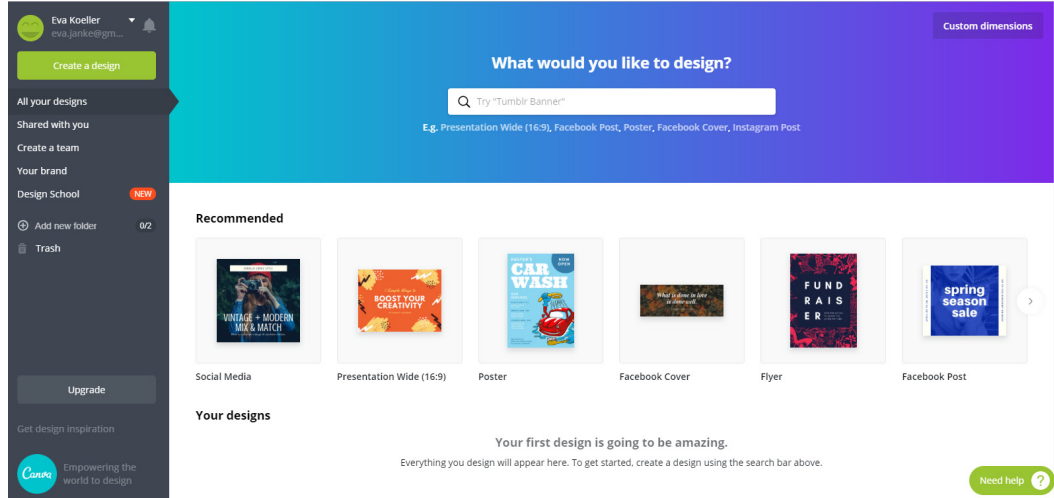
- Two examples of popular mass email programs include Constant Contact and Mail Chimp. Mail Chimp [www.mailchimp.com](http://www.mailchimp.com) has a free option for those with less than 2,000 subscribers and less than 12,000 total emails sent per month. If you need more than that, as you check into pricing, make sure to ask about non-profit pricing!
  - The good thing about using a program like this for mass emails is that it is compliant with the CAN SPAM Act, which does apply to nonprofits, by giving recipients an easy way to unsubscribe from mailings.

### Social media policy:

- On your LWML social media page, don't tag people, just use the first names. This is especially important if you post live at events, for the same reason you shouldn't advertise going on vacation beforehand.
- Specific guidelines for district Facebook pages can be found online. We have it posted in the AOL download section for you at [www.lwml.org/aol](http://www.lwml.org/aol).

### Social media content and discussion:

- **Want to create your own social media graphic**, but don't have the tools? Try Canva, [www.canva.com](http://www.canva.com) a free online graphic design program that offers templates sized for various needs that you can customize.



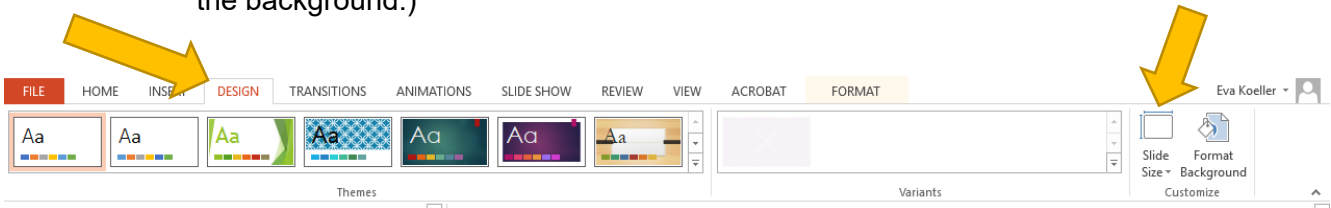
- **Want to set up a Facebook group for your women on Facebook to talk to each other on and share ideas?**
  - Facebook group types:
    - Public: anyone can find it, anyone can request to join the group and start posting, everyone on FB can potentially see posts.
    - Closed: anyone can find it, anyone can request to join the group and start posting, only current members can see posts.
    - Secret: only members can find it, join by invitation only, only current members can post and see posts.

## Sizing and resolution basics for photos and images online:

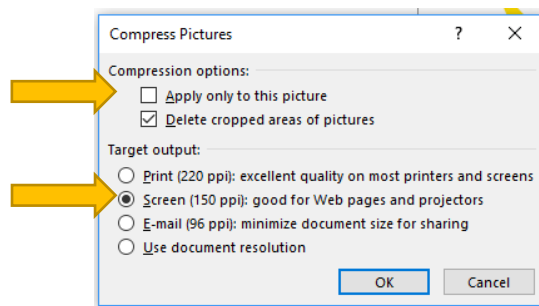
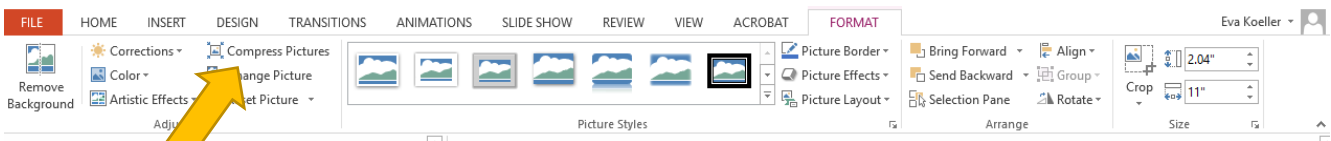
- Sizing/resolution is in pixels (px)
  - A smart phone is about 300 px wide. A tablet is about 1000 px x 800 px.
  - When saving pictures for a website, for a smaller image, it should be about 50-150 px wide. For a larger image, 500 px wide to about 2000 px wide max. Most images will be 500 px wide or less, unless they are a banner going across the full webpage.
  - Not sure how large an image is?
    - If it's saved to your computer, right-click on the file name, then click "properties." On the pop-up window, click the tab for "details" and look at the dimensions.
  - Need to make a picture smaller?
    - You can resize it in the Paint app on your computer! In Microsoft's Paint: Click resize, then select pixels, make sure "maintain aspect ratio" is selected, and change either the horizontal or vertical number. This won't work to make the pictures bigger, because the pixels don't exist – it would just turn out blurry/grainy.

## PowerPoint Helps:

- **FAQ: How to change from widescreen to standard:**
  - Click Design in the main menu, then over on the top right, click "slide size" and then change from widescreen to standard. (Right next to this area is where you can do a custom background "format background" and use a solid color, gradient, or picture in the background.)

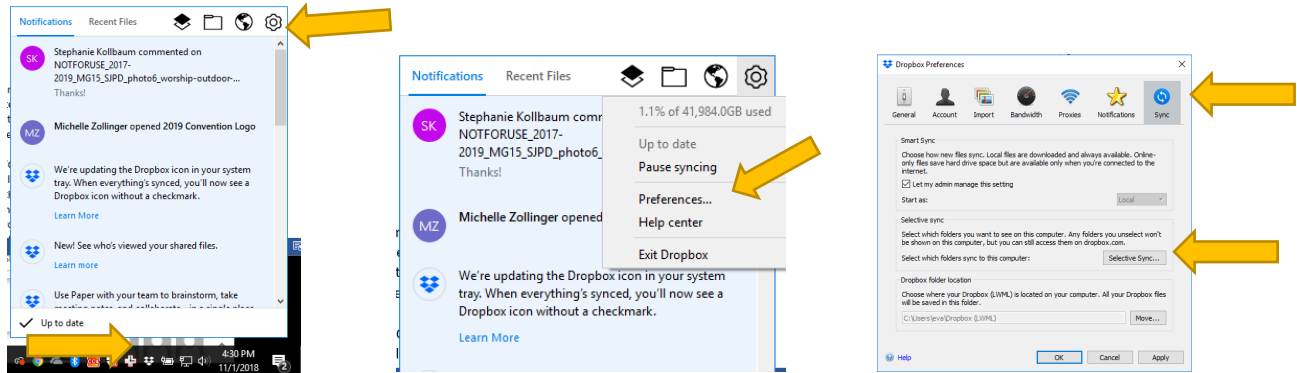


- **Oh no! My PowerPoint is too big of a file to email!**
  - How to compress the images to make a smaller file size: Double-click on any image, then look at the picture tool menu that is listed along the top. Click "compress pictures", then on the pop-up, deselect "apply only to this picture" and change the target output to "print," "screen," or "email." Then resave the PowerPoint and it should have a reduced file size!



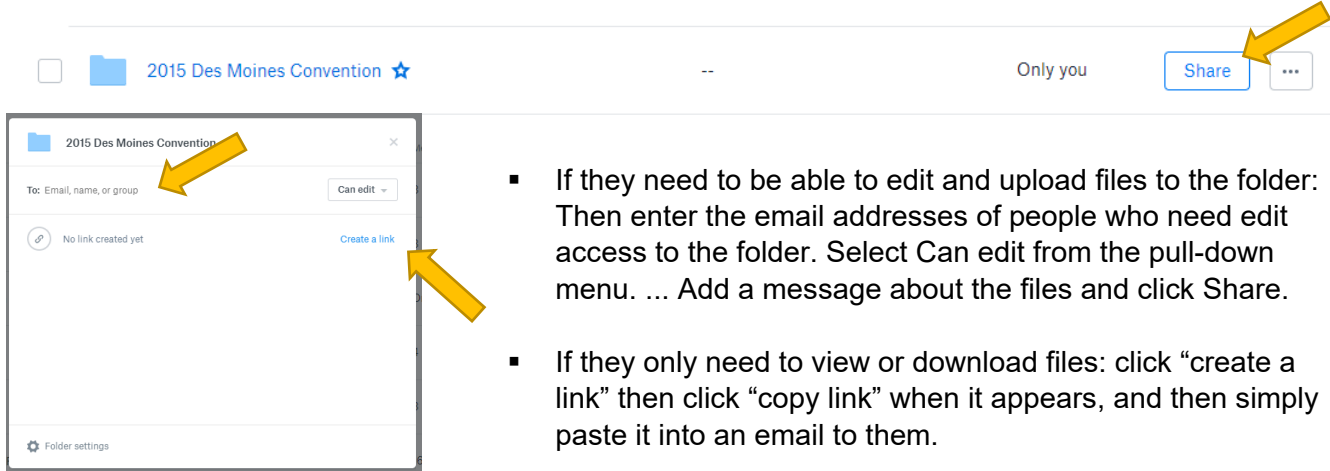
# Dropbox

- **Select sync files to your computer** (By only having some files synced to your computer, you can save hard drive space, especially if the Dropbox account you are tied to is a paid account with many large files.)
  - Once you've downloaded Dropbox to your computer, you can click on the Dropbox icon in the lower right corner of your screen. Then click the gear icon in the upper right of that pop-up, and select "preferences." Select Sync, then Selective Sync. Then simply place a checkmark next to those folders or subfolders you'd like to have on your computer. Then click Update, then Apply.



- **Sharing files/folders**

- Sign in to dropbox.com. **Hover your cursor** over the folder or file you want to share. Click the blue Share button that appears.



- If they need to be able to edit and upload files to the folder: Then enter the email addresses of people who need edit access to the folder. Select Can edit from the pull-down menu. ... Add a message about the files and click Share.
- If they only need to view or download files: click "create a link" then click "copy link" when it appears, and then simply paste it into an email to them.

- **Requesting a file upload from someone**

- Sign in to the Dropbox website. Open "File Requests" on the right side. Click "Request Files." Under "What are you requesting?," enter a name for the folder that will store all collected files. Under "Where should these files go in your Dropbox?," you'll see the path to the new folder populate. If you'd like to change the folder's location, click "Change folder." Click the Next button. On the Send file request screen you can copy the file request link and include it in an email by clicking the Copy link button. Or you can enter emails of the people you need files from, and Dropbox will send an invitation to upload files to the file request for you. Click Done to send the email invitations and to return to the File requests screen.

## Doodle Poll

- Doodle is an online scheduling tool that can be used quickly and easily to find a date and time to meet with multiple people. First you suggest dates and times for your event participants to choose from, then Doodle creates a polling calendar that can be sent to participants for feedback. A free and paid premium version are available, but the free version is all you probably need!
- **How to set up a poll:**
  - Go to [www.doodle.com](http://www.doodle.com). Click on “Create a Doodle Poll.” Fill in the Title and Location of the meeting, then click Continue. Highlight possible Dates for the meeting, then add specific times if desired, and click on Continue. Check the additional Poll settings if needed, then click Continue. Fill in your name and email address (the one that the doodle link will be mailed to). Click on Continue. Copy the link provided for your poll and paste it into a new email to send to the voters. You’ll be sent an email from Doodle to Manage the Poll and then delete it when you are done.

## More Tech Tools and Learning Tools

- Check with your local library! Not only do they sometimes offer in-library classes, they often have electronic resources library card holders are eligible to sign in to for free online courses, ebooks you can download to your mobile device, etc.
- There are also some free options for e-courses online:
  - Coursera ([www.Coursera.org](http://www.Coursera.org)) is a website that partners with universities and organizations around the world.
  - Khan Academy ([www.khanacademy.org](http://www.khanacademy.org)) is another, partnering with many post secondary schools, Khan Academy offers a useable, well organized interface.
  - These are simply two of many options. Some offer all free content, some are all paid content, and some are a mix of the two.
- Does your district have an account with Tech Soup? [www.techsoup.org](http://www.techsoup.org) Tech Soup offers technology (both hardware and software) at special discounted/donated rates for nonprofits, charities, and libraries.
- Don’t forget about AmazonSmile, GoodSearch, and GoodShop, which donate to a nonprofit of your choice if you set them up and use them! [www.lwml.org/more-ways-to-give](http://www.lwml.org/more-ways-to-give)