

## Stewardship TechXchange Resources

Compiled from ADRP colleagues! Free or low-cost in most cases.

Automated-Handwritten Cards, Notes & Signatures		
Resource	Site	Description/Notes
<b>Felt</b>	feltapp.com	Mobile app. Handwritten notes directly from your mobile device. App interface makes it easy for you to write in your own handwriting (with your finger!) or select a handwriting font. Dozens of template cards to chose from - or you can upload an image and personalize the card. Card size - square 4x4, can be linked up to 4 squares (folded).
<b>Ghostwriter</b>	signaturemachine.com/ghostwriter	Automated signature technology (this is an actual machine). Digital signature files can be transferred to the Ghostwriter and it can recreate signature in any medium.
<b>Handwrytten</b>	handwrytten.com	Mobile app or web-based. Handwritten notes written by an actual person. Select from a dozen writing-styles and template cards. Standard 5x7 or 5x3.5 folded cards. Pay per card or bulk orders available.
<b>Thankster</b>	thankster.com	Automatically mail hand-written note cards. Great for direct mail/large audience communications. Monthly pricing plans available.

Stock Photography		
Resource	Site	Description/Notes
<b>The Stocks</b>	thestocks.im	The Mother of all stock photography sites: allows you to search in dozens of stock photography sites by keyword. Includes your everyday stock photo sites plus some fun, artsy photos. Clear indicators whether free, attribution required, or royalties.
<b>Pixabay</b>	pixabay.com	Lots of great quality, diverse stock images. More than 1.5 million free or no attribution required collection is extensive.
<b>Pexels</b>	pexels.com	More artsy images along with traditional stock photos. Free or no attribution required.

## Stewardship TechXchange Resources

Compiled from ADRP colleagues! Free or low-cost in most cases.

Book & Report Publishing		
Resource	Site	Description/Notes
<b>Bookwright by Blurb</b>	blurb.com/bookwright	Downloadable software so you can create offline and upload to print. Tons of customizable template pages - drag/drop content easily. Software is free and blurb will print your book in variety of formats.
<b>Lucid Press</b>	lucidpress.com	Web-based drag/drop publishing app. Create brochures, flyers, newsletters, impact reports for print or digital distribution. Free version offers limited 3 page per document. Monthly subscription available.

Photobooks, Scrapbooks & Magazine Publishing		
Resource	Site	Description/Notes
<b>Blurb Photobooks &amp; Magazines</b>	blurb.com	Blurb books look super-professional. This is not a Snapfish-made book. Magazines offer a unique format for donors too.
<b>Forever Storage</b>	forever.com	Also allows you to create a digital 'story' you can share. File storage for life.
<b>Photobook Canada</b>	photobookcanada.com	Great quality; company offers 'personal touch'

Online Form Builder		
Resource	Site	Description/Notes
<b>Google forms</b>	docs.google.com/forms	100% free, compatible with other Google products. Easy to use interface.
<b>Wufoo</b>	wufoo.com	Great for scholarship thank you notes! Easy to use interface. Free plans available.

Photo Editor		
Resource	Site	Description/Notes
<b>Pixlr Editor/Pixlr Express</b>	pixlr.com	Web app and mobile app. This is a great resource if you want to make basic edits to existing photos - lighten, sharpen, re-color, crop, add text overlay, work with layers etc. Interface is a little technical at times. Free!

## Stewardship TechXchange Resources

Compiled from ADRP colleagues! Free or low-cost in most cases.

Video Production & Editing		
Resource	Site	Description/Notes
<b>Animoto</b>	animoto.com	Turn photos and video clips into a seamless movie. Simple drag/drop interface. Monthly or annual plans available. Access to Getty stock images and photos.
<b>CauseVid (was ThankVid)</b>	causevid.com	Easily send personalized videos. Can be used to thank donors or invite them to events. Subscription service.
<b>Chromic</b>	luckyclan.com/apps/chromic	Free color correction, fun/dramatic filters
<b>Clips</b>	apple.com/clips	Free app for iPhone/iPad. Simple user interface, import photos and video clips, stitch together, add voiceover, and music. Voila: instant video.
<b>Cute CUT Pro</b>	cutecut.mobivio.com	Easily edit and share videos. Similar to iMovie, but available for both Apple and Android products.
<b>iMovie</b>	apple.com/imovie	Free app has basic editing functions which work great if you're going low-key. Need to be a Mac user to get all the functionality.
<b>Jingle Punks</b>	jinglepunks.com	Royalty free music
<b>Pinnacle Studio 22</b>	pinnaclesys.com	Video editing software with varying degrees of functionality depending on subscription level. Professional level editing tools.
<b>Splice Video Editor</b>	spliceapp.com	Free mobile app for iPhone/iPad. Similar functionality as iMovie. Access to free music library and sound effects.
<b>Thankview</b>	thankview.com	Easily create videos, send links for others to create videos with mobile devices or desktop cameras. Company branding and metrics available. Subscription service.
<b>Vont</b>	phon.to/vont	Free app that allows you to add text to videos
<b>Vyond</b>	vyond.com	Video animation software. Subscription service.
<b>YouTube Audio Library</b>	Located in Creator Studio section of YouTube account	Royalty free music

## Stewardship TechXchange Resources

Compiled from ADRP colleagues! Free or low-cost in most cases.

Events & Auctions		
Resource	Site	Description/Notes
<b>32 Auctions</b>	32auctions.com	Basic options are free
<b>Social Tables</b>	socialtables.com	Event management software, includes seating plan options, mobile check in, meal management and staff communication.
<b>WinningCause</b>	winningcause.org	Can help with paper bidding sheets or online auctions. Three subscription tiers to fit your needs.

Infographics, Visual Stats, Graphics & Data Representation		
Resource	Site	Description/Notes
<b>Adobe Spark</b>	spark.adobe.com	Easy graphic design. Great for social media, video stories. Mobile app available.
<b>Canva</b>	canva.com	Simple design platform, drag/drop tool with vast collection of photographs, graphics, and fonts. Great if you are not graphically inclined. Free and subscription access.
<b>Crello</b>	crello.com	Free graphic design software. Tons of templates available and large photo library you can use. Animation capabilities. Pro version with subscription gives more access to templates.
<b>Storyboard That</b>	storyboardthat.com	Create your own storyboard. Functions like a customizable comic strip. Monthly subscription required.
<b>Venngage</b>	venngage.com	Free infographic maker. Simple, easy and professional-looking.
<b>Zeemaps</b>	zeemaps.com	Create maps showing locations of various subjects, like alumni or student hometowns. Free and subscription access.

## Stewardship TechXchange Resources

*Compiled from ADRP colleagues! Free or low-cost in most cases.*

Writing, Editing, Protocol & Communication		
Resource	Site	Description/Notes
<b>APA Style Guide</b>	apastyle.org	Classic style guide
<b>Chicago Manual of Style</b>	chicagomanualofstyle.org	Classic style guide
<b>General Forms of Address</b>	emilypost.com/advice/official-forms-of-address	Emily Post is a classic etiquette resource great for business and personal use
<b>Government Forms of Address</b>	formsofaddress.info/USO.html	Sir? Madam? The Honorable? Find it here.
<b>Grammar/Writing Tips</b>	quickanddirtytips.com/grammar-girl	Grammar with a sense of humor
<b>MLA Style Guide</b>	style.mla.org	Classic style guide
<b>Name Pronunciation</b>	pronouncenames.com	Great for international donors
<b>Online Dictionary</b>	merriam-webster.com	Subscribe to Word of the Day too!
<b>Purdue Guide (APA and MLA)</b>	owl.english.purdue.edu	Best of both!
<b>State Department Protocol</b>	state.gov/s/cpr/precedence/index.htm	Who gets announced/listed first?

File Storage		
Resource	Site	Description/Notes
<b>Bynder</b>	bynder.com	Asset storage - great for photos/images/fonts used in print pieces and shared branding. Create, review, and comment on designs and changes.
<b>Google Photos</b>	photos.google.com	Mobile app. Works with Apple products too. Unlimited photo and video storage. Easy sharing functions. The search algorithm is really high-tech - enter a keyword like "dog" and all the photos of Fluffy will appear. Magic! Plus, it's free.

Digital Note Taking/Sharing		
Resource	Site	Description/Notes
<b>Rocketbook Notebooks</b>	getrocketbook.com	Resuseable notebooks. Scan pages via digital app and instantly send to chosen desitations like email, Dropbox, file folders etc. Erases with microfiber cloth and water. Some versions erase by zapping in microwave! Great for filing and sharing hand-written notes.

## Stewardship TechXchange Resources

Compiled from ADRP colleagues! Free or low-cost in most cases.

Time Management Tools		
Resource	Site	Description/Notes
<b>Boomerang</b>	boomeranggmail.com	Great for scheduling email follow-ups, reminders for deadlines, clearing non-urgent emails, and turning off email interruptions.
<b>MyLifeOrganized (MLO)</b>	mylifeorganized.net	Personal task and project organizer. Generates automatic to-do lists and priority actions. Mobile app.
<b>Pocket</b>	getpocket.com	Tool to store articles, blogs, etc. that you want to read when you have more time so you can instead focus on the task(s) at hand. Mobile app.
<b>Remember the Milk</b>	rememberthemilk.com	Free digital to-do list with reminders. Mobile app.
<b>TimeTree</b>	timetreeapp.com	If you don't use Outlook calendars, this is the next best thing. Great for work-life balance too! Mobile app.
<b>Todoist</b>	todoist.com	Free digital to-do list, both web based and mobile app.
<b>Toggl</b>	toggl.com	Track how much time you spend on projects and tasks. Learn how to be more efficient in the process. Mobile app. Free!
<b>Wunderlist</b>	wunderlist.com	Free digital to-do list with reminders. Mobile app.

Video Mailers		
Resource	Site	Description/Notes
<b>Big Dawgs Express</b>	bigdawgsexpress.com	Super-fast turnaround on videobooks (like 2 business days!). Limited options \$45-60 a piece. Customize cover and add text.
<b>Printings in Motion (PIM)</b>	www.pim.tv	Video products galore! Partner with Spreengs (below). They can put a video in pretty much anything: videobooks, folders, boxes, magnets, ornaments, calendars, banners, even nametags! From 2.5" to 10" screens.
<b>Spreengs</b>	spreengs.com	You can order one-offs, about \$50-75 a piece, multiple options for screen sizes and presentation. Can design cover and add text, logos, etc.
<b>UviaUS</b>	uviaus.com	\$250 pieces, they do an 8.5 x 11 vertical folder with some user controls. But it's a big folder for a small screen
<b>Video Plus Print</b>	videoplusprint.com	They have a 10" screen and a horizontal format with 6 buttons for user controls, they run about \$75 a piece.

## Stewardship TechXchange Resources

*Compiled from ADRP colleagues! Free or low-cost in most cases.*

Project Management		
Resource	Site	Description/Notes
<b>Asana</b>	asana.com	No desktop version. Manage tasks to an excruciating detail. Team conversation space rather than messaging. Free version for up to 15 people.
<b>Basecamp</b>	basecamp.com	Mobile app. Allows users with secured networks to participate. Digital bulletin board, discussion and file upload/comment capabilities. Used by ADRP NYC committee! Great for large groups with multiple projects. Subscription fee required, although you get unlimited everything.
<b>Evernote</b>	evernote.com	Works like a virtual vision board - a digital space to store all your ideas, important notes, files, etc. Free!
<b>Hootsuite</b>	hootsuite.com	Manage all your social media networks in one place, standardize posting and communication. Subscription required.
<b>SharePoint</b>	sharepoint.com	Microsoft product, so it integrates well with companion products. You probably need an expert to set it up. Online/cloud based. Great when a lot of users need to access, comment, edit etc the same documents.
<b>Slack</b>	slack.com	Mobile app. Great for team messaging, both public and private channels. Integrates with Google drive. Free option available.
<b>Smartsheet</b>	smartsheet.com	A cloud-based work management tool that works off of a familiar spreadsheet-type format but integrates more robust work management and collaboration capabilities
<b>Trello</b>	trello.com	Mobile app. Works like a digital bulletin board to keep progress of team projects. Simple user interface - very visual. Deadline driven. Basic service is free.
<b>Workfront</b>	workfront.com	Mobile app. Project management; includes proofing system for uploading, reviewing, and approving documents and media files. Great for big institutions with multiple team members. Subscription fee required.
<b>Wrike</b>	wrike.com	Mobile app. Quick to setup. Gantt chart view (timeline) is easy to drag/drop and change. Includes a free plan for up to five users and unlimited collaborators.

## Stewardship TechXchange Resources

*Compiled from ADRP colleagues! Free or low-cost in most cases.*

Recognition Resources		
Resource	Site	Description/Notes
<b>Acorn</b>	<a href="http://giftmap.com/acorn">giftmap.com/acorn</a>	Mobile app. Recognition inventory app. Users can record details as well as up to 3 photos per piece. Exportable as CSV and JPGs. Free!
<b>Giftmap</b>	<a href="http://giftmap.com">giftmap.com</a>	Web-based, portable recognition platform that offers virtual tour of recognition spaces. Inventory and reporting features as well. Subscription/license required. Professional set-up.
<b>LCTracker</b>	<a href="http://honorcraft.com/legacycurator/lctracker">honorcraft.com/legacycurator/lctracker</a>	Web-based, portable recognition platform that offers virtual tour of recognition spaces. Inventory and reporting features as well. Subscription/license required. Professional set-up.
<b>Philanthrosphere</b>	<a href="http://philanthrosphere.com">philanthrosphere.com</a>	Web-based, portable recognition platform that offers virtual tour of recognition spaces. Inventory and reporting features as well. Subscription/license required. Professional set-up.
<b>PowerPoint</b>	<a href="http://products.office.com/en-us/PowerPoint">products.office.com/en-us/PowerPoint</a>	PowerPoint is an inexpensive way to incorporate simple (non-interactive) digital recognition into your organization. Play it on a loop on a smart monitor.
<b>Prezi</b>	<a href="http://prezi.com">prezi.com</a>	Another good option for simple (non-interactive) digital recognition, offering a bit more dynamic features than PowerPoint. Easy to use and includes templates to get you started. Subscription required.

Mass Email Customization		
Resource	Site	Description/Notes
<b>Mail Merge with Attachments for Gmail</b>	<a href="http://chrome.google.com/webstore/detail/mail-merge-with-attachmen/nifmcbjailaccmombpjppijbfoicppp?hl=en">chrome.google.com/webstore/detail/mail-merge-with-attachmen/nifmcbjailaccmombpjppijbfoicppp?hl=en</a>	Create a message template and customize using an add-on spreadsheet. Pulls custom data like name, years, etc into email message. Can also customize the attachments or links sent.



## Stewardship TechXchange Resources

*Compiled from ADRP colleagues! Free or low-cost in most cases.*

Teleprompter Apps		
Resource	Site	Description/Notes
<b>BIGVU</b>	bigvu.tv	\$8.99. Compatible with: iOS & Android, free, but paid version allows you to remove the watermark, add background music, and many more. Doubles as a video editor, which allows you to add subtitles and create HD videos while on teleprompter mode—in portrait or landscape mode and in different aspect ratios. Also has a green screen function. You can add your logo and a music background. BIGVU requires an internet connection so you can log in with one of your social media accounts or email. But with its YouTube integration, you can easily upload your videos directly to your YouTube channel.
<b>Parrot Teleprompter</b>	padcaster.com/pages/parrot	Compatible with: iOS & Android, free with paid version \$19.99. Speaker manually controls the speed. Speaker types text into the app or from an email, text or drop box in .txt, not rich text.
<b>Promptster</b>	promptster.com	Compatible with: iOS & Android, free, but paid version allows for an audio-video recording feature minus the disruptive ads. Allows users to adjust not only the scroll speed but also the size of the text during the run. This is particularly crucial when you need an app that can adapt according to your natural flow and viewing distance. The app also keeps track of the elapsed time and has a mirror mode so you can use it with a teleprompter screen.
<b>PromptSmart</b>	promptsmart.com	Compatible with: iOS & Android, free but paid version, (\$19.99) unlocks video recording (on the same tablet or smartphone). Intuitive voice-activated feature. Auto capitalization, text mirroring, and adjustment of text and background colors offered.
<b>Selvi</b>	Search Selvi in App Store/Google Play	\$2.99. Compatible with: iOS & Android. It allows you to use the camera on your mobile device, so you don't need any other device to record your speaking video. Scripts can also be typed in manually or imported from your cloud storage. Easily adjust the size of the teleprompter window so it doesn't obstruct the view. The text size and scroll speed can also be adjusted with just vertical and horizontal swipes of a finger, even while recording.

## Stewardship TechXchange Resources

Compiled from ADRP colleagues! Free or low-cost in most cases.

<b>Teleprompter Lite</b>	teleprompterpremium.com	Lite is free. Premium \$12.99. Compatible with: iOS & Android, Free but paid version unlocks recording feature. Manually adjust your speed, save unlimited scripts, calculates scroll speed with timed scrolling. Automatically sets speed by selecting the amount of time.
<b>Video Teleprompter</b>	videoteleprompter.com	Compatible with: iOS & Android, free, but paid version allows you to use Apple watch and the Bluetooth keyboard to control the speed and recording without touching the iPad or smartphone. Other features include more script formatting and color choices, as well as the ability to import scripts and remove the default watermark, among many others. Create a customized presentation with photos, videos, and other elements. This mini portable video studio also lets you adjust the text area so you can move it closer to the camera, making you look like you're directly looking at the lens while reading the script.

Bulk Texting		
Resource	Site	Description/Notes
<b>ExpertTexting</b>	expertexting.com	Inexpensive way to get messages out to thousands. Great for students.
<b>MoboMobix</b>	mobomix.com	Inexpensive way to get messages out to thousands. Great for students.

Other resources, articles, etc. to incorporate technology into stewardship	
<b>4 Ways Technology Can Increase Non-Profits Efficiency</b>	<a href="http://apspayroll.com/blog/4-ways-technology-can-increase-nonprofits-efficiency/">apspayroll.com/blog/4-ways-technology-can-increase-nonprofits-efficiency/</a>
<b>199+ Amazing Free or Cheap Online Tools for Nonprofits</b>	<a href="https://www.wildapricot.com/articles/199-free-or-cheap-online-nonprofit-tools">https://www.wildapricot.com/articles/199-free-or-cheap-online-nonprofit-tools</a>