



## Management & IT Tips, Tricks & Resources

30 Mar— 12 Apr 2009  
Volume 9, Issue 7

"The time is always right to do what is right."  
Martin Luther King, Jr.

**NAM: *Management & IT Tips, Tricks & Resources*** is a weekly Internet newsletter for Non-Profit organizations (NPOs), published for the Non-profit Association of the Midlands, courtesy of the University of Nebraska at Omaha Executive MBA Program. It provides a compilation of useful Internet sites, free or low cost computer applications, and productivity tips for office applications that will be of use to NPO paid and volunteer staff.



**The newsletter has four sections:**

**Office Productivity:** Focuses on tips and tricks for users of Microsoft Windows, Internet Explorer, Word, and PowerPoint.

**CyberSites:** Highlights Internet sites of use or interest to website developers, technology managers and computer users.

**NPO Executive's Resources:** Offers websites of interest to non-profit organization, Senior Managers.

**NPO Manager Resources:** Offers websites of interest to non-profit organization functional and program managers.

The NAM *Management & IT Tips, Tricks & Resources* newsletter is compiled and edited by Curt Bayer, Director of Executive Education at the University of Nebraska at Omaha College of Business Administration for the non-commercial use of non-profit organizations and their staffs. Recommended additions & links to the newsletter are welcome. Send them to: [curtbayer@cox.net](mailto:curtbayer@cox.net)

**Archived Issues:** Past issues are available at: <http://www.nonprofitam.org/newsletter.aspx>

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## Office Productivity

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"Wisdom consists not so much in knowing what to do in the ultimate  
as in knowing what to do next."  
Herbert Hoover

### Word:

**Print a booklet from a Word document** – Free! “One of the eternal requests for Microsoft Office is the ability to make a booklet. That is a set of two pages on one side of paper but double-sided and ordered so you can fold the lot up to make a booklet. It’s never been easy, long time Word users will remember spending frustrating hours trying to make it happen. *Clickbook* has been around for a long time and does a great job at turning a document in all manner of printed documents. Not just booklets but also brochures, tri-folds, brochures etc. Clickbook works with any Windows program. However we’ve found a clever option to print a booklet that won’t cost you anything. Adobe Acrobat’s free viewer has a Booklet printing mode in versions 8 and the current v 9. So all you have to do is make a regular PDF file then use the PDF viewer to shrink, twist and re-order the pages into booklet form.” (Office Watch)

**How to delete space above a column to even up the text** – “Word’s spacing options can throw your text out of alignment if you have multiple columns. Here’s a quick fix that will even things up.”  
<http://blogs.techrepublic.com.com/msoffice/?p=852&tag=nl.e056>

Microsoft Office  
applications tips  
and tricks  
designed to help  
make your time  
on the computer  
easier and more  
productive.

### PowerPoint:

**PresentationsETC: Download Free Presentation Templates** – “PresentationsETC is a free presentations resource where you can select and download free presentation templates, backgrounds, and themes from over 20,000 slides. Most of the background images available in different sizes, variety of designs with transparent cutouts. You can either download slides one by one or download them as ready made PowerPoint Templates and Keynote themes. PowerPoint Templates - Have both the traditional title and content slides and color schemes. Keynote themes - Each theme offers 10–20 slides, plus variety of designs with transparent cut-outs.” <http://etc.usf.edu/presentations/>

**Create cool backgrounds** – “In this quick tip by TR member Jacky Howe, you’ll learn how to create a cool background with Microsoft Paint.” <http://blogs.techrepublic.com.com/tr-out-loud/?p=388&tag=nl.e101>

### Excel:

**How to Install the Excel 2007 Analysis ToolPak** – “The Analysis ToolPak is an Excel 2007 add-in program that adds extra financial, statistical, and engineering functions to Excel’s pool of built-in functions. The tools included in the Analysis ToolPak enable you to analyze worksheet data by using such things as ANOVA, F-Test, rank and percentile, t-Test, and Fourier analysis.” [http://www.dummies.com/how-to/content/how-to-install-the-excel-2007-analysis-toolpak.html?cid=dn\\_related](http://www.dummies.com/how-to/content/how-to-install-the-excel-2007-analysis-toolpak.html?cid=dn_related)

### Windows:

**How to Set Up the Windows Sidebar in Windows Vista** – “The Sidebar in Windows Vista is a valuable tool that allows you to access specific information, such as weather, time, the calendar, or your favorite Sudoku game, in an instant without a lot of flipping through windows. Get your Sidebar for Windows Vista set up by following these steps.”  
[http://www.dummies.com/how-to/content/how-to-set-up-the-windows-sidebar-in-windows-vista.html?cid=dn\\_article](http://www.dummies.com/how-to/content/how-to-set-up-the-windows-sidebar-in-windows-vista.html?cid=dn_article)

**How do I ... organize my Windows desktop with Fences?** – “A cluttered desktop is an inefficient workspace. The Fences application allows you to create small workspaces for your icons where you can group them together in a titled, “fenced-in” space. Jack Wallen explains how it works.” <http://blogs.techrepublic.com.com/window-on-windows/?p=925&tag=nl.e064>



**CyberSites**

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“A tree is known by its fruit; a man by his deeds.  
A good deed is never lost;  
he who sows courtesy reaps friendship, and he who plants kindness gathers love.”  
Basil, 329 - 379

## Web Surf & Search:

**Soovle: Get Search Suggestions From 7 Major Engines** – “Soovle is a search suggestion tool that instantly suggests searches to your search keyword from 7 popular search engines: Google, Yahoo, Ask, YouTube, Amazon, Wikipedia and Answers.com. Just start typing to view search suggestions. This site is very useful if you want to find a more precise search term to get better and more relevant search results. Features: Search keyword suggestion tool that helps to find the search term you are looking for; Get instant search suggestions from 7 major search engines: Google, Yahoo, YouTube, Amazon, Wikipedia, Ask and Answers; Click once to select the search term, double click to see search results on the destination site. Save search terms during your browser session; Other available engines: Live Search, eBay, Buy, Netflix, ChaCha, Cuil, QQ, GoodSearch, Yandex.ru, Naver.com, YouKu and Hulu; Free and instant.” <http://www.soovle.com/>

Highlights sites of use  
or interest to website  
developers, computer  
users and  
information  
technology  
managers.

## Website Design:

**HitTail Basic** - “If you're willing to invest some time analyzing your e-commerce site and its visitors, you can tweak your pages to improve their natural exposure in search engine results. How do you know your changes are working? Use a tool to see where your current Web site visitors come from, then monitor the results after you make changes to your pages. Most Web site hosting services retain logs with information about which visitors view which Web pages. If you don't have access to your Web logs or find them too complex to understand, third-party services will do the work for you. One of the easiest Web analytic services to use and understand is HitTail. HitTail Basic is a free service for smaller Web sites with up to 100,000 visitors per month. It collects information about the search phrases used by your visitors. First, you sign up for an account on its Web site. Then you add a bit of JavaScript code provided by HitTail to each of your Web pages. Free.” <http://www.hittail.com/>

## Technical:

**How To Automatically Install Required Software After A Reinstall** – “Anyone who has been using Windows for any length of time knows reinstalling it is unavoidable. Some people call technical help and some do it themselves. If you reinstall on your own, you know it takes a little time but the most annoying part of reinstalling Windows is that you have to reinstall all your software one by one all over again. Software like Firefox, Winamp, VLC and other indispensable programs that don't ship with Windows. Windows Post-Install Wizard allows you to take care of such situations and automatically install all the software that you would like to install on a fresh install with a minimum of input. There are a few steps involved in getting it to work as we shall see.” <http://www.makeuseof.com/tag/how-to-automatically-install-required-software-after-a-reinstall/>

**Autoruns** - “To find out what programs are loading on your PC at startup, you can run the Windows-resident system configuration utility called MSCONFIG. But there's another free utility called Autoruns that does the job better. MSCONFIG entries tend to be rather cryptic, for example, but Autoruns includes a line of description for each entry in plain English. Autoruns also lets you Hide Signed Microsoft Entries, which allows you to quickly narrow your focus to third-party programs. Disabling or deleting entries requires just one click (so you'll need to be careful!). This function really saved my sanity when my system was breached.” [http://www.pcworld.com/downloads/file/fid.64989/description.html?tk=nl\\_ddxdwn](http://www.pcworld.com/downloads/file/fid.64989/description.html?tk=nl_ddxdwn)

**Online Virtual Worlds: A Mini Guide** - “Many nonprofits, including TechSoup, are using virtual worlds as a dynamic way to connect with others through the Web. Learn what's out there in this overview from online publisher Robin Good.”  
<http://ga0.org/ct/Xd1dV-M17E1h/>



## NPO Executive's Resources

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"Nothing can stop the man with the right mental attitude from achieving his goal;  
nothing on earth can help the man with the wrong mental attitude."  
Thomas Jefferson

### General Management:

**Networking Myth vs. Reality** - "The ability to communicate effectively is cited as the number one factor contributing to the success of the highest paid professionals. So the ability to network well is definitely a skill worth mastering. Following are some of the common networking mistakes. Myth #1: Put your business card in as many hands as possible. That's the best way to network. Reality - Your business card is a networking tool. Like any tool, it should be used appropriately and carefully. Simply putting your business card in as many hands as possible, before you've established value, is guaranteed to land your business card in the nearest trash can or in a large, ignored pile somewhere. Use your business card as a tool to exchange business cards with others in your network. Myth #2: Do your homework ahead of time. Research everything and everyone. At the networking event, dazzle everyone with your knowledge. . ."

[http://www.tero.com/article\\_networkingmyths.html](http://www.tero.com/article_networkingmyths.html)

**Fixing Corporate Budgeting** - "Harvard's Michael C. Jensen reports that traditional budgeting processes waste time, distort decisions, and can turn honest managers into schemers. In many companies, the process actually encourages managers to game the system by low-balling budget targets and manipulating revenue forecasts. But it doesn't have to be that way. Fortunately, it's now easier than ever to refine your planning process and bring greater alignment, agility, and accountability to your company. So before you begin your 2009 budgeting cycle, you'll want to understand how your organization can adopt the best practices outlined in this article." Free.

<http://marketing.adaptiveplanning.com/forms/ZiffDavis1HBRCorpBudgetingBroken901008>

**How to Start a Mentorship Program** - "How do you hang onto your brightest young talent *and* prepare them to lead? Simple: Recruit your more experienced employees to help teach and guide them. Not only can a mentoring program boost your bench strength for top jobs, research proves that people who learn more on the job are far less likely to quit, says Terri Scandura, a University of Miami management professor." [http://www.bnet.com/2403-13058\\_23-212133.html?promo=713&tag=nl.e713](http://www.bnet.com/2403-13058_23-212133.html?promo=713&tag=nl.e713)

Information  
and websites of  
interest to  
non-profit  
organization  
senior  
managers.

### Nonprofit Management:

**Succession Planning for Nonprofits of All Sizes** - "The term "succession planning" brings to mind a large corporation with a long-time CEO first choosing, then grooming, a successor. But this practice is sharply declining even in large corporations and is even less relevant to most community-based organizations. At the same time, more nonprofits are realizing that executive director transition is a crucial moment in an organization's life: a moment of great vulnerability as well as great opportunity for transformative change. Succession should be a topic broached even when no one is anticipating a change in leaders. And of course, illness and other events can lead to sudden and unanticipated departures. Planning for executive director transition is called succession planning: thinking in advance about how to set the stage for a strong transition. In many cities, executive transition services are now available, including interim executive director placement, executive search, and transition management. When to start? Now! More." <http://www.blueavocado.org/node/322>

**The Difference between Needing and Wanting Volunteers** - "Susan shares some true stories that highlight the gap between ever-expanding needs for volunteers and resistance from organizations who do not actually want this help. How welcoming is your setting? Whose responsibility is it to question negative or uninformed attitudes?"

<http://www.energizeinc.com/hot/2009/09mar.html>



## NPO Manager's Resources

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"A pessimist is one who makes difficulties of his opportunities  
and an optimist is one who makes opportunities of his difficulties."

Harry Truman

### Marketing & Resource Raising:

**100 Advertising, Marketing, Media & PR Blogs** - "Spotlight Ideas has published a list of 100 Advertising, Marketing, Media & PR Blogs. The list is worth a few minutes of exploration. Open a few tabs and see what you can find." <http://news.gilbert.org/clickthru/redirect/6798/68007/rms>

**A Few Good Tools for Online Distributed Fundraising** - "Is online distributed fundraising — where your supporters help raise donations for your cause — right for your organization? Idealware asked six nonprofit technology experts for advice on how to decide, and for information on tools that have worked well for their nonprofit colleagues. Pulling from their experience, we combined their advice so that whatever your budget, you can find a tool to try out an online distributed campaign for your nonprofit."

<http://www.techsoup.org/learningcenter/funding/page11492.cfm>

Information of  
interest to non-  
profit  
organization  
functional and  
program  
managers.

### Program & Project Management:

**10 ways to kickstart the performance of your underachievers** - "Poor performers can drag down your whole team. Here are some strategies for determining the underlying issues and turning those underachievers around. Coaching can be expensive (average rates for an executive coach range from about \$150 to \$600 an hour in the United States), and it won't always fix an individual's productivity issues. But according to research done a couple of years ago by Leadership IQ in Washington DC, only about 14% of senior executives believe their companies do a decent job of dealing with poor performers. Most companies let productivity issues build. They typically say it's because they don't know how to deal with these issues. Fair enough. But before you reach for the phone book to call the Worldwide Association of Business Coaches, here are a few actions to try."

<http://blogs.techrepublic.com.com/10things/?p=397>

**Manage Projects, Make Complex Lists with Blist** - "Despite what the dude who invented VisiCalc intended, most of us use spreadsheets to make glorified lists. We enter, arrange, organize, and sort data, and every once in a while we might use the Auto-sum tool to add up a bunch of numbers. So stop using a spreadsheet and try a tool designed for this sort of task. Blist is a list generator on steroids — it lets you build complex lists in a spreadsheet-like environment. The twist? You can embed flags, ratings, documents, photos, and even multi-row mini-lists within any cell." Free. <http://www.blist.com/>

### Personal Productivity:

**Cliché Finder** - "An online service that allows you to paste a block of text into a box. The software then combs through your writing, hunting for and highlighting clichés, which you can then remove. It's free." <http://cliche.theinfo.org/>

**Online-Sign: Free Printable Warning Labels** - "An excellent resource to find all sorts of printable warning labels. Add your own text and print them out. Hundreds of different signs. Search and browse by categories such as warning, prohibition, mandatory, public information, hazard warning, fire equipment, OSHA signs.... etc." <http://www.online-sign.com/index.php>

**Design 3D Floor Plans Online** - "ProjectDragonfly is a 3D floor planing tool that lets you design and plan your rooms online. Provides a drag & drop visual editor which makes floor planning easy. Quickly build rooms in different shapes, adjust size, add/remove walls, doors, windows, and fill rooms with furniture. All added items can be easily moved around and rotated as you like." <http://dragonfly.autodesk.com/>