



Management & IT Tips, Tricks & Resources

5— 18 May 2008
Volume 8, Issue 10








“God could not be everywhere, and therefore he made mothers.”
Jewish Proverb

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 five 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.
-  **Ruminations:** My chance AND your chance to offer observations on life, work and whatever.

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: cbayer@mail.unomaha.edu

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UNO College of Business Administration
6001 Dodge Street, RH120
Omaha, NE 68182-0424
Phone: (402) 554-2448
Fax: (402) 554-2298
Web: <http://cba.unomaha.edu>

To contact us:

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Nonprofit Association of the Midlands
5002 South 24th Street, Suite 201
Omaha, NE 68107
Phone: 402.557-5800
Fax: 402.577-5803
Web: <http://www.nonprofitam.org>



Office Productivity

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“My mother protected me from the world
and my father threatened me with it.”
Quentin Crisp

Word:

Stop Flipping and Jump Around in Word – “Paper printouts are for weenies. Embrace the document hyperlinking that makes reading local files as rich as surfing a Web site. You can add hyperlinks that take the reader to another point in your document (first click *Insert / Bookmark*, to assign a bookmark name to the spot where the cursor is, then *Insert / Hyperlink* to that bookmark) or to another file—or even to a bookmark in another file.” <http://www.pcmag.com/article2/0,2817,2286012,00.asp>

How To Repair Corrupted Word Files - “Have you ever received an error message when trying to open a Microsoft Word document? Was it an important file for work or school? Whatever the case may be, it is very frustrating to not be able to open a file for no reason. Repair MyWord is a free program that will recover corrupt Microsoft Word files. It will recover Microsoft Word 6.0, Word 95, 97, 2000, XP, and 2003 files. Repair MyWord is a small executable file that requires no installation, which makes it a great utility to keep on a flash drive. Repair MyWord is available for nearly all versions of Windows. It has also been tested in Linux using Wine.” <http://www.repairmyword.com/>

Vary headers and footers in a Word document – “Word offers some basic tools on the Header And Footer toolbar, but more sophisticated setup requires a trip to the Layout tab. These tips will help you fine-tune your document headers and footers.” <http://tinyurl.com/3gl323>

PowerPoint:

Best Practices for Increasing Interaction During Sales Presentations – “One of the major mistakes that sales professionals (and presenters in general) make is to view the presentation as a lecture instead of a conversation. It’s not usually an intentional mistake, it’s just how we have always seen it done. A lecture is a one way imparting of information and is usually boring. A conversation is a two-way sharing of information that can build new ideas and build consensus on a way to move forward with an idea, product or service. As a sales professional, you should look for ways to increase the interaction during your sales presentations to make them more of a conversation than a lecture. Here are some best practices for adding interaction using the features that you already have in PowerPoint.” <http://www.thinkoutsidetheslide.com/articles/increasinginteraction.htm>

Recover a corrupt PowerPoint file – “You’ve worked hard on your presentation, but when you try to open it, you receive an error message, “PowerPoint cannot open the type of file represented by *filename.ppt*.” This is the classic sign of a corrupt presentation, but don’t panic yet—you may be able to get at least some of the file back.” <http://office.microsoft.com/en-us/powerpoint/HA011168781033.aspx>

Excel:

Insert A Linked Object Or Embedded Object From An Excel File – “Word 2007 lets you insert a linked object or embedded object from a file created in Excel. You can even retain the use of Excel tools to make changes to the data in Word. To insert a linked object or embedded object from Excel into Word 2007: 1. Open your Word document. 2. Open your Excel spreadsheet. 3. Within Excel, select the cells, worksheet, or chart that you want to copy into Word. 4. From the Edit menu, click Copy. 5. Switch back to your Word document. 6. Place the insertion point where you want the data placed. 7. On the Home tab, in the Clipboard group, click the arrow under Paste, and then click Paste Special. 8. In the As list, select Microsoft Office Excel object. 9. Click Paste to insert an embedded object, or click Paste link to insert a link to the object.” (Lockergnome)

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



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“This is the reason why mothers are more devoted to their children than fathers: it is that they suffer more in giving them birth and are more certain that they are their own.”
Aristotle

Web Surf & Search:

Life Beyond Google: Some of the Best of the Rest – “Google is still the behemoth of search engines, but there is a plethora of alternative search engines that provide features not readily available on Google. They may not have Google's range of products and services but, after all, how many free unlimited-storage email services do you need? This article cannot cover all the alternatives to Google. For that, check out <http://AltSearchEngines.com>, a web site devoted to monitoring the world of alternative search engines, complete with reviews of all those other search tools, hosted discussions between search engine representatives, interviews with search engine CEOs and jobs for search engine IT pros.” <http://web.fumsi.com/go/article/find/2742>

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

Website Design:

Google Webmaster Tools - “If you run any kind of website, and haven't registered with Google Webmaster Tools then stop reading this and go and do that instead. It gives invaluable information about how Google 'sees' your site - both the good and the bad.” <http://tinyurl.com/yolj9k>

Online Gradient Image Maker – “Online Gradient Image Maker (OGIM) is a free, comprehensive tool for generating web graphics, that ranges from a simple 1px wide/tall image for css repeating, to a complex 3D like images with text, reflections and other visual effects, which are more suited for buttons, tabs, banners and other web elements. Basically it's a must-bookmark service for every web designer.” <http://www.ogim.4u2ges.com/gradient-image-maker.asp>

Technical:

Pitaschio- “No matter how much you love your OS, there are always things it could do better, more efficiently, and more to your taste. With freebie Pitaschio (yes, that's spelled correctly), making dozens of Windows tweaks is as simple as checking boxes. You can snap windows to a grid. You can disable troublesome keys like Caps Lock, Insert, and the Windows key. You can disable minimize, maximize, and close buttons. Those are just a few of the options on the main screen. From the buttons on that screen, you can reach useful tools like Autoraise, which pulls any window you mouse over to the top. Works with XP and Vista.” http://www.pcworld.com/downloads/file/fid.70589-order.1-page.1/description.html?tk=nl_ddxdwn

2008 Nonprofit Technology Conference – Conference session reports. “The Program Track is for the individuals who are on the front lines, serving their communities. This track explores some of the most cutting edge applications of technology today and learn how technology can not only increase your efficiency, but your effectiveness.” <http://tinyurl.com/3pxrxd>

dll-files.com – “Will let you find 99% of .dll files you need. Sometimes you may get an error saying you need a certain .dll file for a specific program. This site will let you find that .dll file and make that program work.” <http://www.dll-files.com/>

IBM's Lotus Symphony -IBM recently announced it would embrace the OpenOffice.org productivity suite project and we're already seeing results, chiefly the beta release of IBM's free Lotus Symphony, with word processor, presentations and spreadsheet applications.” <http://tinyurl.com/6m2a62>



NPO Executive's Resources

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“They say that man is mighty, He governs land and sea, He wields a mighty scepter O'er lesser powers that be; But a mightier power and stronger Man from his throne has hurled, For the hand that rocks the cradle Is the hand that rules the world.”

William Ross Wallace

General Management:

3 Ways to Connect with Gen-Y Workers – “Conventional wisdom will tell you that Gen-Y workers are slackers and difficult to manage. But the reality is these employees are productive - if you know how to motivate them. Here are three tips.” <http://blogs.bnet.com/teamwork/?p=199&tag=nl.e713>

10 things you can do to turn useless meetings into productive ones – “There's no shortage of books offering suggestions for effectively managing meetings. But what about those meetings you don't control? Instead of retreating to IM to try to accomplish something or distract yourself from tedious discussions, consider some of these suggestions from IT consultant Shannon Kalvar.”
<http://downloads.techrepublic.com.com/abstract.aspx?docid=172566&tag=nl.e053>

Sterling Performance: No-one Wants a Nice Leader – “When it comes to leadership, do nice guys finish last? Are the two mutually exclusive? Professor Jean-Francois Manzoni at business school IMD seems to indicate as much in "Big Ego Leadership." People want to work for someone who engages employees and listens to their ideas. But Manzoni questions whether there's...”
<http://www.imd.ch/research/challenges/TC035-08.cfm?bhcp=1>

The Art of the Apology – “Admitting your mistakes is crucial to becoming a trustworthy manager. Here's how to do it gracefully.” http://www.bnet.com/2422-13722_23-190317.html

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

Nonprofit Management:

Board Cafe: Meaningful Acts of Appreciation for Boards and Staff - 7 Do's and 2 Don't's - “We [board members] do this huge amount of work, and we're volunteers, but the staff never seems to have any response but criticism for us not doing more!” “I'm the executive director, and the board just seems to focus on what we haven't accomplished, instead of giving me credit for all the things I have accomplished!” How many times have we heard (or thought) something similar? Despite admonishments to “give positive feedback,” it often seems that efforts between board and staff of appreciation feel trivial at best, and even hypocritical or enraging at worst. What are some ways to express authentic appreciation that are meaningful to the recipient, and send the right message about values? Seven quick ideas:”
<http://www.blueavocado.org/content/board-cafe-meaningful-acts-appreciation-boards-and-staff-7-dos-and->

Six Signs of Nonprofit Decline – “Many ailing nonprofits hang on for far too long, tying up passion and resources and generating burnout and resentment. Although there is no magic formula for how long to wait for a turnaround, the Fieldstone Alliance's list of the Six Signs of Nonprofit Decline is a good place to start: (1) Loss of all or a significant portion of support from a key funding source. (2) Chasing dollars syndrome. (3) Sudden and dramatic expansion of services. (4) Falling behind on financial obligations. (5) Consistently unable to meet service and financial projections. (6) Departure of key board and staff.”
<http://news.gilbert.org/clickthru/redirect/6696/68007/rms>

2008 Nonprofit Technology Conference – Conference session reports. “Designed for the decision makers at any nonprofit, the Leadership Track provides a vision for the role of technology in your organization, help you lead your organization to that vision, and provide a framework for making smart technology choices.” <http://tinyurl.com/5xgfeu>



NPO Manager's Resources

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“All women become like their mothers. That is their tragedy.
No man does. That is his.”
Oscar Wilde

Marketing & Resource Raising:

10 Valuable Tips for Shooting Web Video – “We are consistently meeting organizations that are thirsting for more effective and creative ways to use video in their online strategies. We think that integrating video is critical, but doing it the *right* way can make all the difference to your campaign. Here are some useful tips for making a better video.” <http://www.see3.net>

The Fired-Up Board: Preparing Your Board Members for Fundraising – “If you want your board members to embrace fundraising, you need to get them excited about your mission. Just think, how much could your organization raise if you had all your board members engaged in fundraising? If we want to fire up our board members for fundraising, we first need to fire them up about our organization and the good work we are doing in the world. ...” http://www.guidestar.org/news/features/fired_up_board.jsp

2008 Nonprofit Technology Conference – Conference session reports. “The Fundraising Track explores the many ways that technology and the Internet are continuing to shape fundraising practices. Sessions in this track will help you create a plan, understand prevailing practices, and forge innovative new ideas.” <http://tinyurl.com/yore4l>

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

Program & Project Management:

10 ways to explain things more effectively – “In the course of your work, you may sometimes need to explain technical concepts to your customers. Having them understand you is important not only for technical reasons, but also to ensure customer satisfaction. The ability to explain things clearly and effectively can help you in your career, as well. Here are a few tips to help make your explanations understandable and useful.” <http://blogs.techrepublic.com.com/10things/?p=330>

Personal Productivity:

Graffletopia - Outstanding collection of stencils and website art work. This is a directory of beautiful-looking free stencil downloads. <http://www.graffletopia.com/categories/8>

When-is: Find out Dates of Religious and Civil Holidays – “Useful website where you can easily check on various religious and civil holidays. See important Buddhist, Christian, Hindu, Jewish, Muslim and American holidays throughout the year. Simply go to the website, select the calendar and the name of the holiday and get the date for the event.” <http://www.when-is.com/>

EggJax – “Light, compact and multi-functional mashup that combines People Finder, Reverse Phone Directory, Local Business Finder, Weather Check, and URL Shortener in one free application.” <http://www.tetonpost.com/egg/>

Web's best free stuff – “Useful list, from InfoWorld.”
http://www.infoworld.com/article/08/03/24/The-Web-best-free-stuff_1.html

Make Beliefs Comix – “Create comics strips. This site can be used by educators to teach language, reading and writing skills, and also for students in English-as-a-Second-Language programs to facilitate self-expression and storytelling, as well as computer literacy.” <http://www.makebeliefscomix.com/>



Ruminations

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“My mother drew a distinction between achievement and success. She said that 'achievement is the knowledge that you have studied and worked hard and done the best that is in you. Success is being praised by others, and that's nice, too, but not as important or satisfying. Always aim for achievement and forget about success.’ Helen Hayes

Hi All -

I don't know about you, but I'm growing tired of the media's attempts to manipulate my view of the presidential candidates. . . . and almost as tired of the candidates jumping on the media bandwagon and trying to exploit the 'issues' the media has created. I feel used and condescended to. Apparently 'they' feel I don't have the smarts to recognize their machinations or to decide for myself the import of the inevitable ebb and flow of a political campaign or the occasional lapses of the candidates themselves.

I'm tired of being told what to think. I'm tired of the media presumption that they can discern what the groups they've defined think. Senator Obama was castigated, first by the media, then by his opponents, for opining about what motivates small town mid-west voters. Senator Clinton drew major negative news coverage with her remarks about arriving in Bosnia under sniper fire as First Lady. Senator McCain's staff has been accused by the media of plagiarizing recipes from Rachel Ray and attributing them to his wife, Cindy! So what! Big deal! Are these the 'issues' upon which we want to decide who will stand for president?

The media claims such *faux pas* are reflections of character and as such are appropriate grist for the mill. My reaction, totally unsolicited by the media, is that exploiting such errors is indeed an issue of character—character assignation by the media, and by the opposing candidates who choose to follow their lead.

Following a recent nationally televised debate, one candidate noted that it took the ABC News debate moderators 45 minutes to get past the personal/personality issues to those of substance. Rather than helping provide an intelligent basis for deciding who to vote for, such media digressions into trivialities, and the candidates' consequent focus on supposed character frailties of their opponents,

serve only to divert attention and time away from the real issues that face us individually and as a nation.

With our economy challenged; with a war consuming precious lives, resources, and our international reputation; with tax, social security and healthcare equity issues needing immediate attention; with immigration issues that are polarizing the country; and with global warming threats to our future unaddressed, there is much of real substance to debate and warrant media coverage.

The media would better serve its function to inform the electorate if it sought ways to pressure candidates to clearly articulate their positions on issues of substance rather than gratuitously comment on contrived issues of character. When the media's bent is toward the trivial, toward human frailties and lapses, it gives the candidates an easy out. The candidates can righteously address the personal failings of their opponents, so avoiding issues that might pin them down or restrict their field of action when elected. On the other hand, debating issues of substance requires them to understand the issues, formulate a coherent plan of action and then publically commit themselves.

As an elector, I vote in favor of hearing what the candidates plan to do, not what they think of their opponents!

Cheers,
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**Ruminations:
My chance
AND your
chance to
offer rants,
rares and
observations
on life, work
and whatever.**

**Send your
ruminations to
cbayer@mail.unomaha.edu
for
publication
consideration.**

