



# CAPACITY

a periodic newsletter of the Gamaliel Department of Communication.

## Software recommendations for Gamaliel Departments and Affiliate Organizations

A major goal of the Gamaliel Office of Communication is to encourage every office to build its capacity for communication. These are our assumptions:

- When all our departments and affiliates are using similar software they will be able to communicate with one another easily.
- Organizers, support staff, and leaders need good tools to do good work.

The majority of our offices already are using some version of Windows based software.

It is now time for the Gamaliel Network Organizations to upgrade their software to Microsoft XP professional. When your computer vendor offers you Office XP home ask how much it will cost to upgrade to XP Professional. This software is very stable.

Our 501c3 status allows us to receive significant discounts from partner vendors at

<http://www.techsoup.org/DiscounTech/>.

For a \$35.00 service fee, an organization with a 501c3 designation can receive an **XP Professional**

*ca-pac-i-ty* \kə-ˈpās-ət-ē, -ˈpas-tē\ *n, pl -ties* [ME *capacite*, fr. MF *capacité*, fr. L *capacitat-, capacitas*, fr. *capac-, capax*] (15c) **1**: legal competency or fitness **2 a**: the potential or suitability for holding, storing, or accommodating **b**: the maximum amount or number that can be contained or accommodated (a jug with a one-gallon ~) (the auditorium was filled to ~) — see METRIC SYSTEM table, WEIGHT table **3 a**: an individual's mental or physical ability: APTITUDE, SKILL **b**: the faculty or potential for treating, experiencing, or appreciating (~ for love) **4**: DUTY, POSITION, ROLE (will be happy to serve in any ~) **5**: the facility or power to produce, perform, or deploy: CAPABILITY (a plan to double the factory's ~) (stockpile of intercontinental missiles... of a sophistication that would insure a second strike ~ — Pierre Salinger); also: maximum output (industries running at three-quarter ~) **6 a**: CAPACITANCE **b**: the quantity of electricity that a battery can deliver under specified conditions *capacity adj* (1897): equaling maximum capacity (a ~ crowd)

## operating system upgrad, Office XP Professional with Publisher and FrontPage

The Office of Communication recommends Gamaliel Offices, Departments, territories, state, and local organizations convert to Office XP.

This software includes the following:

Software	What you can do with this software.
Microsoft Word	This program remains the standard for word processing in the United States
Microsoft Access	This is a strong database with templates that new organizations can use to keep their data easily. The data from Access can be exported to XL, Word, and MS publisher. You can use this data to do financial calculations, mail merges for fund raising, thank you notes, etc. Lists of data can be e-mailed directly from this database. It has a very strong report-writing package. Data from Access can be exported to Outlook, which means that it can be synchronized into your Palm Pilot or other PDA.
Microsoft Excel	XL is considered by many to be the best math software available. While bookkeeping is possible it is not recommended that this software be used for bookkeeping. It is great for analyzing your budgets, etc. IT IS NOT A DATABASE.
Microsoft PowerPoint	A presentation software that is very good. It can be used to prepare overheads or presentations for VIDEO projection.
Microsoft Outlook	Outlook is a very good contact management package that manages your connection to the Internet and your e-mail. There is a good calendar, journal, and note pad. The calendar can be printed so you can have the best of both worlds: A day timer and a PDA. All of this is integrated and can be integrated with PDA like palm pilot. Organizers and leaders are encouraged to use Outlook.
Microsoft FrontPage 2002	This is the software that <b>must</b> be used to manage your Gamaliel Web sites. This software includes SharePoint that allows leadership tables to work together on projects.
Microsoft Publisher	A very good first desktop publisher. It does many things reasonably well: business cards, brochures, booklets, etc. There are extensive templates for those who are new to desktop publishing. This program has excellent mail merge with Access.

Other Software	
Adobe Photoshop Elements 2.0	Photoshop is the classic photo manipulation software. Photoshop itself is very expensive (\$599.00). With PHOTOSHOP ELEMENTS you receive the basic photo manipulation tools offered in Photoshop, Particularly useful are tools to prepare your photos for the web. Street price: \$90.00
QuickBooks	While this book keeping program is not as forgiving as Quicken, it does help you keep your books right. This program is used by many small businesses. It may be helpful to work with an accountant to build an appropriate chart of accounts that allows you to retrieve the information you need for your reports to various constituencies. Upgrade price only at techsoup is \$20.00 to \$25.00 depending on version. Street price of full version start at \$200.00.
Omni Page Professional	Some kind of OCR software usually comes with your scanner. That may meet your needs. But, if you have to purchase OCR software, this is the program we recommend. This program has a high accuracy. Whatever program you end up with, it should be able to scan from within your Word Processor, Desktop publisher, etc. You may save money by purchasing the version before the current version.
Norton Anti-virus	This program receives consistent high marks in virus cleaning tests. They do outstanding research and their web site tells you how to do repair work if you are attacked. Some people like MacAfee.  <b>Whatever program you choose, virus definition must be updated every week and your hard drives scanned daily. Antivirus software must be installed on all workstations using the Internet.</b>  Techsoup corporate version may not work in all of our offices (license from \$20.00) Street price: \$40.00. Look for rebates.
Norton Internet Security	Includes Norton Antivirus and Norton firewall. This is necessary for those who have a broadband (always on) internet connection. Street price \$70.00
PDF files	Use this software to share files easily, store your clippings and post them to the web.  The classic Portable Document Format creation and reading software is Adobe Acrobat and Adobe Acrobat reader. Acrobat reader is free for downloading. Acrobat is another matter. Street: \$259.00 for standard version 6/ professional is more.  Some may have received a program called Paper Port with their scanner. This is an excellent PDF maker.  You may want to visit the <a href="http://www.tucows.com">http://www.tucows.com</a> site and download <b>CutePDF Printer 1.1, a free-ware program. It is so new it is not yet rated.</b>

Office comes with business software that aids in planning and mail list management. Almost all of the office programs convert their files to html for the Internet.

Once you have learned the commands for one of these programs you can very quickly find your way around the others. *It takes less time to increase your literacy using an integrated software package.*

**It is recommended that you shop for new hardware that comes with software.** For example, most Scanners come with some version of a program like Adobe Photoshop lite. They also often come with a copy of an optical character resolution program like Text Bridge.

**A regional office that does printing will do well to have a conversation with their printer to determine what software they are using.** You can save money with a more professional desktop program like those offered by Adobe...In Design, Illustrator, and Photoshop. These programs are very expensive. Sometimes discounts are available to those who sign up for an Adobe workshop at the Adobe web site. Trial versions of all their software can be down loaded at that site.

TechNet on gamaliel.org will have a page of links to all of this software and to a number of places to look for software at the best price.

**All this software should be installed on the Office Manager's Computer. Other workstations should have only software that an organizer needs to work every day.**

Because the Microsoft license allows for a desktop and a laptop Two or three copies of OFFICE will go a long way to improving the capacity of most affiliate offices to do their work.

Why should the office of communication encourage our affiliates use the same software? The answer is that sharing information becomes very easy when software is employed organization wide.

Computer illiteracy and poor or outdated software will blunt the power of the Gamaliel Network.