



NDAR's *Bytes & Bits*

This is a quick technology tip e-newsletter. It will be sent out bi-monthly. It will include one basic tip and one more advanced tip. We would also like to offer a segment called "App Corner" where you can submit tips specific to Blackberry, Droid, iPhone, etc. If you have any suggestions for topics to include in generic tips or for specific smartphones, please email info@ndrealtors.com.

Note: Any prices are the vendors' suggested retail prices and are subject to change. NDAR doesn't evaluate or endorse these products and aren't responsible for changes in company information.

Today's Bytes: 1-12-12

What is the wise choice?

With many different options, what is right for you? Netbooks are amazing for travel, schoolwork, or in situations where you'd like to use a computer without carrying a large laptop. They have great battery life and rarely fail, but are not full computers in the sense of power. Macs are great for creative design as well as personal use, but in business, there are many needs which may outweigh the benefits of purchasing the Mac due to incompatibility issues. Some Android phones have larger screens and perform faster than the iPhone, but the iPhone has demonstrated, over the last four years, that it is a useful smartphone for professionals. The iPad is a great supplementary device but not a necessity. Also, consider that the Apple devices can be more costly than other options, so it is recommended to find out if they meet your needs before purchasing.

The price tag alone should be a serious indication of needed research, but always take time with new technology by speaking to other peers who use it before you jump head-first into new exciting trends of business, or, as always, call the Tech Helpline. We are here to help you. 866-432-3029

Clean Your Social Media House in 2012

Make a New Year's resolution to better manage your name and online reputation. The first step is to figure out which social media platforms work best for you and your business. Check out this video to learn more from an NAR YPN member, Stefanie Hahn: <http://ypnlounge.blogs.realtor.org/2011/12/20/clean-your-social-media-house-in-2012/>

Today's Bytes: 12-15-11

Unique touch screen stylus

Everyone loves a stylus because it speeds up touchscreen use and helps you work with a tablet or smartphone in the freezing cold while wearing gloves, but the *Styló stylus* is particularly interesting to us because it attaches to the screen of the iPad 2 with no clip, and it is said it feels just like using a pen or pencil with intuitive movements. The Styló is known for its precision and accuracy. The stylus will soon be on the market starting this January for around \$20. [Click here](#) for a video demonstration.

How to Back Up or Copy Your Outlook Mail, Contacts and Other Data

All your mail, your contacts, your calendars, and almost every other detail of your life is in Outlook. To make sure you don't lose all this in case of a hard disk crash or some other disaster, you can create backup copies of your Personal Folders (.pst) files - that's where Outlook stores all the essential data.

- Go to your Outlook folder in Windows Explorer.
- Highlight all files ending in ".pst".
- Make sure in particular your selection includes "outlook.pst" and "archive.pst".
- If you have Windows Explorer configured not to show file extensions for known formats, look for Microsoft Office Outlook Personal Folders files.
- Select Edit | Copy from the menu to copy the selected files.
- Open the folder where you want to put your backup copies in Windows Explorer.
- Ideally, this will be on another computer, on a removable disk stored far away from your home, somewhere on the Internet, or at least on a different hard disk.
- Select Edit | Paste from the menu to paste your .pst files to the backup location

Today's Bytes: 11-10-11

Sign up for a FREE newsletter from www.TheTechByte.com. They offer monthly free technology training webinars on tech tools, social media, web presence/marketing. Also available is a paid Monthly Coaching Program.

DocuSign is now available through NDAR! Just [click here](#) and you can try the service for free for 30 days. Send all of your real estate forms for signature as fast as sending an email. DocuSign provides you with powerful tools to get signatures quickly and easily even in the most complicated transaction.

Today's Bytes: 10-27-11

You can clean up redundant email messages in your Inbox from the main menu in **Microsoft Outlook** by clicking on the folder option at the top. There is a button there that says, "Cleanup Folder." You can select the individual folder or you can do a folder and include all subfolders. You may also right-click the folder in the navigation pane and select "Cleanup Folder" from there. When you do this, it keeps the latest message in the conversation and deletes the rest, freeing up valuable server resources. Proper Inbox management can save you time and keep your computer or server from getting bogged down unnecessarily. This tip can help you clean up hundreds of emails with ease.

[HiTask](#) is a free, web-based task management tool. It has a user-friendly, easy interface for your to-do lists and for team or project management. With HiTask, you can work on recurring events, make assignments, sort tasks based on priority and more, all within a simple drag-and-drop.

Today's Bytes: 10-13-11

Think beyond Microsoft. Need a suite of office tools but don't want to pay for the latest Microsoft version? Consider OpenOffice.org this free suite lets you create files compatible with Word, Excel, Access, or PowerPoint along with PDF files. If you're a Mac user, another good option is [iWork](#) from Apple, a \$79 program that includes a word processor, spreadsheet, and presentation software.

[Paint.NET](#) is free image and photo editing software for computers that run Windows. It [features](#) an intuitive and innovative user interface with support for layers, unlimited undo, special effects, and a wide variety of useful and powerful tools. An active and growing [online community](#) provides friendly help, [tutorials](#), and [plugins](#). Originally intended as a free replacement for the Microsoft Paint software that comes with Windows, it has grown into a powerful yet simple image and photo editor tool. It has been compared to other digital photo editing software packages such as Adobe® Photoshop®, Corel® Paint Shop Pro®, Microsoft Photo Editor, and The GIMP.

Today's Bytes: 9-29-11

Are you new to Twitter or looking to understand how to use it? This series of five videos from NAR's Information Central explores what Twitter is, how it works, and how you can use it to enhance your real estate business and personal life.

In this video series:

- Lesson 1: Twitter Basics
- Lesson 2: Tweeting
- Lesson 3: Following & Creating Lists
- Lesson 4: Twitter and Real Estate
- Lesson 5: Twitter and Third-Party Apps

Watch these videos at your convenience - http://www.realtor.org/technology/twitter_video_series

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Today's Bytes: 9-15-11

Here is a secure financial management tool that pulls data from your checking accounts, savings accounts, credit cards, mortgages, and other loans to help you track expenses - Mint.com

Take notes hands-free. If you've ever tried to write a reminder note or a client's contact information while driving, you'll love Jott (<http://jott.com>). This app for Blackberrys, iPhones, and desktops lets you send e-mails or text messages simply by making

a phone call. You can also use the voice-activated software to add an entry to your Google or Outlook calendar. You can send yourself reminder e-mails as well. The cost is \$3.95 a month and \$12.95 for the premium Blackberry-friendly version.

Today's Bytes: 8-25-11

NAR offers an amazing collection of ebooks. There is a special iPod compatible list of audio books, (over 366 titles), plus all sorts of categories for building your business like, Marketing Strategies, Finance and Economics, International, Personal Growth and Management. You can take books out as PDF or ePUB ebooks or as audiobooks which you can download on smartphones the iPad or your computer. Go to <http://www.realtor.org/library>.

Have you ever wished you could edit a PDF in Microsoft Word? All you need to do is upload your PDF to www.pdfToWord.com and choose your desired output format. Then sit tight while the service works its magic, you will receive an email with a link to download the converted document.

Today's Bytes: 8-11-11

If buyers are new to the area, send them to Yelp.com. People can review restaurants, stores, doctors, plumbers, and more.

TeleNav can turn your cell phone into a step-by-step navigation system. Along the way, turn-by-turn directions will be announced in a clear voice and displayed on your phone. For example, TeleNav GPS Navigator will say, "Go 1.2 miles and turn right on Elm Street." As you approach the turn, you will hear, "Turn right on Elm Street."

Today's Bytes: 7-28-11

NEVER click anywhere on pop-ups. If you click anywhere on a pop-up ad, you could get infected. Some pop-ups will have a question with a "YES" or "NO" or "CANCEL" button. Sometimes even when you click on "NO" or "CANCEL" or even the closing "X", they will install a piece of spyware in your computer. So never click on the buttons. Use your computer's Task Manager (Ctrl+Alt+Del) to end the program.

Dropbox is a free program that allows you to access your files instantly anywhere. It works with Windows, Mac, Linux, iPhone, Android and Blackberry. Share your files or photos with anyone you choose. Your files are safe – dropbox keeps a one-month history of your work and any changes can be undone. Go to www.dropbox.com and download the program today!

Today's Bytes: 7-14-11

Microsoft Excel can do the work for you. If you have several cells that include numbers you need totaled at the end, simply use this formula in the last cell of the column: =SUM(B2:B15). (The "B2" in the formula represents the first cell in the list and "B15" the last cell to be included - use your actual cell numbers)

There is an online tool called PDFmyURL that turns ANY web URL into a PDF for free and all you do is enter the URL and hit enter, it's super simple. How cool would it be to have PDFs of your listing presentation that you host online or perhaps important documents (buyer's rep agreements, etc)?

Today's Byte: 6-24-11

The North Dakota Association of Realtors Tech Helpline is available to answer your technology questions. Phone hours are Monday-Friday 8am - 7pm and Saturday 8am - 4pm. You will need to give your name as this is for members only. Get help with digital cameras, printers, software programs (not MLS), virus concerns, etc. Give a call, email or click to chat with a support technician:



North Dakota Association of Realtors®
Free Support: 866.432.3029

CHAT

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[Check out our computer repair, remote computer support, and tech support services.](#)
