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Office applications

1. [OpenOffice](#)
2. [Microsoft Word Viewer](#) Without having to buy MS Word you may view word documents and print them. You will not be able to create documents or enter data into a Word form fill document.
3. [Microsoft PowerPoint Viewer 2007](#) You will be able to view a PowerPoint presentation but will not be able to create or alter a presentation.
4. [Microsoft Excel Viewer 2003](#) You will be able to view a prepared Microsoft Excel spreadsheet but not change or create a file.

Phone Conference

1. [freeconferencecall.com](#) will set up a conference call for free. Administrator [Jonathan Shake](#) has used it and it worked well.
2. AFS's MeetMe Conference Bridge: To book one of these three bridge lines, an AFS staff member with access to Lotus Notes will have to reserve it as a resource. To call into a meeting on a bridge, first dial 212 479 1090 or 800-477-5644. Then enter the bridge number (typically 5550, 5551, or 5552).

Web Presentation

1. [web-presentation tools](#)

Meeting Scheduling

1. [Doodle](#): Create a list of possible times. Everyone who will be invited gets an invitation to select which times work for them, and the tool lets everyone know which time works for the largest number of people. Simple, elegant, effective.

Tool

2. [TimeBridge](#) -- Web-based time collaboration. Find a time to meet with other busy people, free trial - monthly charge after 30 days.

Document Sharing

1. [Adobe Acrobat Reader 9.1](#) Acrobat is a cross platform (MAC / PC) application for sharing word processing, spreadsheet, graphic documents and others regardless of how it was prepared or which program produced it. You will be able to view, print, and fill form fill documents but will not be able to save a filled document. This program is free to use but if you want to create .pdf documents or save filled forms you will have to upgrade to a registered version.
2. [PB Wiki](#) -- Version 2.0, released in August 2008, has lots of features around grouping sets of documents and providing fine-grained access controls for various team members.
3. [Huddle](#) -- free for 3 projects and 1 GB storage
4. [Diff Doc](#) - A word document/ pdf file comparison tool.

Document Conversion

1. [How to convert a document to PDF](#)
2. [Convert Microsoft Word to plain text](#)
3. [Converting OpenDocument to Mediawiki format](#)

Online Collaboration

1. [ConceptShare](#) -- collaboration for graphic design, free for one project.
2. [Basecamp](#) -- web-based project collaboration tool, 30 day free trial.

Mapping

1. [ZeeMaps](#)