



Tepato Systems offers software consulting services to help you, the small business owner. If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

Free Tool Converts Photos to PDFs on Your Phone

Capture Whiteboard Notes or Paper Documents

Have you ever attended a meeting where a large volume of discussion was captured on a whiteboard? Or perhaps you were given a paper document that you'd like to keep a copy of electronically? I've found a nifty FREE tool that can help in both cases. You can capture a photo with your cell phone, and create a PDF version on the fly. The tool is called Qipit, and it takes just a few minutes to register at qipit.com.

It works like this - take a photo with your cell phone and send it to Qipit, using either email or text message. In a few seconds, they'll send you back an email with a link to a PDF copy of the image. You can then send it out to any email address or fax number directly from your phone.

[Qipit Tool - http://www.qipit.com](http://www.qipit.com)

Screen Shots the Easy Way

Inexpensive Tool Makes Screen Shots Easy & Editable

For a variety of reasons, sometimes it's necessary to include a screen shot in documents, emails, etc. To make it easier, there are tools available to capture different types of screen shots, such as:

- an entire window
- a selected region of a window
- your entire desktop screen, including all windows visible
- an entire web page, even if it scrolls
- a web page, with links still active

The tool that I prefer is called SnagIt and it's made by a company called TechSmith. It allows all of these types of screen captures, and it also gives you the ability to edit the image after you've captured it. It's very reasonably priced for \$49.95, but you can try it for free for 30 days.

[SnagIt - http://www.techsmith.com/screen-capture.asp](http://www.techsmith.com/screen-capture.asp)

Help with your data or with your company's website is just a phone call away... contact Tepato Systems for a free initial assessment of your needs.

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