

Technology in Ministry

By Steve Massing and Jason Soltis

Tools You Need

1. Camera
 - a. Film camera
 - b. Digital camera
 - c. Video camera
2. Output Device
 - a. TV
 - b. VCR
 - c. Video Projector
 - d. Computer/Internet/Web
3. Computer
 - a. Database Software
 - b. CD Burner
 - c. Video Card with TV Outputs
 - d. Presentation Software
 - e. Email Software
 - f. Chat/Instant Messaging Software

What Your Computer Might Already Have On It...

Comes with Most computers	Software Package	Program	What it does
Yes	Microsoft Works	Microsoft Word	Used to compose documents and letters
Yes		Works Spreadsheet	Used to track, and calculate finances and money
Yes		Works Database	Used to track information on items or persons
Yes		Picture It Pro	Used to edit images and draw computer graphic files
Yes		Microsoft Money	Used to manage bank accounts and finances. Can also be used to manage your budget accounts.
Yes		Ability to share data with Palm and Windows CE devices in version 2003	
<i>Available as a separate purchase or as higher cost alternate to Microsoft Works</i>	Microsoft Office Versions Standard Professional Small Business Edition	Microsoft Word	Used to compose documents and letters
<i>Available as a separate purchase or as higher cost alternate to Microsoft Works</i>	Standard Professional Small Business Edition	Microsoft Excel	Used to track, and calculate finances and money
<i>Available as a separate purchase or as higher cost alternate to Microsoft Works</i>	Standard Professional	Microsoft PowerPoint	Used to create slide shows and presentations
<i>Available as a separate purchase or as higher cost alternate to Microsoft Works</i>	Standard Professional Small Business Edition	Microsoft Outlook	Used to send and receive email and manage a personal calendar
<i>Available as a separate purchase or as higher cost alternate to Microsoft Works</i>	Standard Small Business Edition	Microsoft Publisher	Used to create publications where you need a high degree of control over page layout
<i>Available as a separate purchase</i>	Professional Extended Edition	Microsoft Frontpage	Used to edit and create web sites
<i>Available as a separate purchase or as higher cost alternate to Microsoft Works</i>	Professional	Microsoft Access	Used to track information on items or persons
<i>Available as a separate purchase with great academic pricing</i>	Corel Office	Corel WordPerfect	Used to compose documents and letters

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Corel Quatro Pro	Used to track, and calculate finances and money
Corel Paradox	Used to track information on items or persons
Corel Presentations	Used to create slide shows and presentations
CorelCentral	Used to send and receive email and manage a personal calendar

<i>Available for free by download</i>	Open Office (Star Office)	OpenOffice Writer	Used to compose documents and letters
<i>Available for free by download</i>		OpenOffice Calc	Used to track, and calculate finances and money
<i>Available for free by download</i>		OpenOffice Impress	Used to create slide shows and presentations
<i>Available for free by download</i>		OpenOffice Draw	Used to edit images and draw computer graphic files

Yes	Windows XP	Windows Movie Maker	Used to edit video shot from a digital video camera
Yes		Outlook Express	Used to send and receive email
Yes		CD Burner Software	Allows you to create music and data CD's if you have a CDRW drive without using 3 rd party software like Nero Burning Rom.

Software and Web Resources

Cool Free or Cheap Software

OpenOffice.Org

OpenOffice is a is a open source office replacement software started by Sun Microsystems. Their free office package includes a word processor, spreadsheet and presentation package as well as some really cool little add-ons.

Link: www.openoffice.org

Cost: Free

GIMP

GIMP is a freeware photo editing program almost to the quality of Adobe Photoshop released under the GNU open source software license. This is very powerful image editing software for free.

Link: www.gimp.org/win32

Cost: Free

Eclipse Crossword Puzzle Generator

A cool little program that creates crossword puzzles for printing as well as web pages. Ever wanted a custom puzzle with words that you selected. This is it!

Link: www.greeneclipsesoftware.com/eclipsecrossword

Cost: Free

Ministry Database Limited Version

A completely free version of our new Ministry Database software with only a few limitations. This version can store information for only 50 people. It does not include the fund management module, the custom report writer module, or multi-user security. These features are available in our upcoming release of the full version of the Ministry Database.

Link: <http://home.earthlink.net/~smassing>

Cost: Free

CuteFTP

A low cost excellent file transfer program for uploading your web site files to your web site. This program is not free, but allows easy drag and drop file movement just like in windows. You have complete control on file attributes so you can use CGI scripting and more on your web site with ease if your provider supports it.

Link: www.globalscape.com

Cost: Free to try, \$39.95 after limited time period

The following two programs were suggested by workshop attendees:

WorldMerge

A great email merge software that allows you to personalize standard email to your kids, just like you would use merge in your favorite word processor.

Link: www.coloradosoft.com

Cost: Evaluation version, Free; Full version, \$49

Easy Thumbnails

A popular freeware utility for creating thumbnail bitmaps and scaled down images.

Link: www.fookes.com/ezthumbs

Cost: Free

pdfFactory

Do you want to create those downloadable PDF files for your website, but don't have \$200+ to spend on Adobe Acrobat, look at FinePrint Software's pdfFactory. For only \$49 you get a print driver that creates standard PDF files from any Microsoft Windows program that can print. This PDF file was created with it.

Link: <http://www.fineprint.com>

Cost: \$49

Web Resources

Chat and Instant Messaging

Yahoo! www.yahoo.com

AOL AIM www.aol.com Look for AIM (AOL Instant Messenger) You do need to be an AOL subscriber to use this service.

Microsoft (MSN) Instant Messenger www.msn.com

Earthlink Instant Messenger www.earthlink.net

Database Software Packages

Ministry Database www.ministrydatabase.com

Logos www.logoslbe.com

Parish Data Systems www.parishdatainc.com

YouthTrack www.youthtrack.com

Youth Assistant www.youthassistant.com