

## Tools for Producing and Managing Information Products

### Indispensible and Best-Bang-for-The Buck:

- Microsoft Office
  - With ability to create .pdf files
  - Word, Excel, Powerpoint
- PDF Complete for basic .pdf files
- PKZip for creating password-protected .zip files
- Microsoft Movie Maker for easy, quick movies
- Roxio Creator Professional
  - Audio production
  - Video production
  - DVD production

### Great to Have . . . When you need them:

- Adobe Acrobat for high-end .pdf files
- Olympus DS-30 digital recorder
- Camtasia for higher-end video production and screen captures
- Sony Vegas for mid-level video production
- SoundRec for the Android phone – for recording podcasts

### Services and Subscriptions:

- Request a free copy of The Absolute Basics of Promotion – At [www.promotionmonkey.com/resources.html](http://www.promotionmonkey.com/resources.html)
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- [hwww.ShareFile.com](http://hwww.ShareFile.com) – for sharing large files
- [www.MerchantWarehouse.com](http://www.MerchantWarehouse.com) for credit cards. Phone 877-529-0908 and mention me
- [www.OneShoppingCart.com](http://www.OneShoppingCart.com) for online sales tool
- [www.PayPal.com](http://www.PayPal.com) for online sales
- Skype ([skype.com](http://skype.com)) with Pamela for recording podcasts

