



## FREE ON-LINE RESOURCES

(Most of these websites are free but many offer moderate to advanced options at a fee. Many appear to have a cost but actually sometimes what you are seeing is an advertisement for the same free website or a competitor).

Website	Function	Cost	Difficulty Rating*
<b>CONVERTING FILES</b>			
<a href="http://Zamzar.com">Zamzar.com</a>	Converts almost any type of document to any other form	Free for up to 2 documents within 24 hour period	1
<a href="http://Otter.ai">Otter.ai</a>	Transcribes recordings into written form	Free. Generous amount of minutes allowed/month	4
Word to PDF Large batch converter <a href="https://online2pdf.com/doc-to-pdf">https://online2pdf.com/doc-to-pdf</a>	Allows you to convert multiple files up to 150MB from Word to PDF	Free	Note hyperlinks in Word files will not work in a PDF when using this method
Converting Word to PDF needing hyperlinks to work Note: When saving a Word document with hyperlinks to a PDF file within Word, the hyperlinks do not work)	Upload the document(s) into your Google Drive and then go to File, Download, and select PDF.	Free	3
<b>PHOTO EDITORS</b>			
<a href="https://removal.ai/">https://removal.ai/</a>	Removes background from photos	Free	2-3
<a href="http://Lunapic.com">Lunapic.com</a>	Multiple editing options for photos	Free	3
<a href="http://Pixlr.com">Pixlr.com</a>	Multiple editing options for photos	Free	3

# NCAR

Website	Function	Cost	Difficulty Rating
<b>FILE COMPRESSION</b>			
<a href="https://compressor.io/">https://compressor.io/</a>	Compression large files to smaller sizes to improve file storage maintenance (Max. 10MB files)	Free	2
<a href="https://tinypng.com/">https://tinypng.com/</a>	Reduces picture files (.png, .jpeg)	Free	2-3
<b>MISCELLANEOUS</b>			
<a href="https://bit.ly">Bit.ly</a>	Shortens long URL's or links	Free; Multiple conversions allowed daily	1
<a href="https://canva.com">Canva.com</a>	Create beautiful graphics for social media, newsletters, presentation, flyers, just about anything	Free	3
QR Code creator <a href="https://qrgenerator.org/">https://qrgenerator.org/</a>	Easy to create QR Codes	Free; no limits on # of QR codes that can be created; great customization options	2

\*Difficult Ratings

1-Easy

2- Not very complicated

3-Moderate

4- Might need some help

5-Ask your grandchildren to help