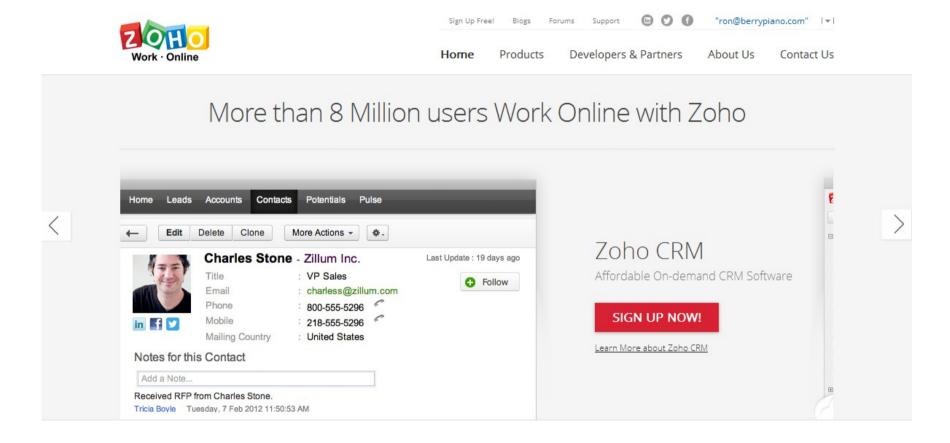
From the Rolodex to the Cloud

- This class is a collection of software, cloud services, and iPhone apps for business management. Available at berrypiano.com/cloud
- By Ron Berry 317.255.8213 ron@berrypiano.com berrypiano.com @berrypiano



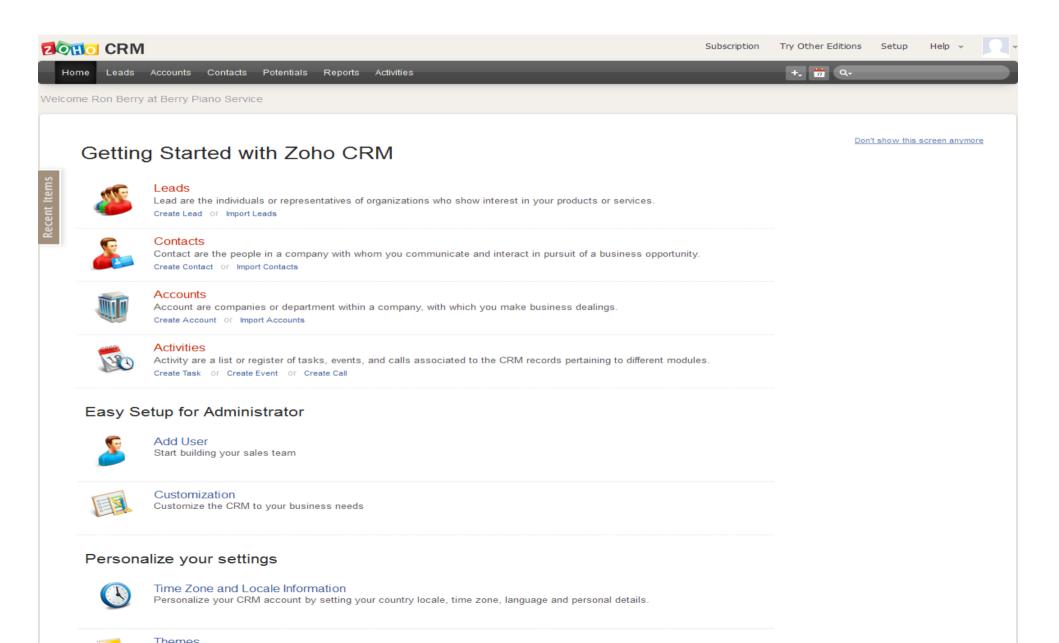


Zoho.com An online office and CRM



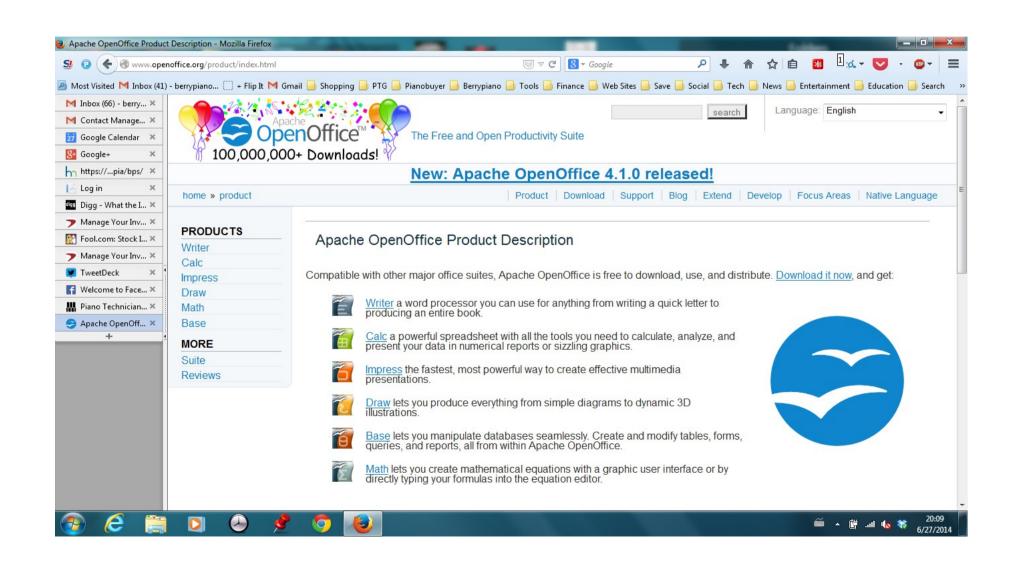
Zoho.com

CRM This is a place where you can create an online database that can be reached by any device.



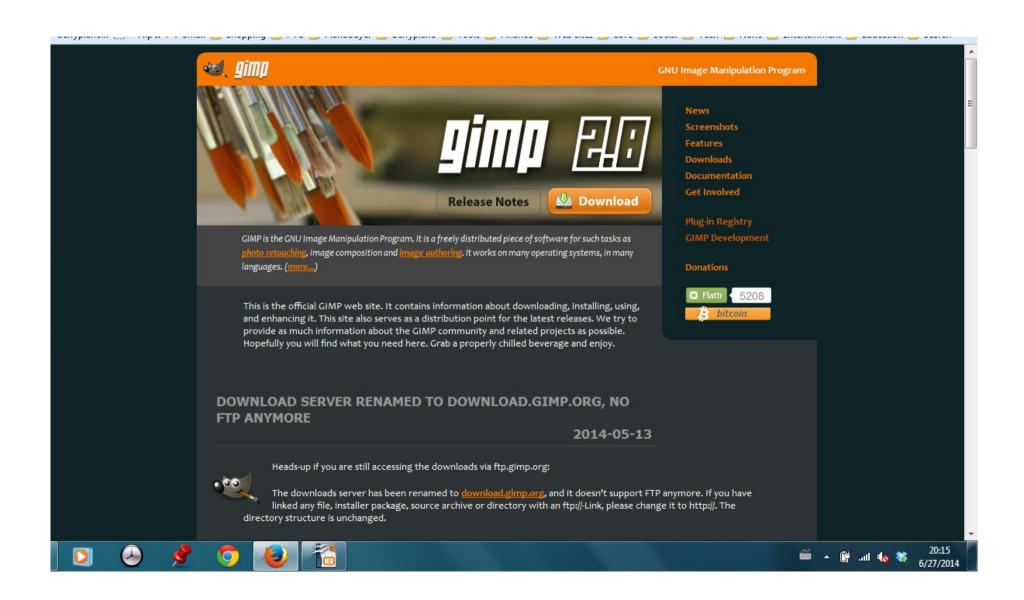
OpenOffice.org

A complete office suite with Word Processor, Spreadsheet, Database, and Presentation software that is compatible with Microsoft Office files. Open Office is free. This is not cloud software but it runs on any computer and you can get mobile apps that view its files.



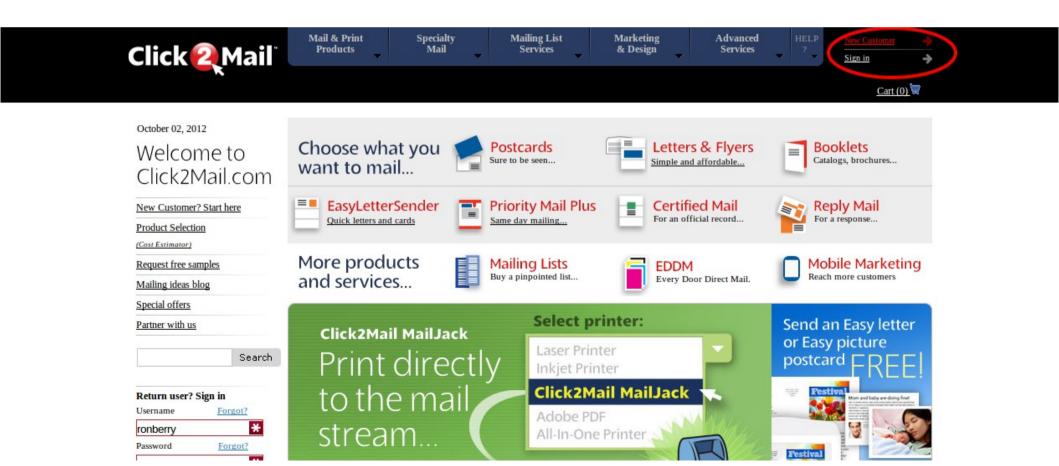
Gimp Photo Editing Software

Your free alternative to Photoshop. This is complete image editing software.



Click2Mail

- Send reminder cards to your customers
- https://click2mail.com/



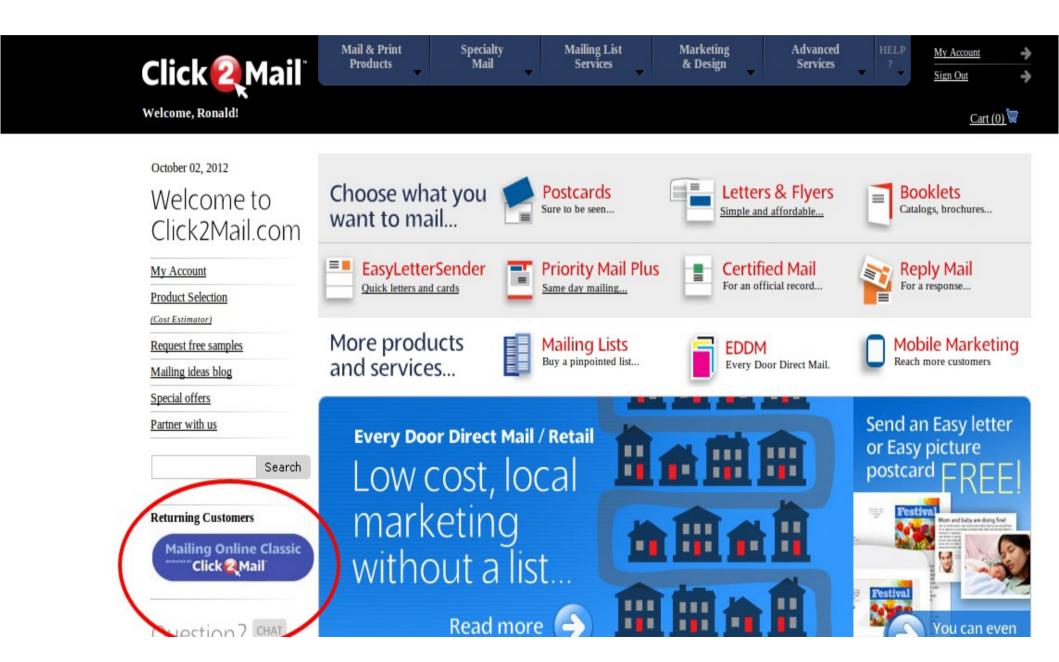
Click2Mail

- This service at click2mail.com is a printing service that prints an mails my reminder cards. Sending cards for the month now only takes about 10 minutes. No more printer, cutting cards, printing labels, sticking labels and stamps!
- They do much more than postcards
- Even 4 color brochures.
- This is a great hybrid solution of online and print media.

Sign in Page

Click 2 Mail	Mail & Print Products	Specialty Mail	Mailing List Services	Marketing & Design	Advanced Services	HELP ?		→
Quick Answers Is it free? Why should I sign up? What's your privacy policy? Question? CHAT 1-866-665-2787	Sign into your account Username:* Password:* I forgot my username I forgot my password	ronberry	* Sign in	or Sign in using yo		face	cart (0) ₹	
Mon-Fri, 9am-8pm EST	Create a new account Account type: Email: Username: Password* Confirm password:	Personal Business / Organ	ization	GO(ogle		ebook	

Returning customer



Use document

Need help?

Knowledge Base Chat Email us

Call Toll Free 1-866-665-2787 (Monday-Friday 9AM-8PM ET)

Customer Feedback







Work With Existing Documents (Please select a document below)



Or, Upload a New Document

6 of 6 Document(e)

Select	t		
	1		
	▋▔		

Description	Type	Created	
Reminder_40924939	Postcard - 4.25 x 6 - SpaceSaver Format	4/27/2010 12:27:49 PM	•
Reminder	Postcard - 4.25 x 6 - SpaceSaver	4/27/2010 12:23:05 PM	
	Format		
BPS Date Merge Reminder	Postcard - 4.25 x 6 - Single Side	6/25/2008 1:59:55 PM	
BPS 6 Month Reminder	Postcard - 4.25 x 6 - Single Side	6/25/2008 1:25:40 PM	÷

Mail This Document

Edit This Document

Copy This Document

Delete Checked

Selected document

Need help?

Knowledge Base Chat Email us

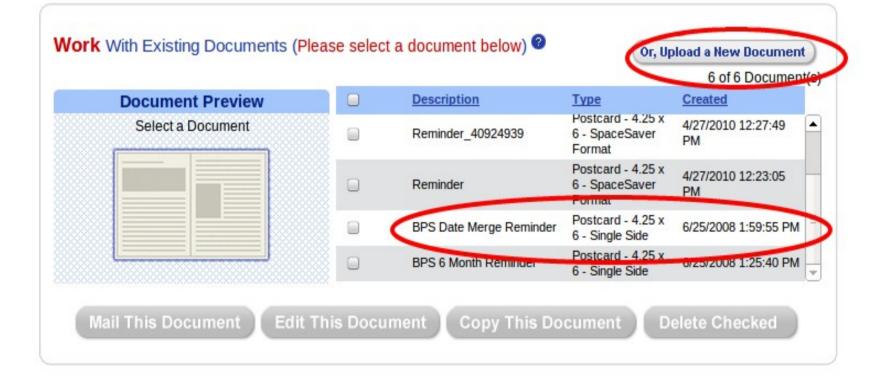
Call Toll Free 1-866-665-2787 (Monday-Friday 9AM-8PM ET)

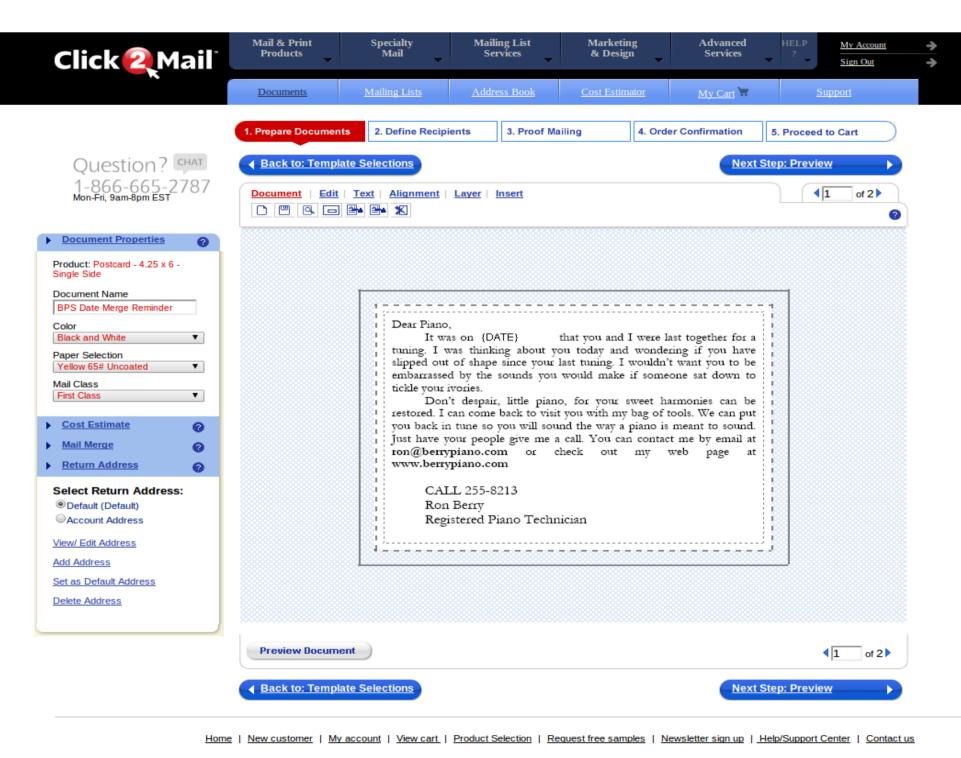
Customer Feedback





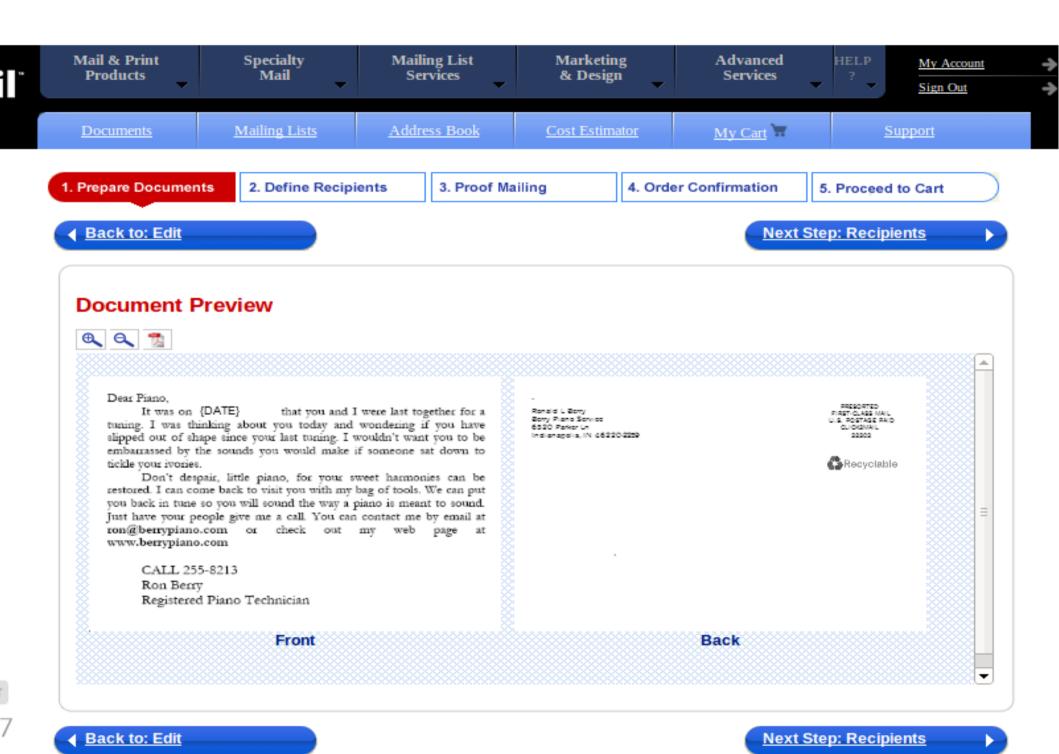




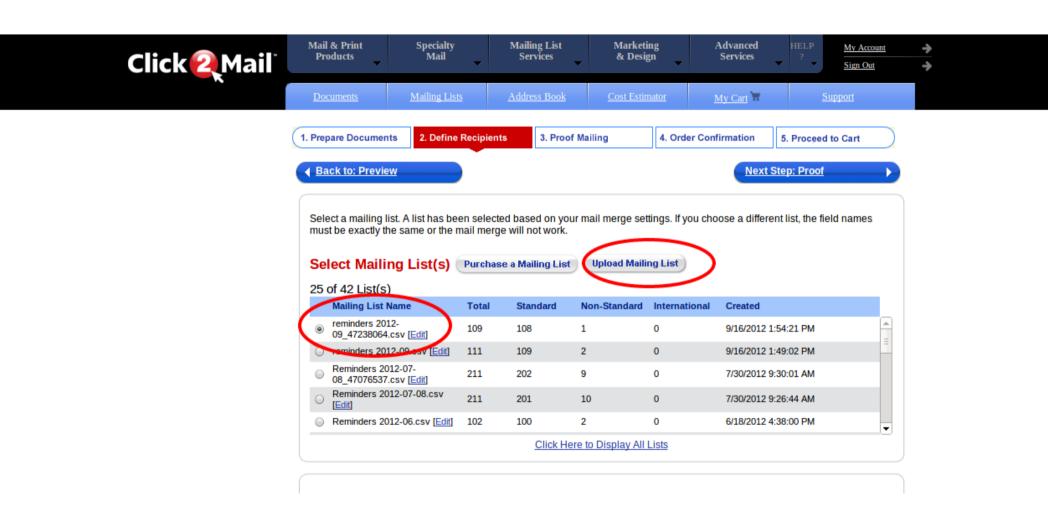


 Click2Mail.com
 Mailing Online
 Mailing Lists
 Email-to-Mail
 Easy Letter
 Printshop
 Remind Santa

 About Click2Mail
 Mailing ideas
 Consumer
 Sender
 How it works
 How it works



Select recpients



Click2Mail

Dear Piano,

It was on {DATE} that you and I were last together for a tuning. I was thinking about you today and wondering if you have slipped out of shape since your last tuning. I wouldn't want you to be embarrassed by the sounds you would make if someone sat down to tickle your ivories.

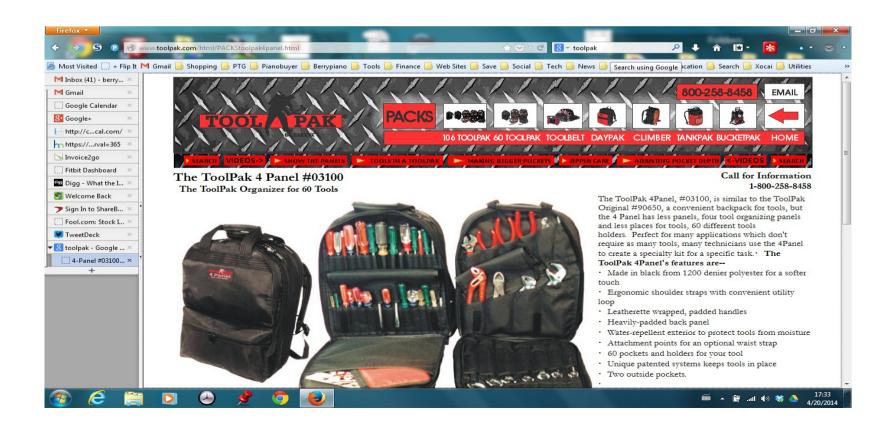
Don't despair, little piano, for your sweet harmonies can be restored. If can come back to visit you with my bag of tools. We can put you back In tune so you will sound the way a piano is meant to sound. Just have I your people give me a call.

I now have on online booking system where you can select your own appointment time that is convenient to you. Just send me an email at ron@berrypiano.com and ask for a email link to this new system.

Or CALL 255-8213 Ronald Berry, Registered Piano Technician |ron@berrypiano.com | www.berrypiano.com

Tool Backpack

- A backpack to carry all your piano tools
- The Toolpak Website with info
- Purchase from Amazon here

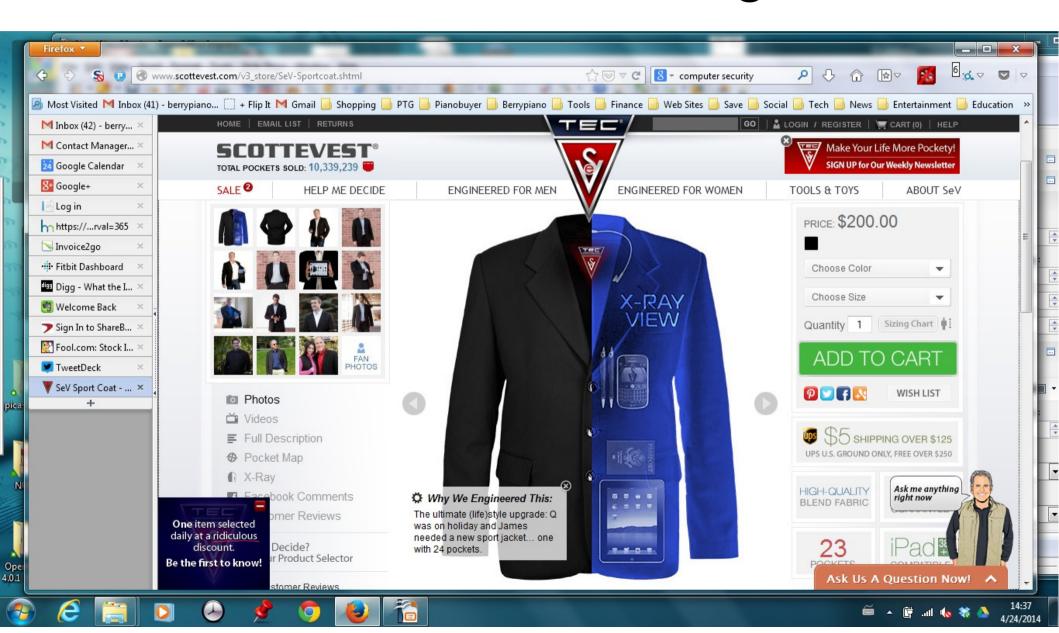


ToolPak





Scottevest.com Technical Clothing





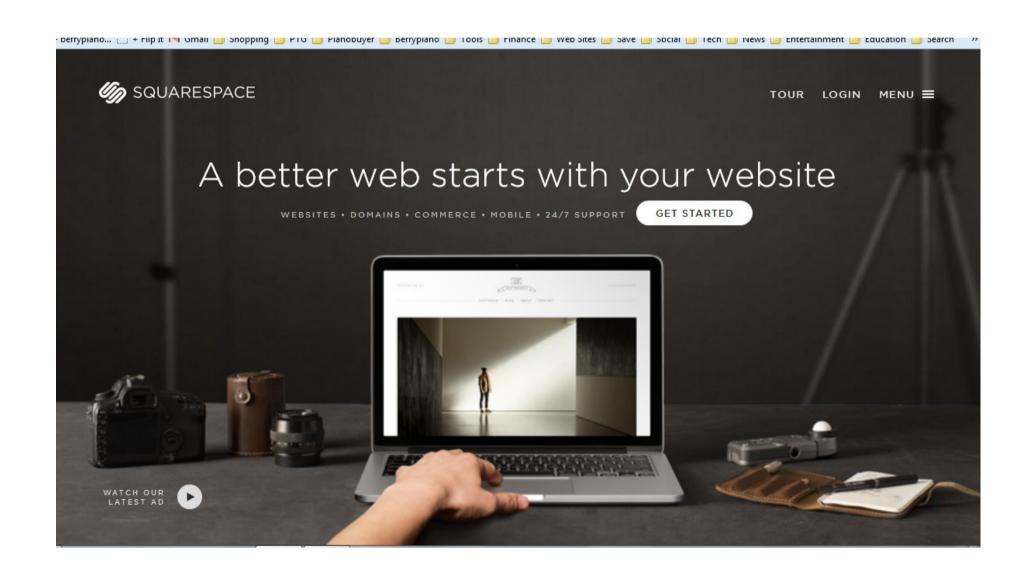
Promoting your Business Car graphics

Back window perf or full wraps



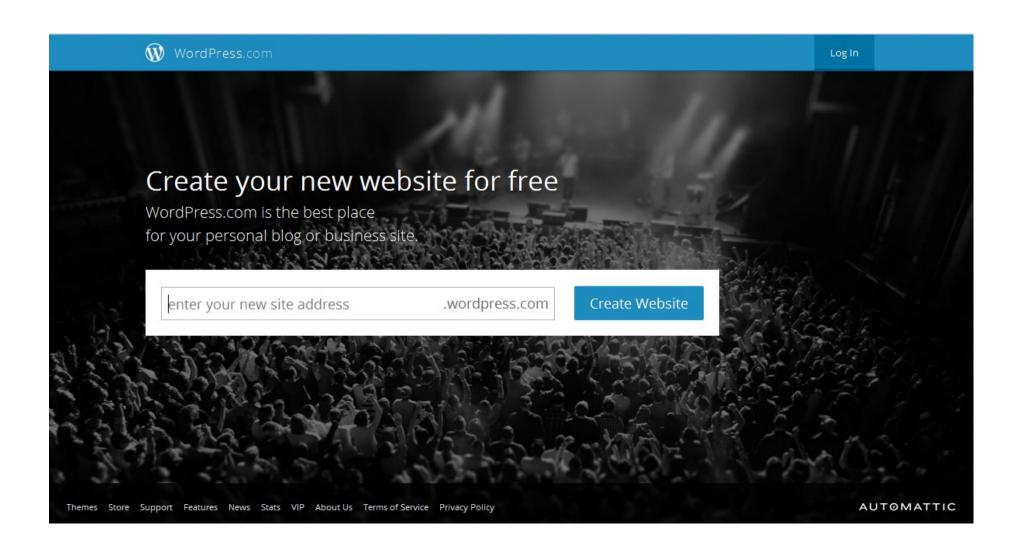
Squarespace.com Build your website

Use the code TNT to get a 10% discount



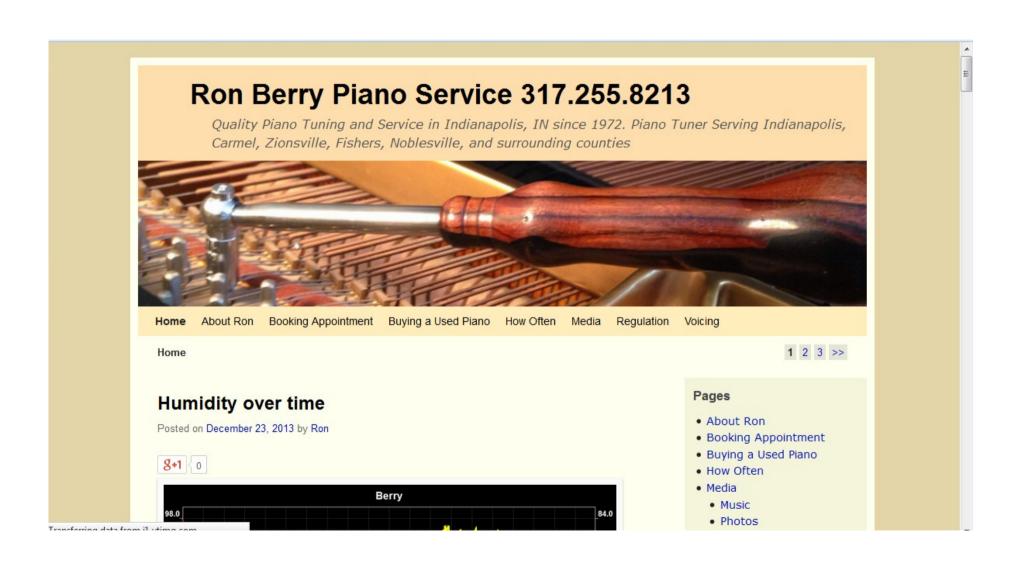
Wordpress.com

Host with them or install it on your own website This is blogging software that makes it very easy post and change content on your web site. Creates both static pages and information posts.



Your web site

By using Blog software you can easily change and add to your site and create information that creates a community around your site.

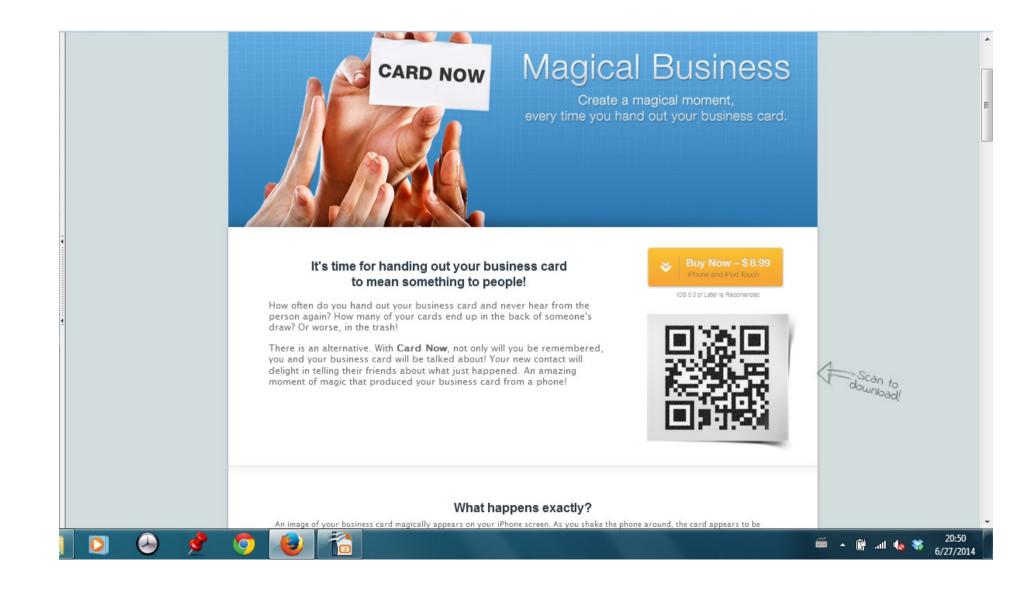


iPhone apps for business



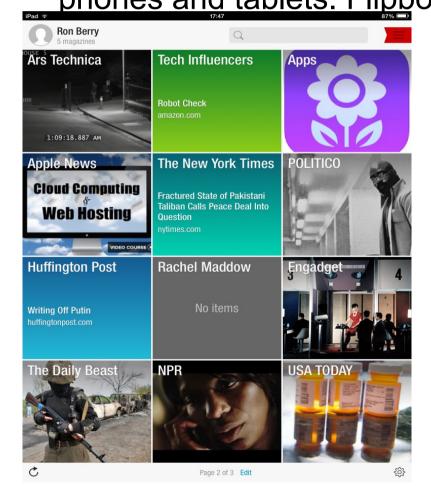
Card Now

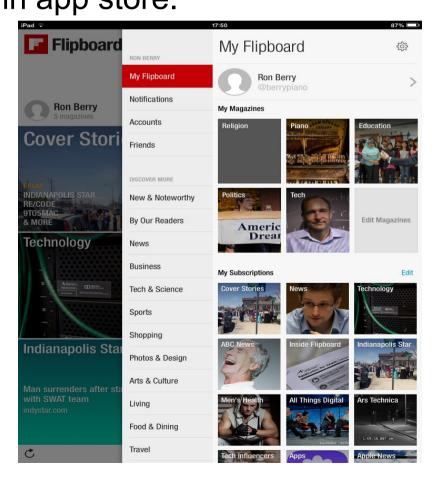
"Print" Business cards from your phone. This is a fun app that make people remember the time you gave them a business card.



Flipboard for news works best on iPad

Allows you to subscribe to feed to numerous new sources.
 The Apps feed constantly has new free and reduced apps for phones and tablets. Flipboard is in app store.





Invoice2Go http://www.invoice2go.com/

An app for sending invoices from your iPhone

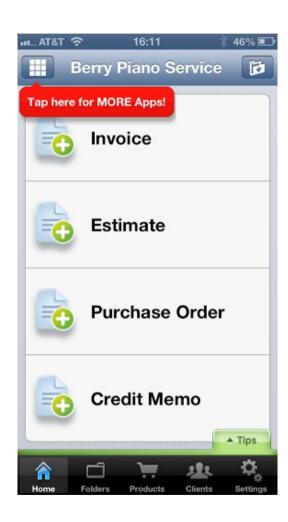


Invoice2Go for iPhone

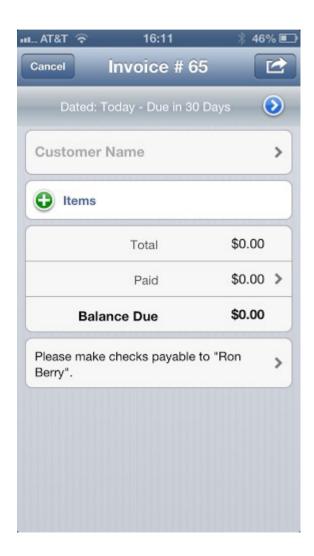
- This app creates nice pdf invoices that are sent by email. They can contain a link to a PayPal account so that customers can pay them directly with a credit card. The payment goes to your PayPal account. I spend \$99 a year for this system for unlimited invoices
- This app is available at https://itunes.apple.com/us/app/invoice2go/id322773082?mt=8
- It is part of a more complex system that syncs data between your phone, iPad, and computer. Find it at invoice2go.com
- There is a site for invoices2go.com that seems to have malware. This site is http://invoice2go.com

 I always had an issue getting an invoice sent if there was no one at the tuning site to give it to. Now as long as I have an email address, I can create an invoice on the spot from my phone.

The Home screen



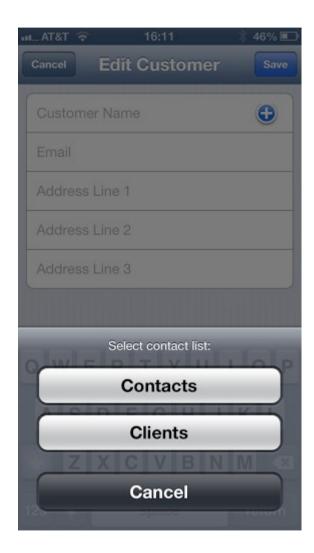
This creates a new invoice and auto numbers it.



Either enter information or click the + sign to get data from your contact list on your phone.



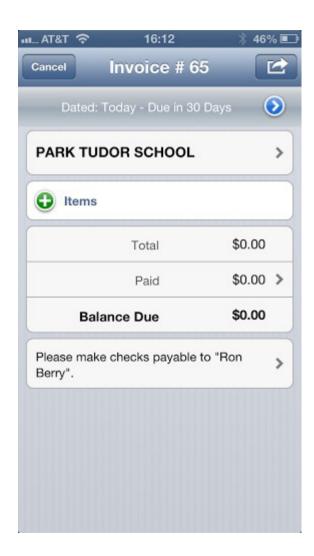
You can get information from the Contacts list for you whole phone or from a separate Client list that you create as you use the app.



Gets information from your contacts.



It then enters the information for that contact for your invoice.

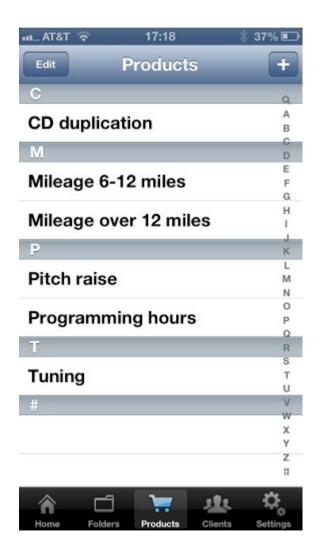


Choose a preset service or product. Click the Pick from Product List





You can create a list of services or products with their pricing.



Shows item selected

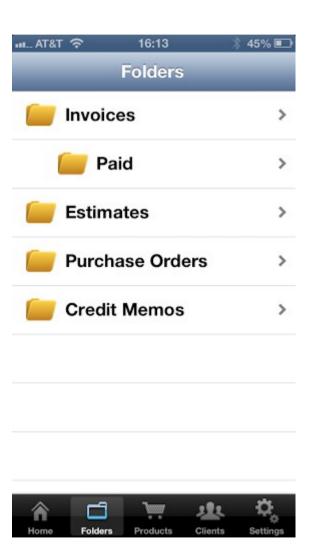




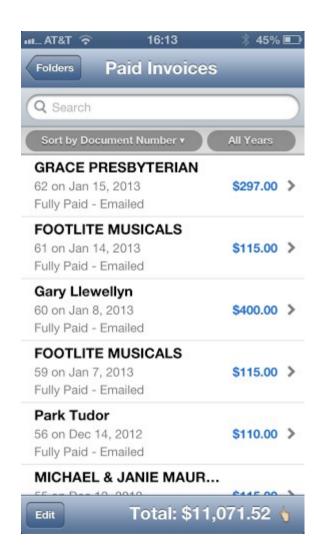
This page gives you a chance to set the number of items. The rate is set by default but can be changed. A discount percentage can also be set.



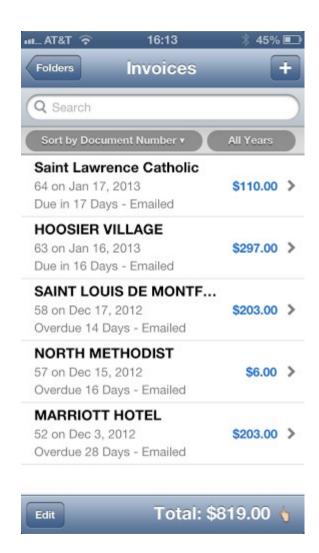
This shows the folders for invoices that have been created.



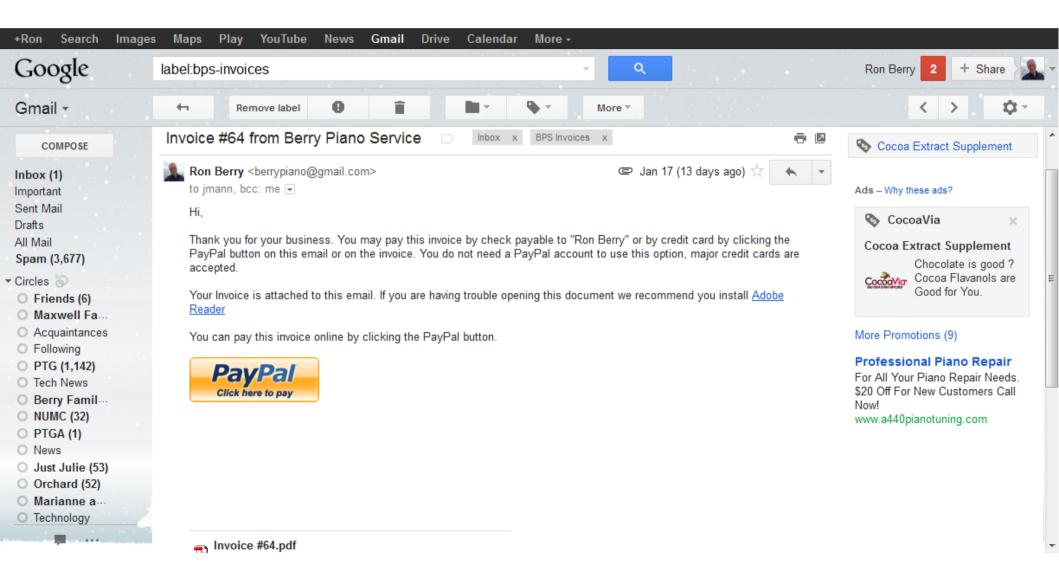
Here is the list of invoices that have been marked paid.



The Invoice folder show invoices that are outstanding and the status of them.



A sample of the email that sends the invoice. The PayPal link is hot an takes them to a page where they can pay by credit card.



Invoice

Berry Piano Service 6520 Perker Lene Indienepolis, IN 48220-2259



317.255.8213 ron@berrypiano.com berrypiano.com Invoice No:

Date:

64 17 Jan 2013

Terms: Net 30 Due Date: 16 Feb 2013

Bill To: Saint Lawrence Catholio

6950 E 46th St Indianapolis IN 46226

Description	Quantity	Rate	Discount %	Amount
Tuning	1.00	\$110.00	0.00%	\$110.00**

Please make checks payable to "Ron Berry".

Total \$110.00
Paid \$0.00

Balance Due \$110.00



Page 1 of 1

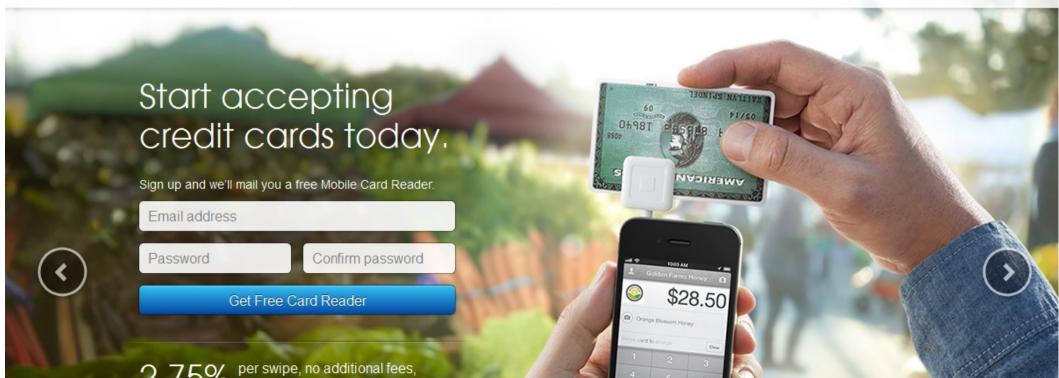
Square Credit Card processing squareup.com/







Sign In

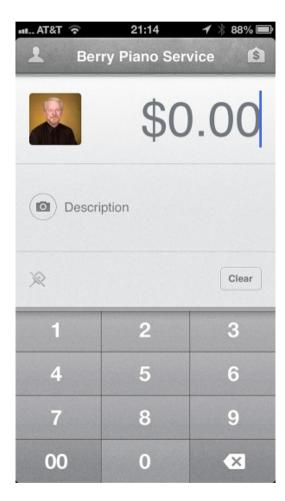


Square

Enter amount of Sale

Type in description with customer's name

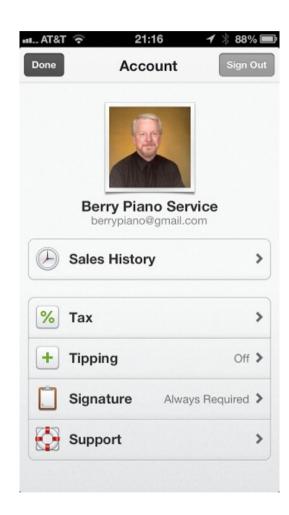
Click camera icon to take picture of your paper receipt to make it a permanent part of the electronic transaction.



Square

Set up your account.

Do you charge sales tax?

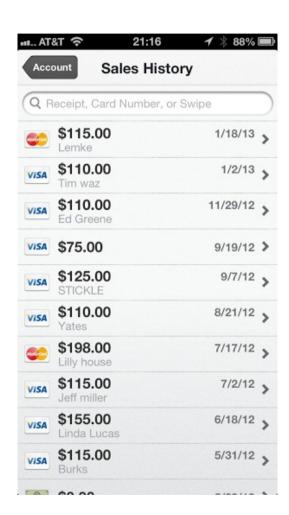


Square

Sales history can be seen on the phone or at the Squareup.com web site.

Square has just recently added invoicing to their services. You can send an invoice they can pay with credit card using Square.

So far the invoicing on Square is less complete than invoice to go for sending invoices by email.



One Receipt onereceipt.com



One place for ALL of your receipts

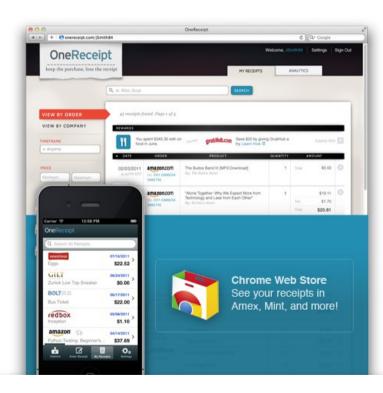
We keep all your receipts, and we mean ALL (paper and digital), in one convenient place.

- · Store your receipts in the cloud
- · Automatically pull in e-receipts
- . Supercharge your paper receipts by simply taking a picture
- · Organize your spending

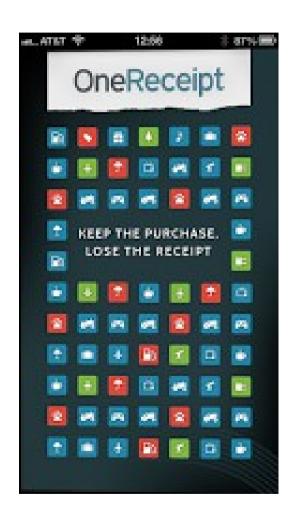
All for FREE

DASHBOARD »

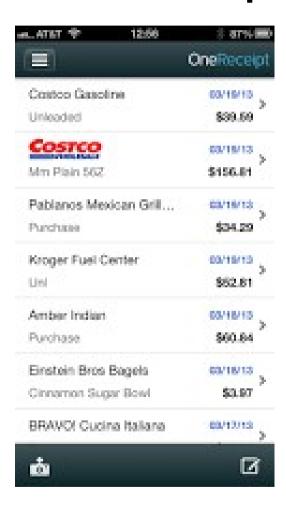




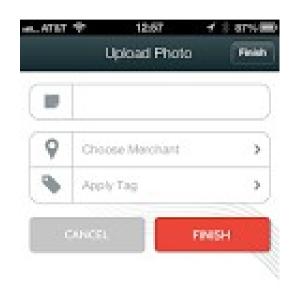
Keep track of all your receipts



Use your phone to take a picture of the receipt

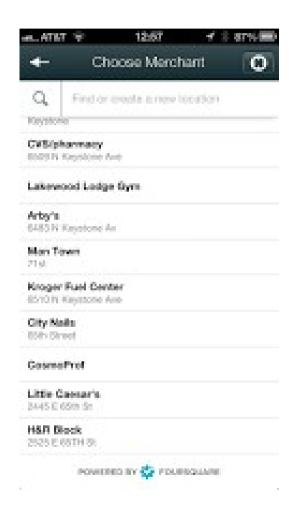


Choose merchant finds businesses close to where you are

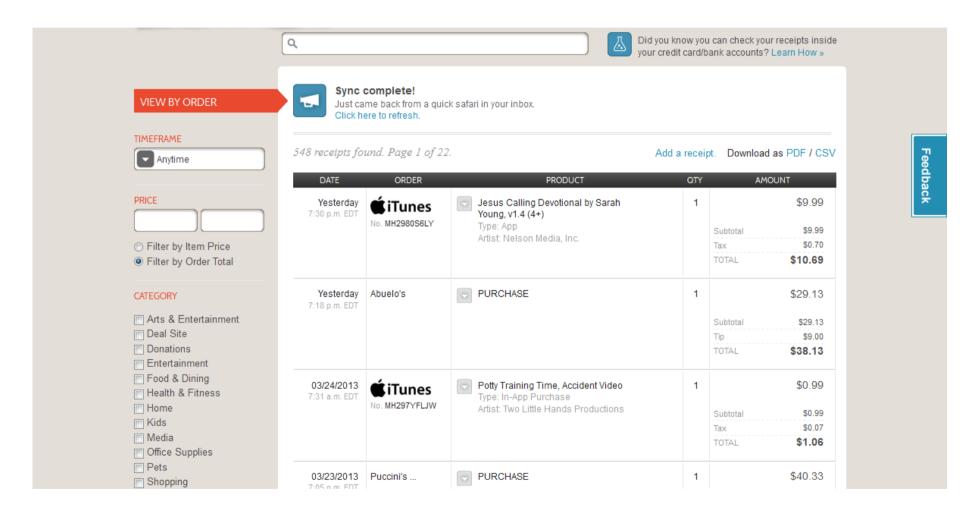


Select the business

Receipt images are uploaded to their mainframes which sort Out the amount paid and the details of the receipt.

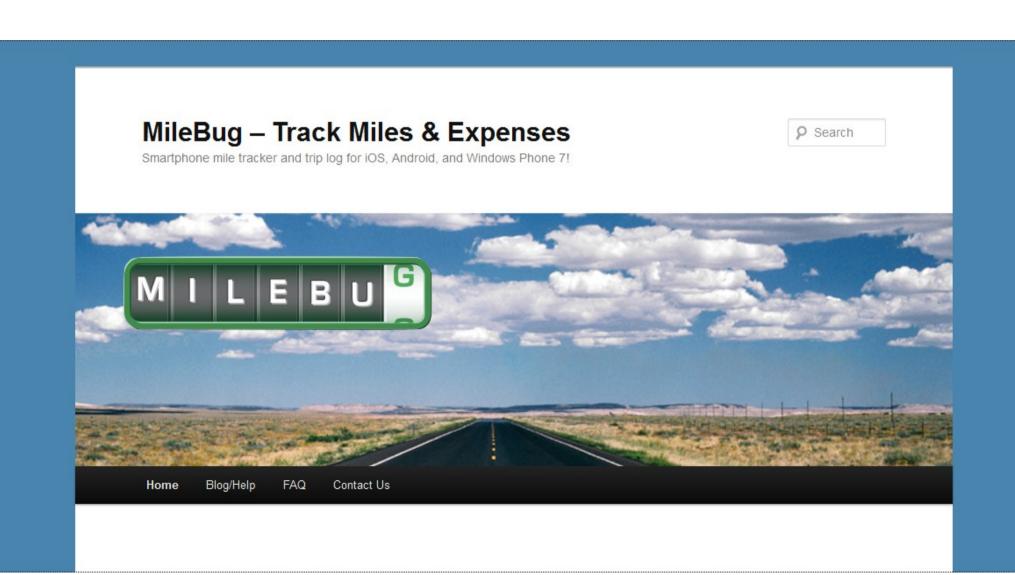


You get a searchable exportable database of all the information



MileBug Track your car mileage

https://itunes.apple.com/us/app/milebug-mileage-log-expense/id288376848?mt=8

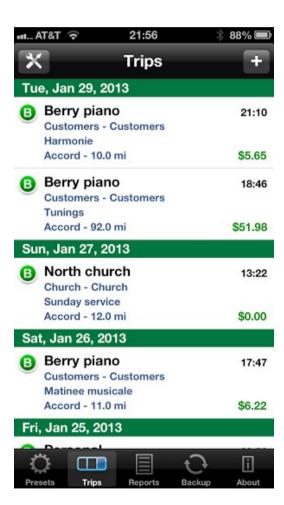


Tracks your trips

Saves last mileage reading for next trip

Set many categories

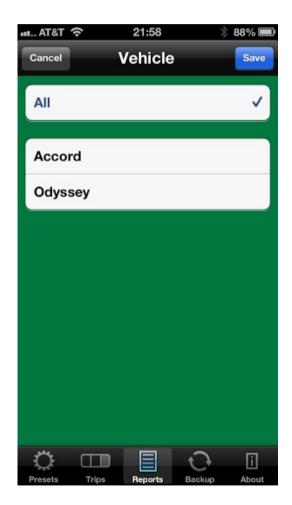
Track several cars



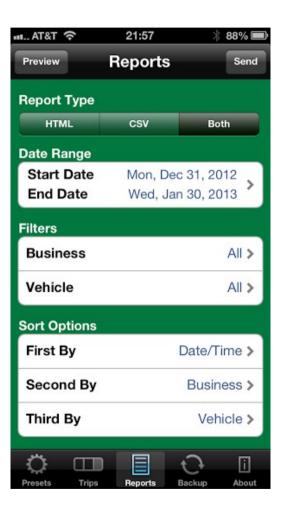
Easy to set mileage readings



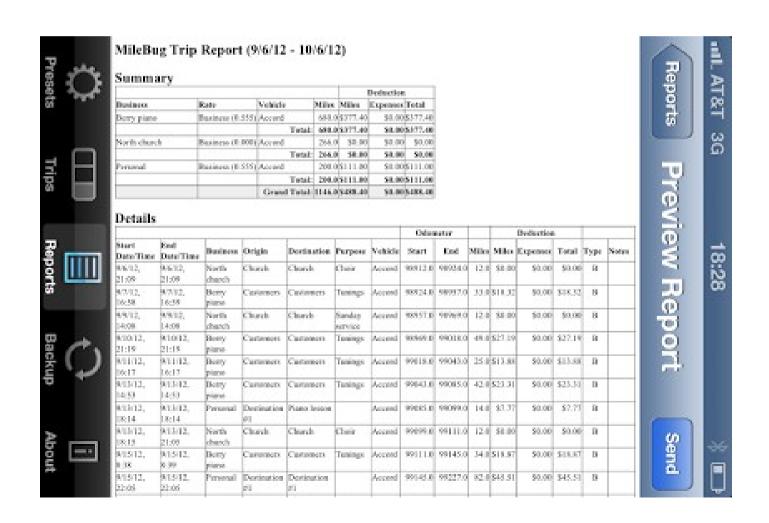
Track more than one car



Generate reports



Generate reports for the end of the year



Email yourself a report

MileBug Trip Report (1/1/12 - 12/31/12)

Summary

					Deduction						
Business	Rate	Vehicle		Miles	Miles	Expenses	Total				
Berry piano	Business	Accord		8818.0	\$4,893.99	\$0.00	\$4,893.99				
			Total:	8818.0	\$4,893.99	\$0.00	\$4,893.99				
Chocolate	Business	Odyssey		35.0	\$19.42	\$0.00	\$19.42				
			Total:	35.0	\$19.42	\$0.00	\$19.42				
Medical	Business	Accord		74.0	\$41.07	\$0.00	\$41.07				
			Total:	74.0	\$41.07	\$0.00	\$41.07				
North church	Business	Accord		950.0	\$0.00	\$0.00	\$0.00				
			Total:	950.0	\$0.00	\$0.00	\$0.00				
Personal	Business	Accord		1946.0	\$1,080.03	\$0.00	\$1,080.03				
			Total:	1946.0	\$1,080.03	\$0.00	\$1,080.03				
		Grand	Total:	11823.0	\$6,034.52	\$0.00	\$6,034.52				

Details

Start		End				Odometer			Deduction							
Date	Time	Date	Time	Business	Origin	Destination	Purpose	Vehicle	Start	End	Miles	Miles	Expenses	Total	Type	Notes
1/4/12	17:23	(null)	(null)	Berry piano	Customers	Customers	Tunings	Accord	90962.0	91045.0	83.0	\$46.06	\$0.00	\$46.06	В	
1/5/12	7:24	(null)	(null)	Medical	Destination #1	Clinic		Accord	91045.0	91051.0	6.0	\$3.33	\$0.00	\$3.33	В	
1/5/12	16:19	(null)	(null)	Berry piano	Customers	Customers	Tunings	Accord	91051.0	91093.0	42.0	\$23.31	\$0.00	\$23.31	В	
1/6/12	17:25	(null)	(null)	Berry piano	Customers	Customers	Tunings	Accord	91093.0	91147.0	54.0	\$29.97	\$0.00	\$29.97	В	
1/8/12	12:26	(null)	(null)	North church	Church	Church	Sunday service	Accord	91147.0	91159.0	12.0	\$0.00	\$0.00	\$0.00	В	

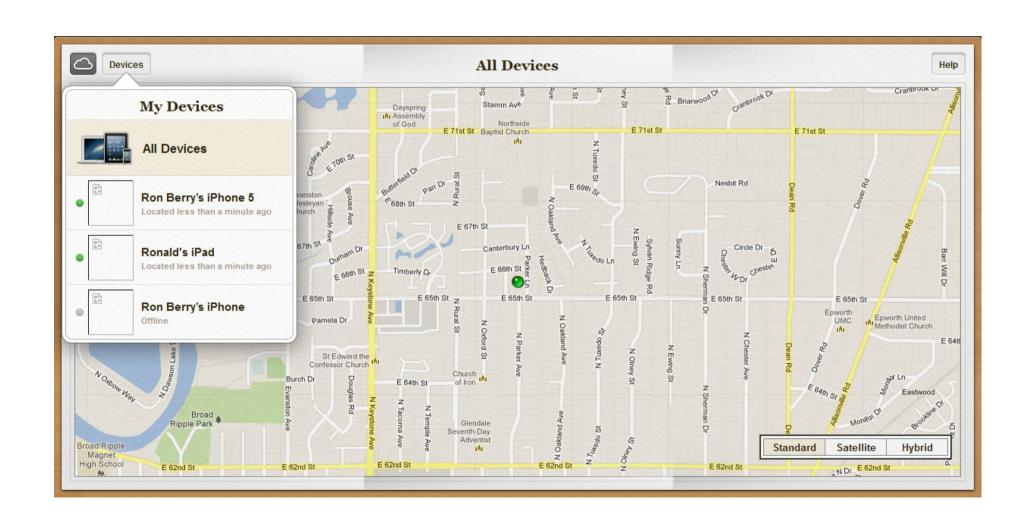
Find my Phone icloud.com



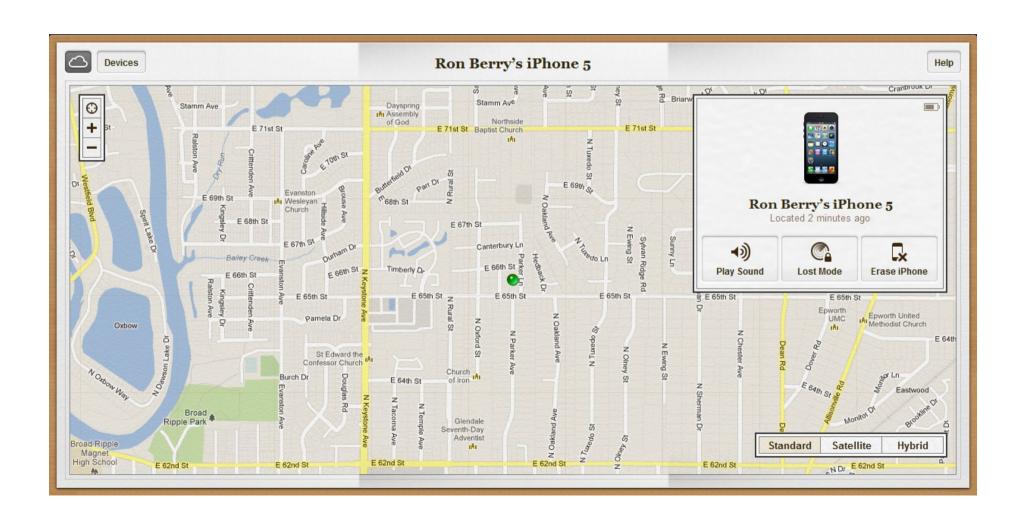
Find my Phone



Find my Phone



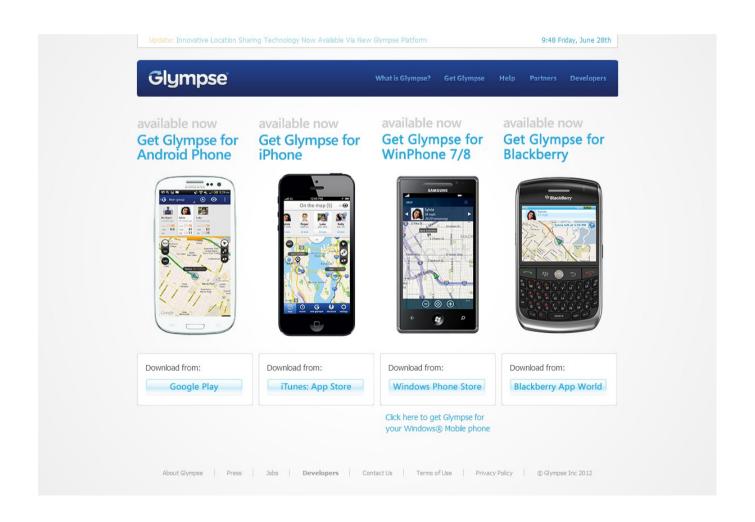
Find or erase your phone



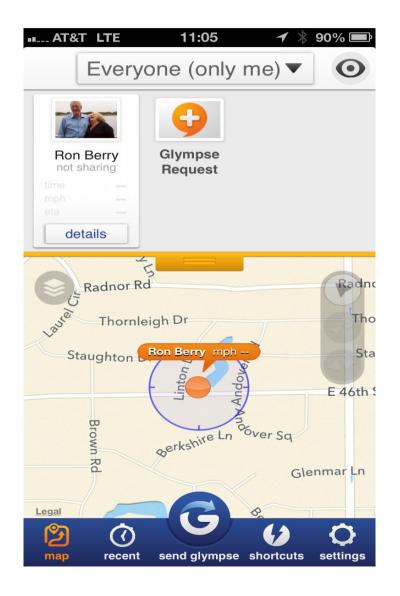
Find your wife



Glympse.com Send your location to your customers



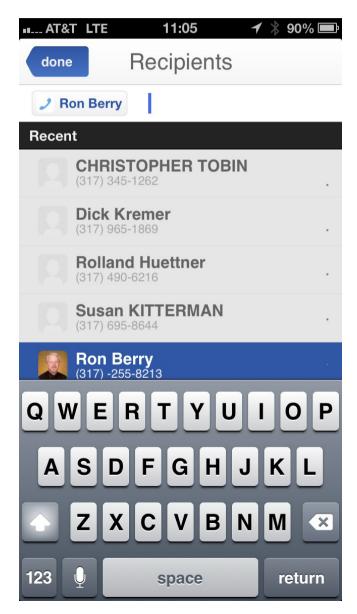
Glympse selecting recipient



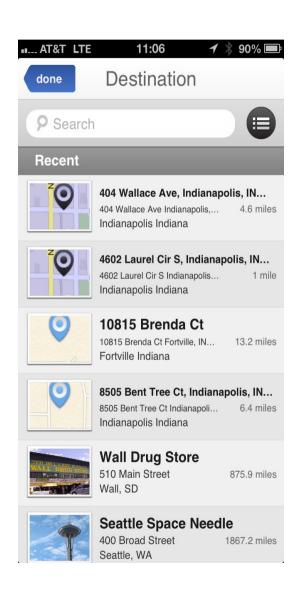
Shows your current location

Then select who to send your glympse from among your contacts.

They must have a smartphone if sending a text but they don't need to install the app.

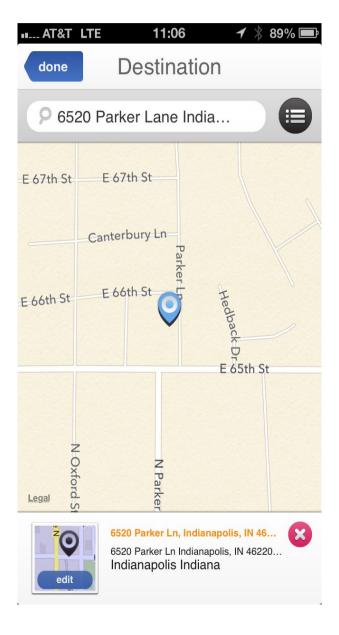


Glympse Select destination

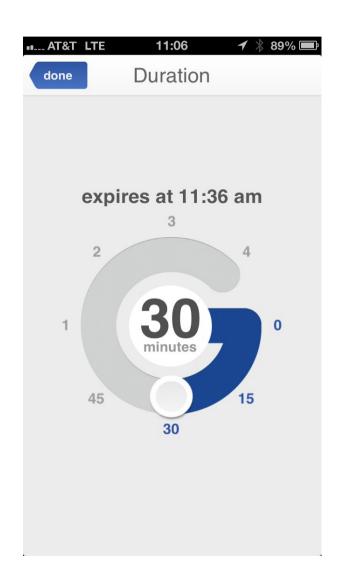


Select the destination you are travelling to. This is usually your customer.

By providing destination, the app sends them an ETA based on your current location and speed.



Glympse Select duration, create message



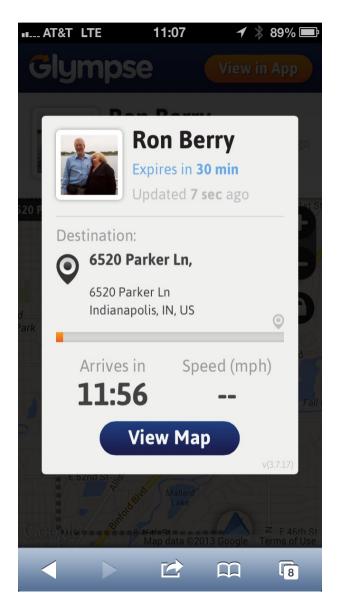
Select how long you want to be tracked.

It then creates a text or email with a link to your tracking data.

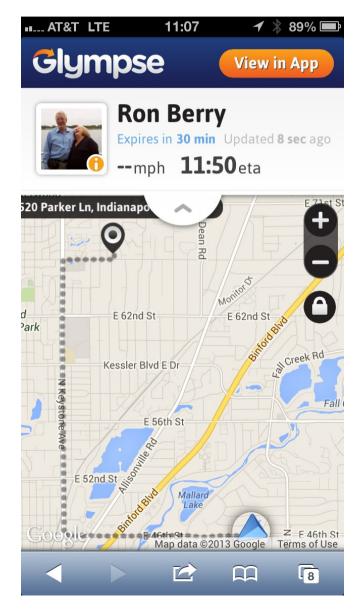
This only shares with the person you select for the time period you select.



Glympse What they see

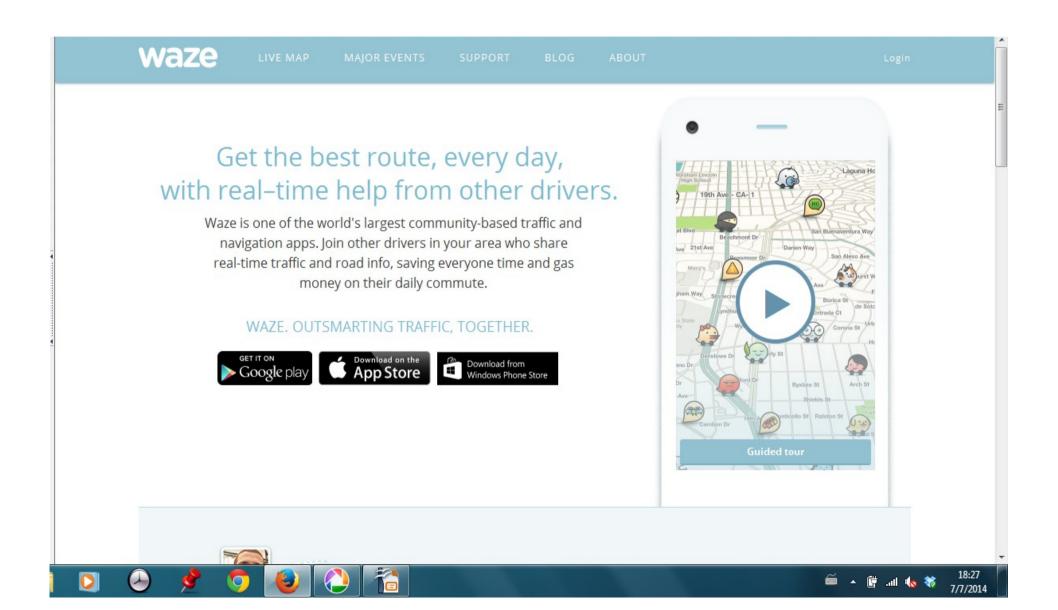


Here is what they see in their browser. The speed doesn't show in this example because I was not moving when I captured the screen shot You can also turn off displaying the speed if that might be embarrassing.



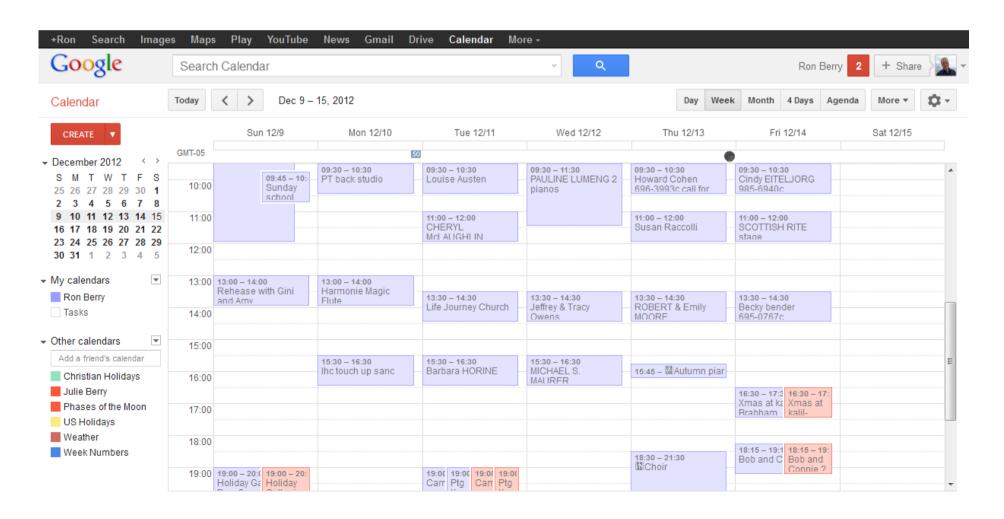
Waze

Real time driving conditions from data from other cars. Especially good to show you where roadblocks are.



Google Calendar

Can sync to phone and manage other technicians. Set up your phone as a Google account and it can sync all your mail, contacts, and calendar with any other device. You can also view, and/or edit other people's calendars.



VehiCal Track your Auto expenses

https://itunes.apple.com/us/app/vehical-car-expense-management/id292695836?mt=8

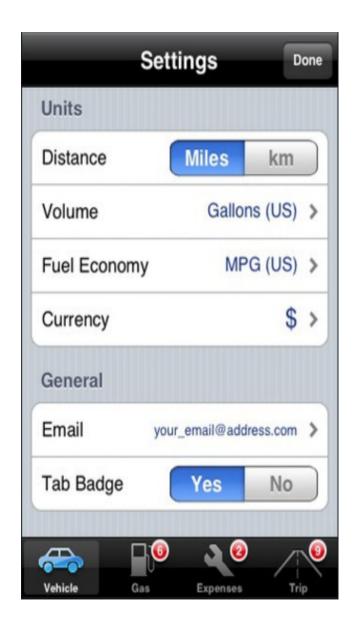
Track Fuel and auto expenses in one place easily. Tracks fuel prices and miles per gallon Tracks trip mileage Tracks parking expenses



VehiCal



Can track multiple cars



VehiCal





VehiCal





WeekCal Adds new flexibility to you calendar

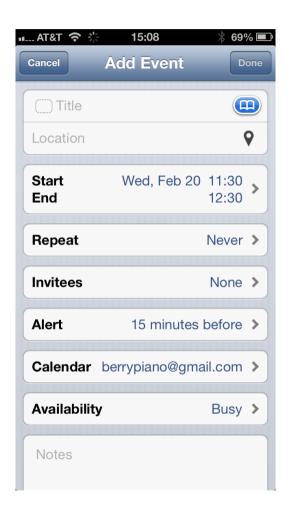
http://www.utilitap.com/weekcalendar/



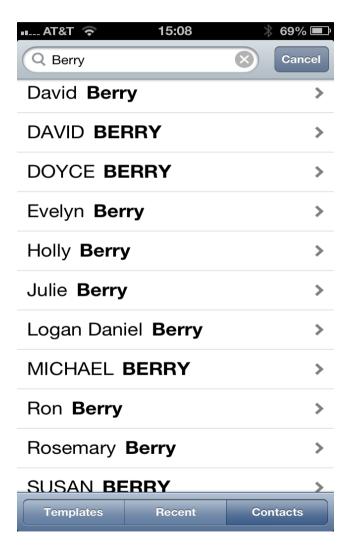
WeekCal gives you many different views of your calendar data but still uses the same underlying data.

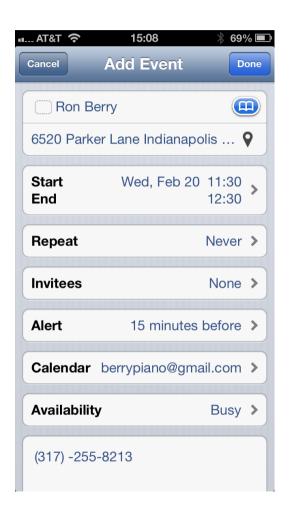
The best part is that you can set up an appointment and link it to your client's data so that it will enter the address information in the calendar entry.





Tap the bookmark icon to open your contact list and search it.

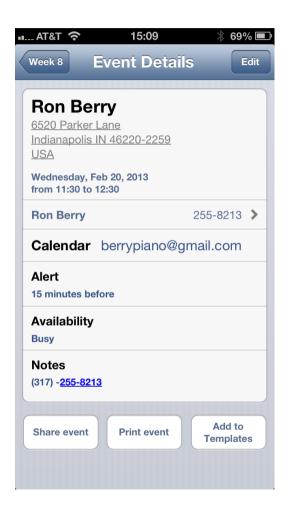




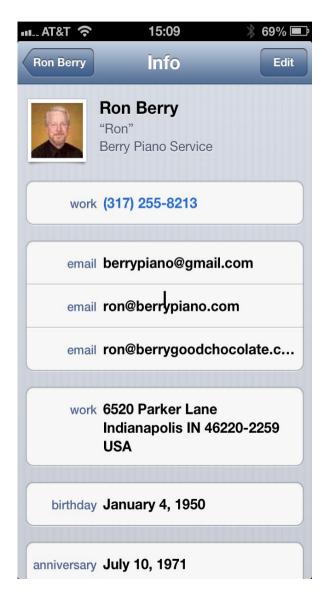
After selecting the contact, notice that it enters the address from the contact information.

The new appointment show in the calendar and can be tapped to pop up the more complete information.

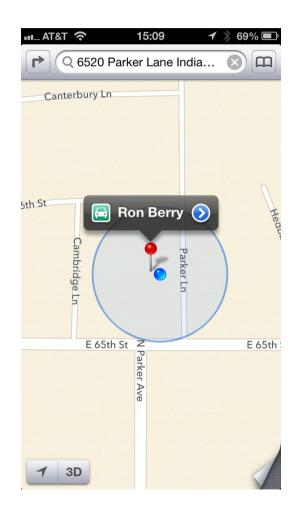




Tapping the arrow opens the full information for the appointment. Then tapping the name and phone in the middle of the record opens that actual contact information that the appointment is linked to.

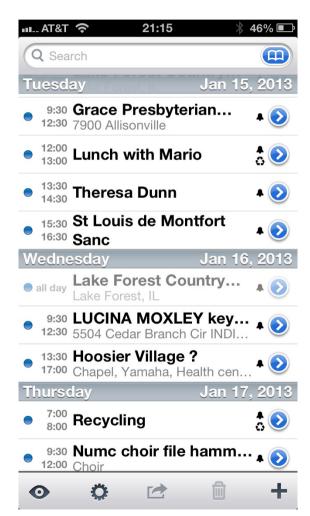


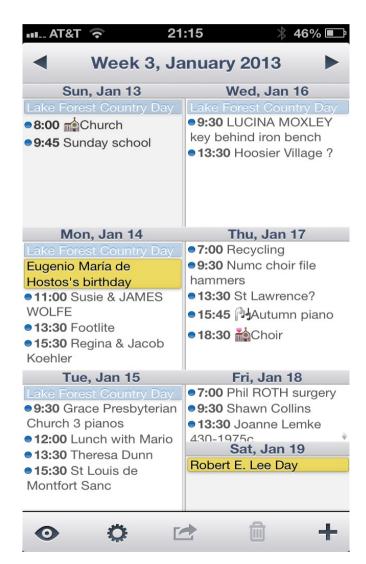
Tapping the address from the contact information opens the map. The maps app can give driving directions.



WeekCal Different Views of the calendar

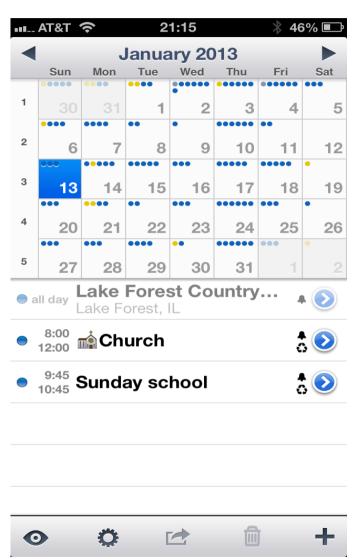






WeekCal Monthly Views



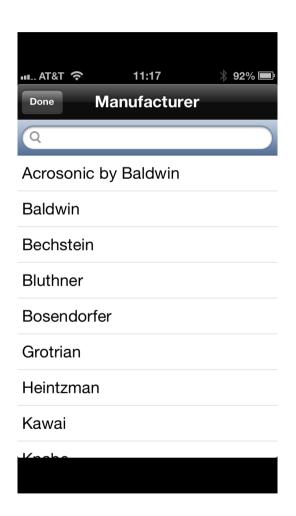




Piano Tech Pro from Dampp Chaser

- http://appstore.modmyi.com/iphone/piano-tech-pro/id/429952103
- An app with Serial number lookup
- Piano Life Saver installation instructions
- Temp/Humidity Chart
- Electronic Fork
- Aural Aide
- Action Geometry and Wire Size calculations

Serial # Lookup

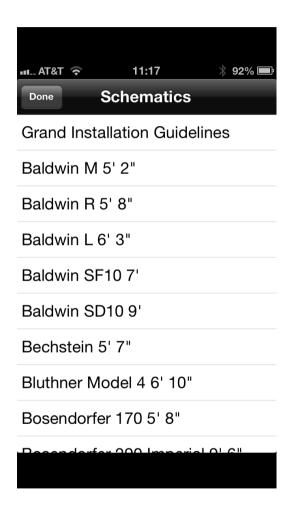


Has serial numbers and dates for many of the most common brands of pianos.

This is not a full listing like the Pierce Piano Atlas, but will get you by for many of the pianos you run into.

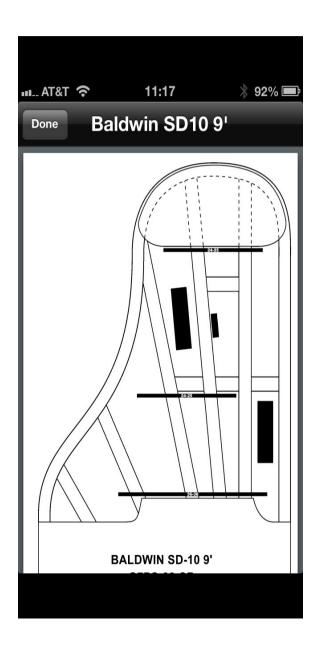


Piano Life Saver schematics

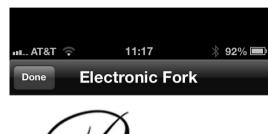


Have the most common PLS installation instructions right on your phone.

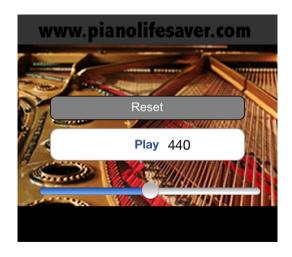
Shows layout of equipment and tells you what parts you need.



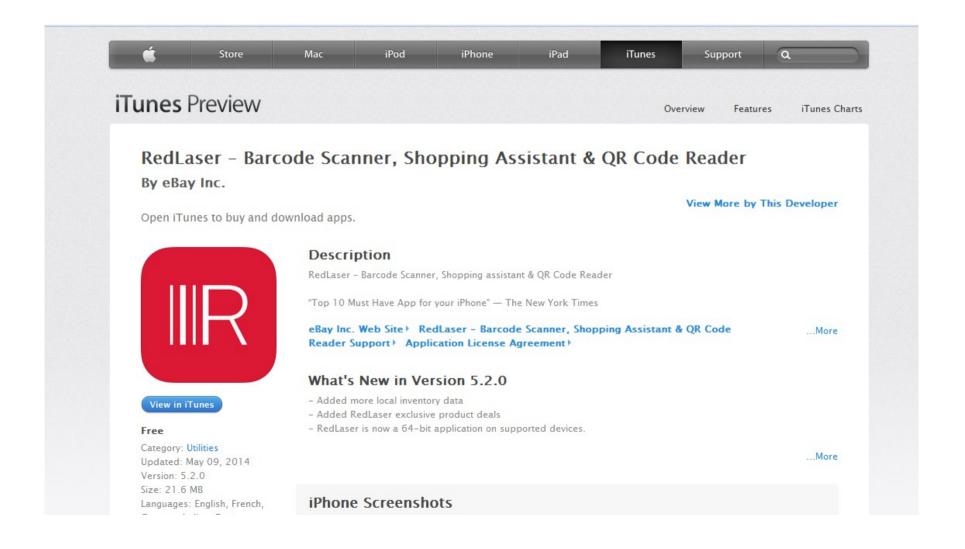
Electonic Pitch Reference







Red Laser create and read QR codes

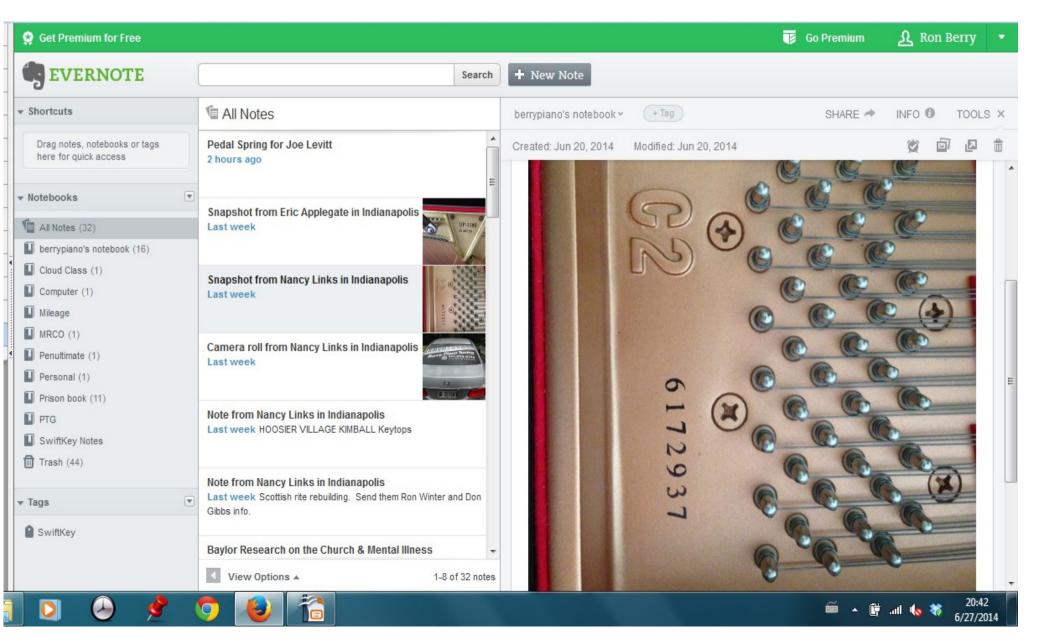


Use QR codes to give you links from printed materials



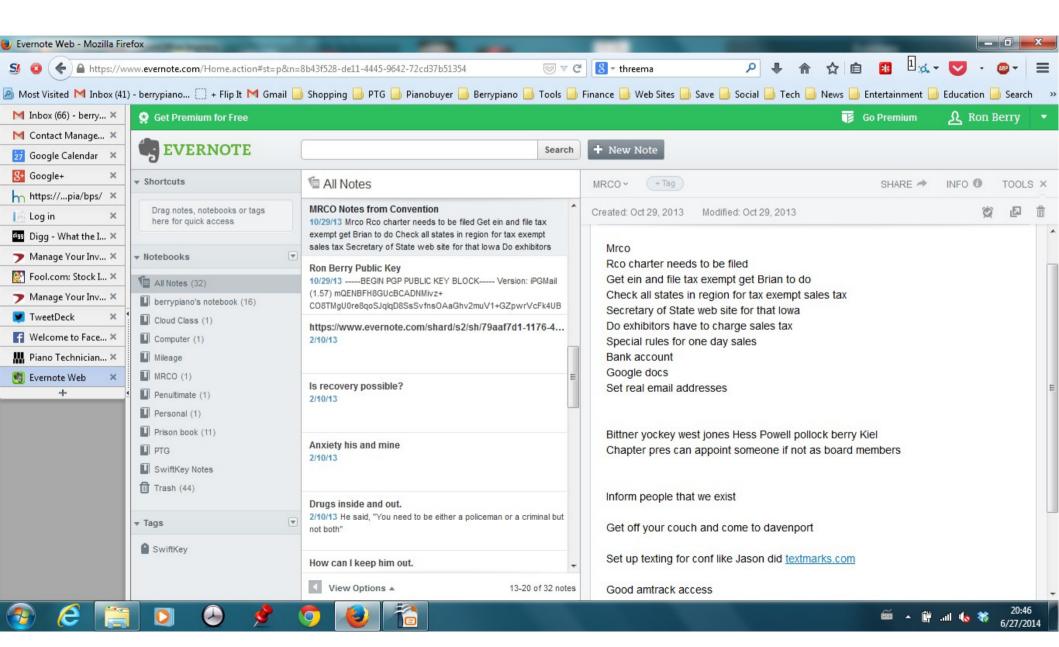
Evernote

Your To Do and Reminder list and much more. Save anything from online in one searchable place. Can set up folders to organize the information you save. Recognizes text for easy search.



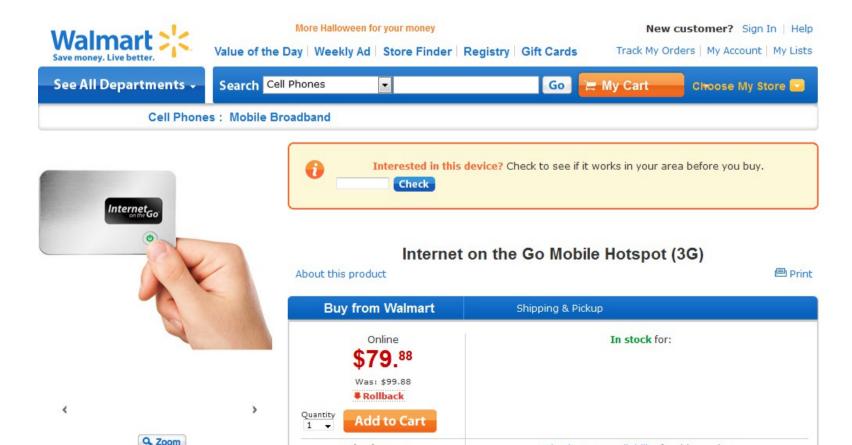
Evernote

Stores text or pictures or links or web pages.

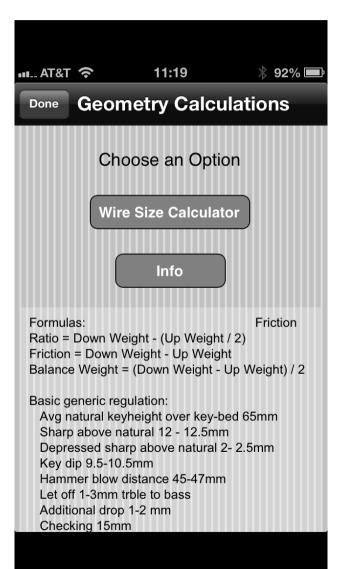


Internet-Go from Walmart

This is a device that creates a WiFi hotspot for up to 5 devices and uses a pre-paid cellular connection to connect to the Internet. This is perfect for a computer or WiFi only iPad that does not have its own cellular connection. Pre-paid rates are \$45 for 3 GB with no monthly fee and the bytes don't have to be used within one month. Some phones can create a hotspot but check the charges for that. The recent iphone update 7.1.2 lets you create a hotspot but uses the data on your data plan. If you have a old unlimited plan it won't let you do that.



Wire Size/Tension calculator Action Geometry formulae



This handy calculator gives you the tension on any wire.



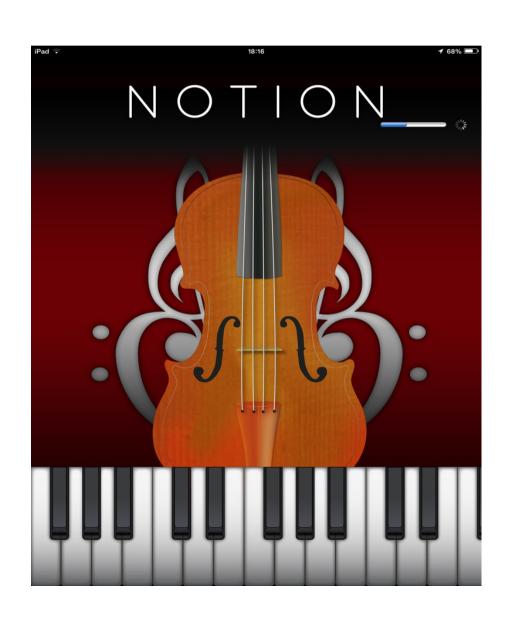
Instructions:

In the first two columns, first select a note and partial. (Unison number must be greater than 20)

Next enter the length of the string in the third column. A default tension and string size are given. Change either of these values if you wish, but note that tensions higher than those recommended may not be safe.

Notion

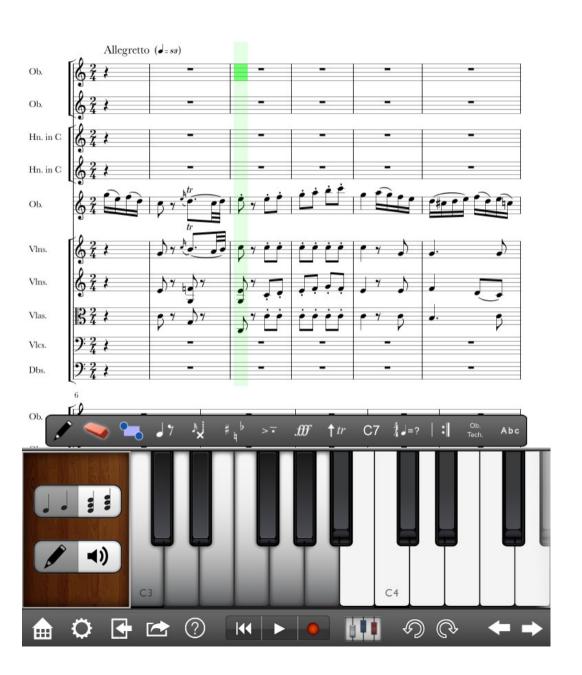
Music writing software for iPad



iPad → 18:16 **1** 68% ■

Concerto for Oboe in C major, K. 314 Movement 3

Wolfgang Amadeus Mozart



Computer Security



Set up Limited User Account

- If you are running Windows, set up a new administrator account and change your current account to a limited user.
- This can protect you from most browser based exploits.
- It requires you to enter your admin password more often, whenever you add software or do some administrator function, but the added security is worth it. Macs and Linux set you up this way by default.
- Remember, 100% of the IE exploits, which is the main way malware gets in, were blocked during all of 2013, if you just weren't an admin user. 100% of them. And what is it, in the 90s, of like the other...Leo: It's 92% for operating system exploits, yeah.
- Watch my video about this here.

Managing Password

• Ellen DeGeneres has this 3 minute video to show her "Password Minder" solution to this problem. This adds humor but gets to the root of the problem.

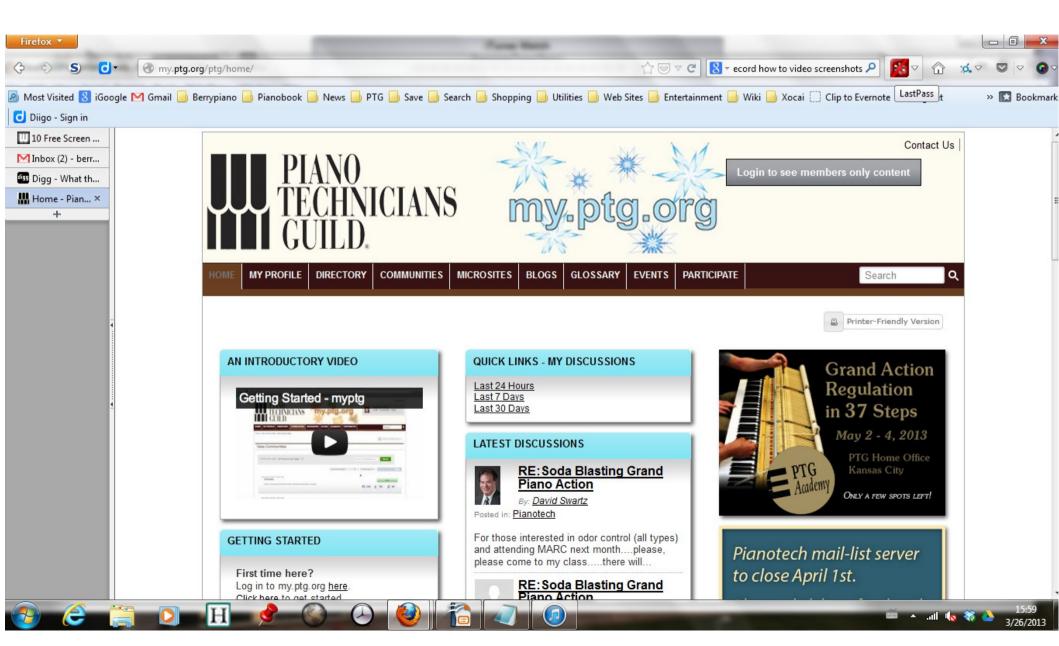
Last Pass – simplify your passwords LastPass.com



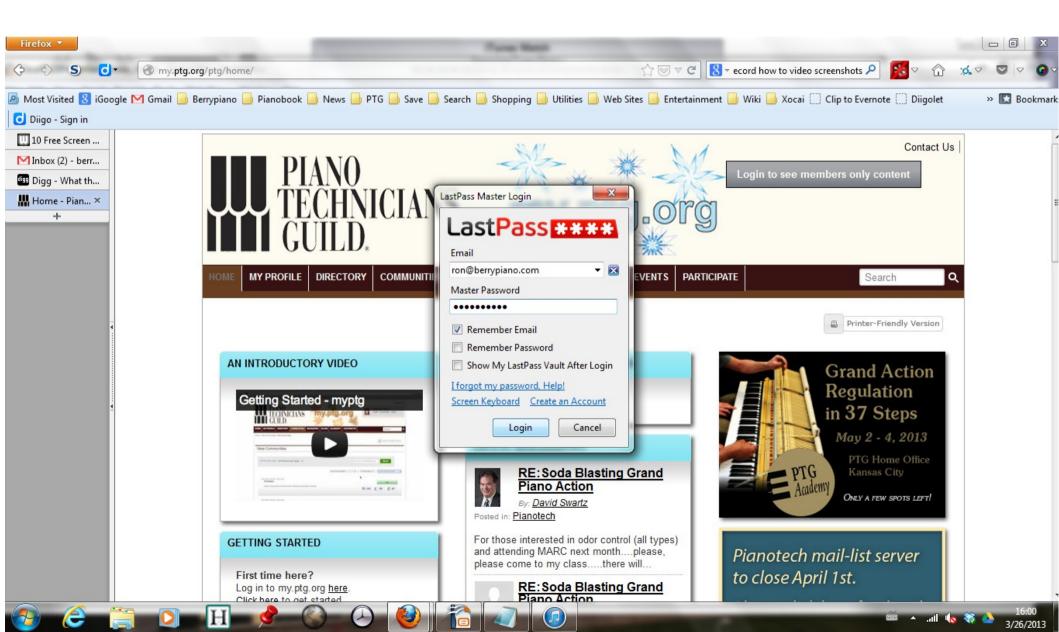
Last Pass

- A Password management system
- Remember one good password and let Last Pass do the rest
- Stores passwords securely in the cloud so all your devices can access the password vault
- Generates secure passwords for you
- Logs you in to your sites in the browser on your computer
- Stores Secure Notes like credit card numbers
- Can access information from your smart phone

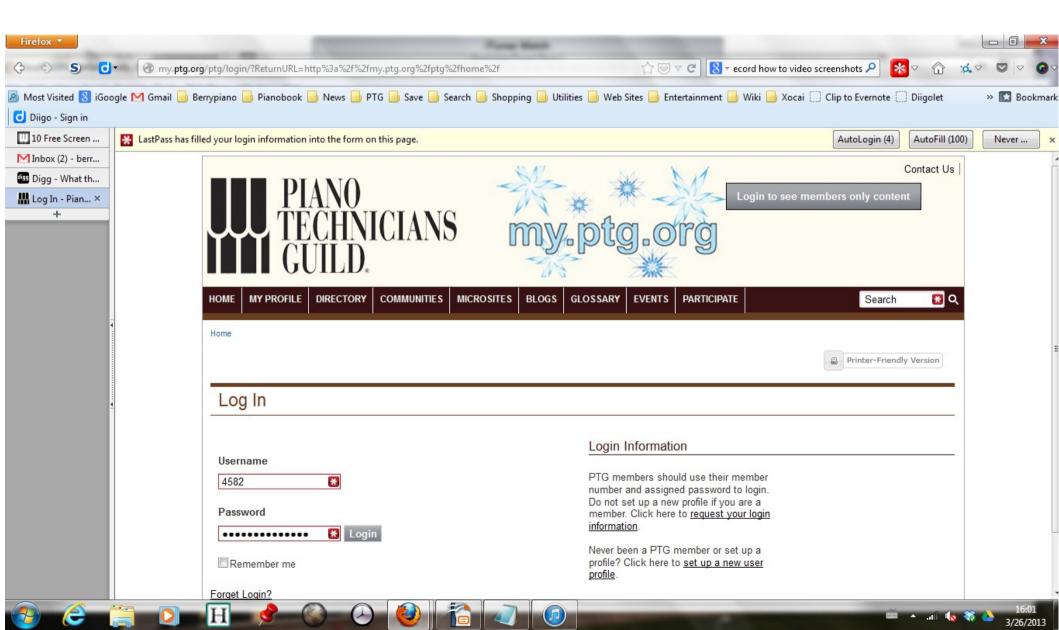
Last Pass not logged in



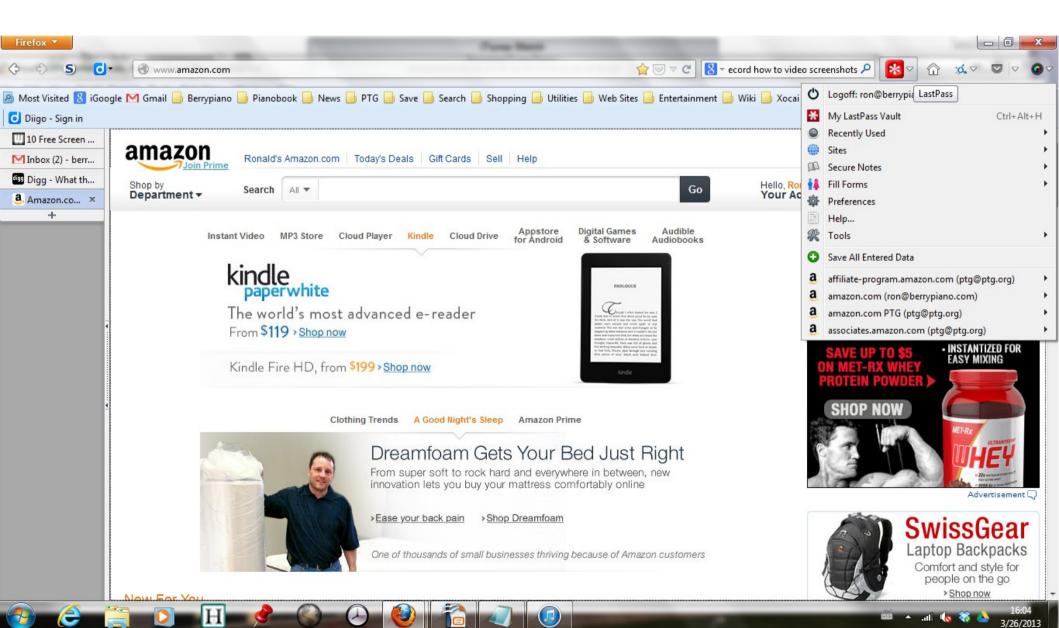
Last Pass logging in



Last Pass fills in login information



Last Pass can log in multiple accounts



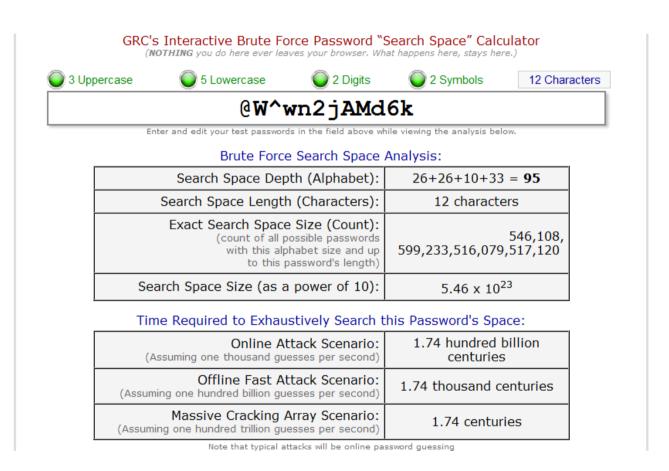
Generate Secure Passwords Last Pass will remember them for you

Advanced options let you create very secure passwords by including upper case, lower case, numbers and special characters.

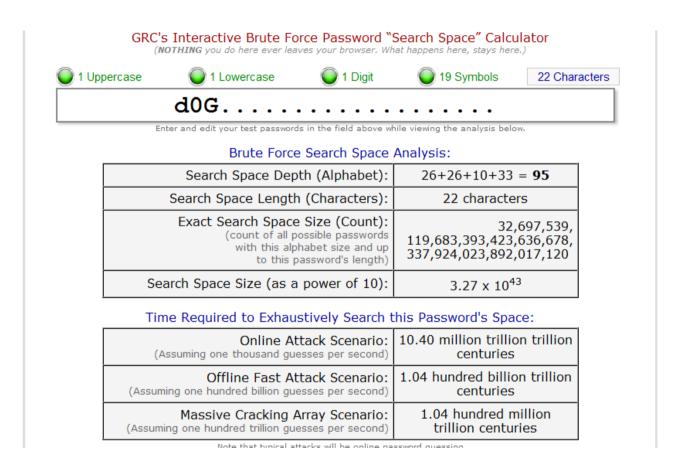


Generated password is uncrackable

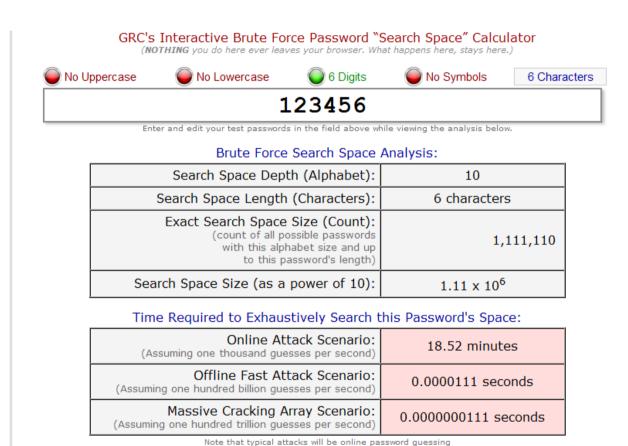
This page to test passwords is https://www.grc.com/haystack.htm



Pad passwords with characters to make them memorable but strong



Common password is unsafe

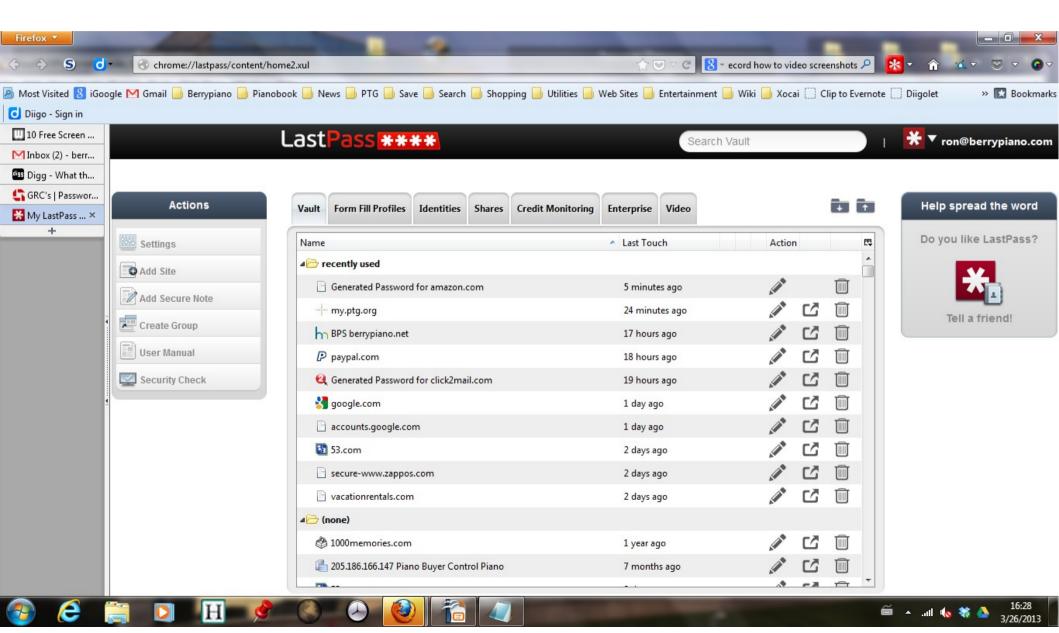


Top 25 most common passwords

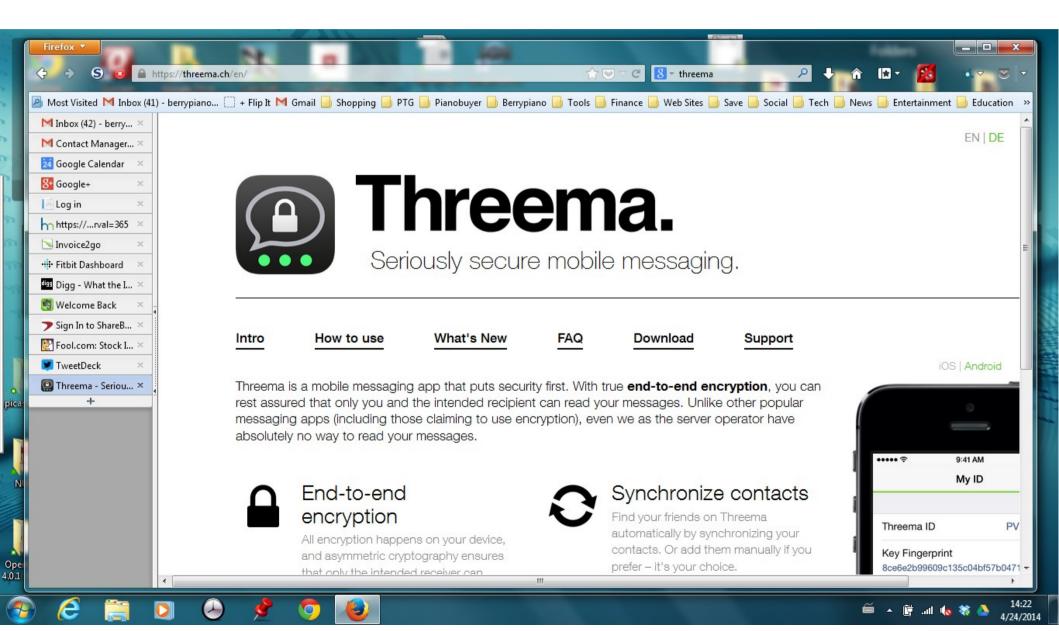
```
1 123456 Up 1
2 password Down 1
3 12345678 Unchanged
4 qwerty Up 1
5 abc123 Down 1
6 123456789 New
7 111111 Up 2
8 1234567 Up 5
9 iloveyou Up 2
10 adobe123 New
11 123123 Up 5
12 admin New
```

```
13 1234567890 New
14 letmein Down 7
15 photoshop New
16 1234 New
17 monkey Down 11
18 shadow Unchanged
19 sunshine Down 5
20 12345 New
21 password1 Up 4
22 princess New
23 azerty New
24 trustno1 Down 12
25 000000 New
```

Last Pass vault Access to all your passwords



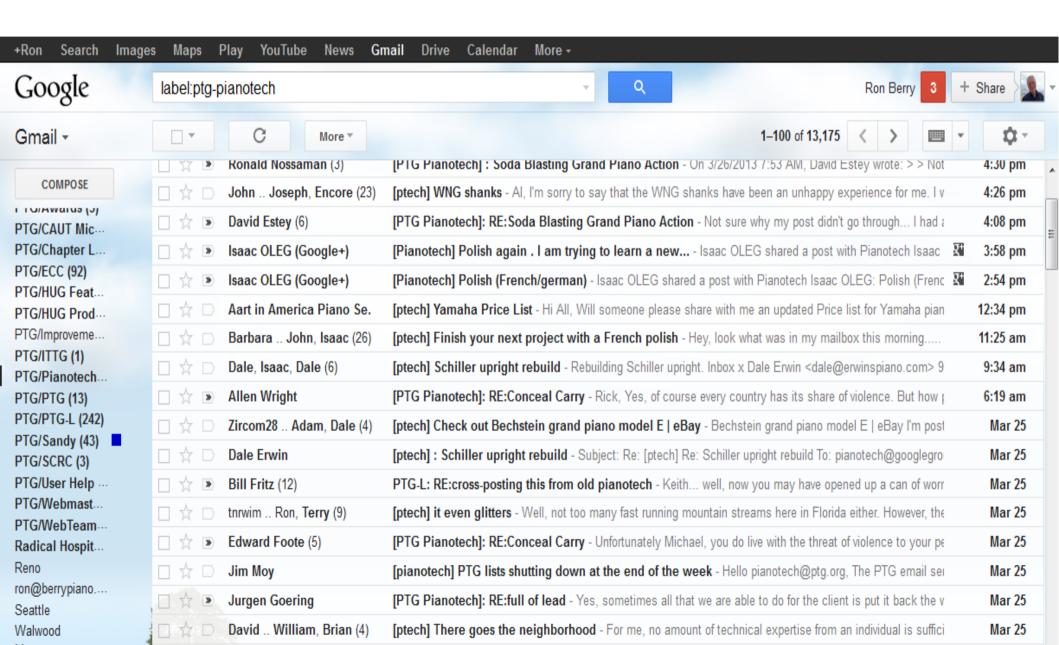
Threema Secure Texting



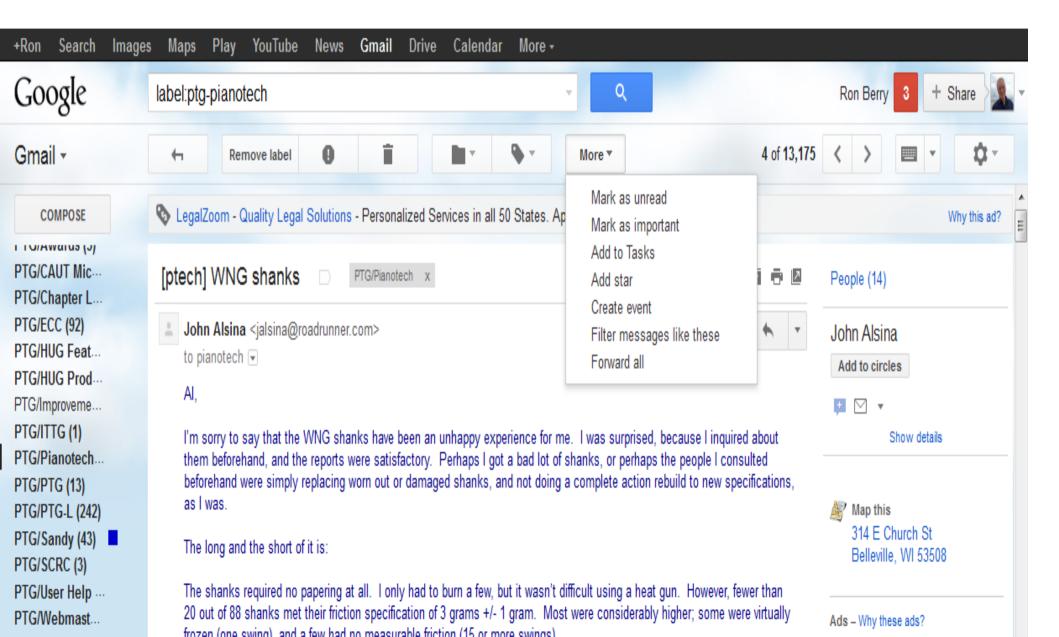
Threema

- A Text messaging app that give you total end to end encryption of your messages
- For most security you hold phones facing each other to get encryption keys with a QR code.
- Even the Threema people can't unencrypt your messages.

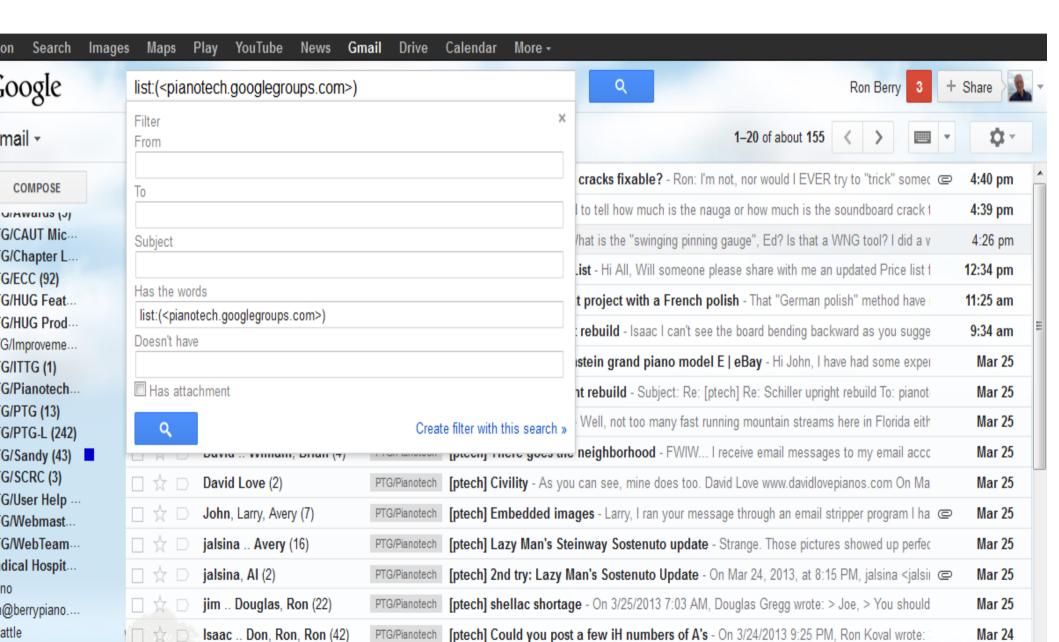
Gmail mailboxes and filters



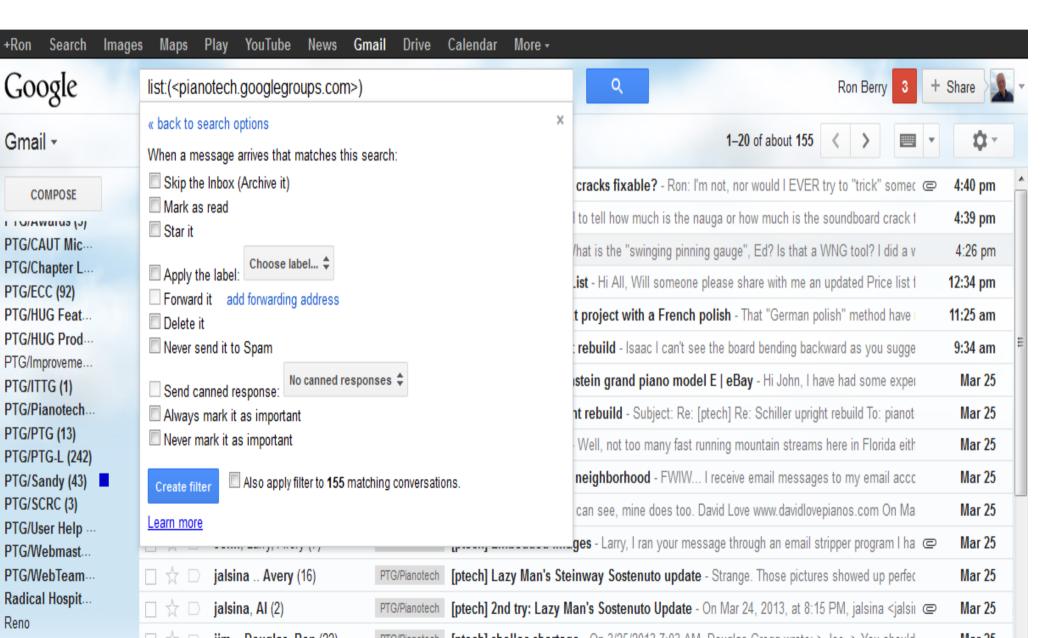
Gmail create filter



Define the filter



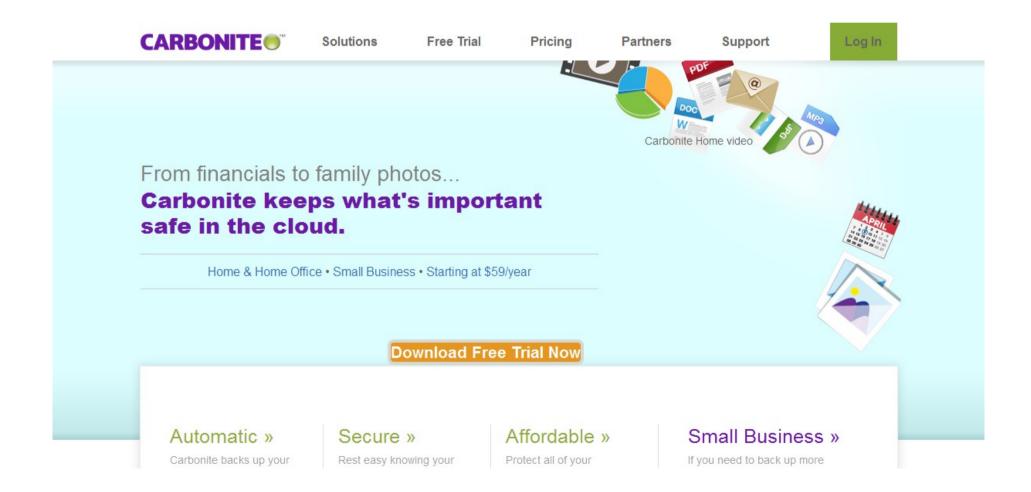
Control how the filter works



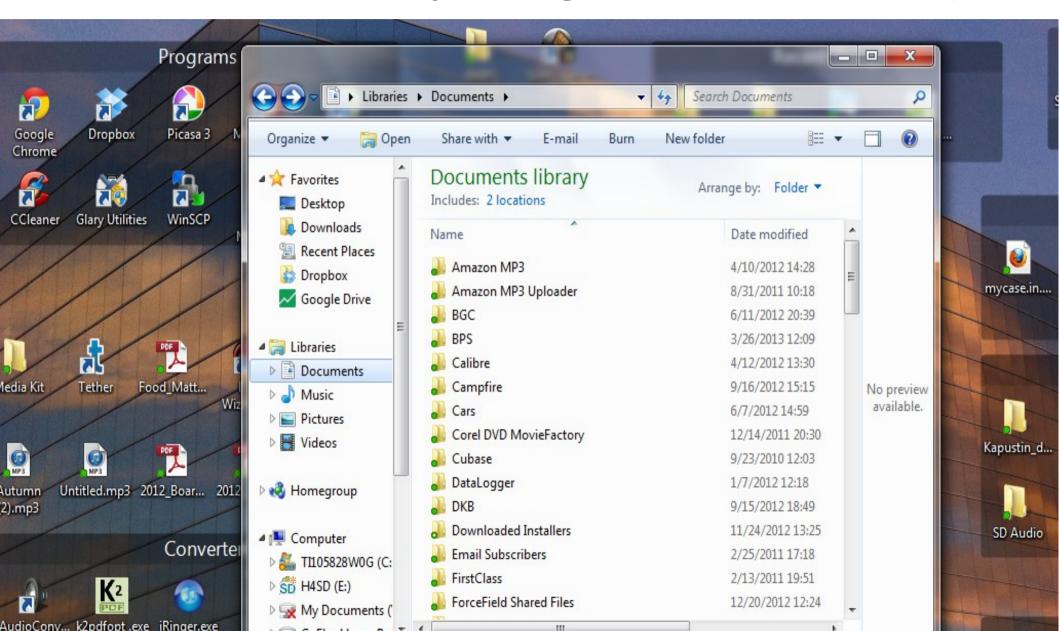
Backup

- You should have 3 copies of any important file
- The original, one copy on an external drive, one copy in the cloud in case your house burns down.
- Backup should be automatic because you won't do it otherwise.
- You don't need to back up Windows and your program files, just the files that you create (Documents and settings)

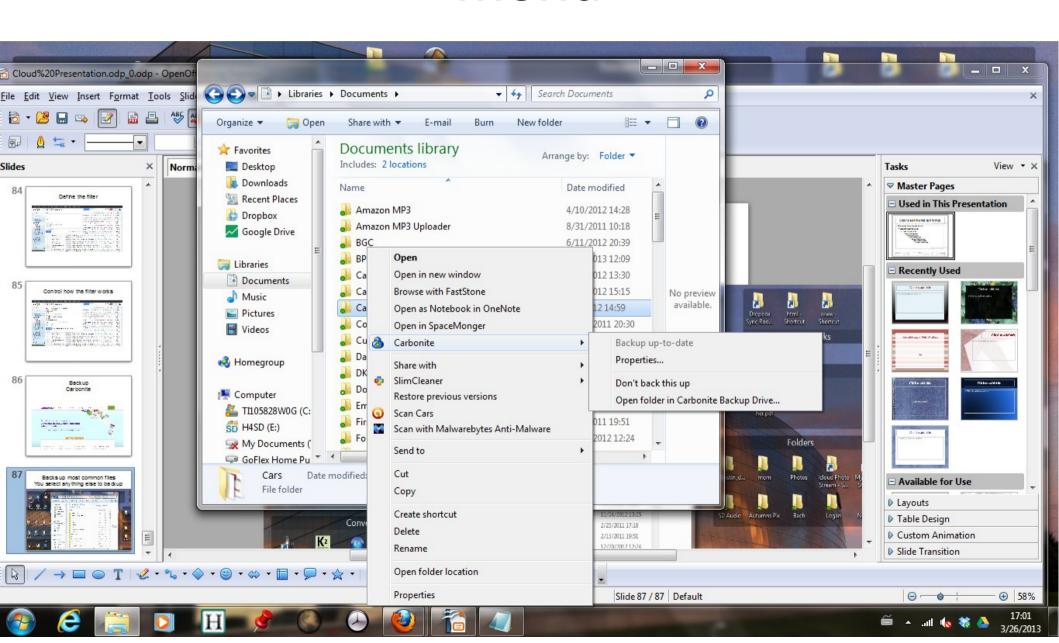
Backup Carbonite



Backs up most common files You select anything else to backup

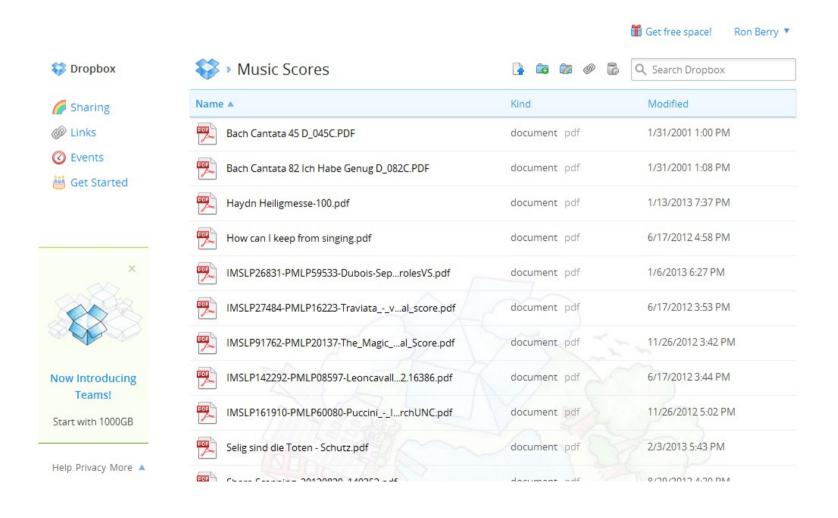


Right click any file to get carbonite menu

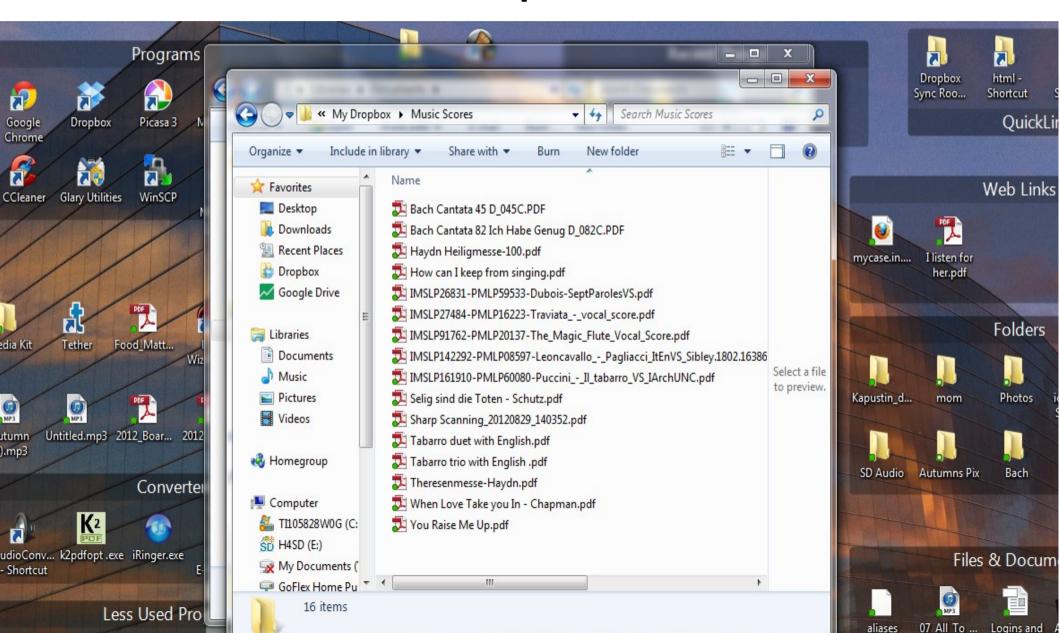


Dropbox Share files with other people/computers

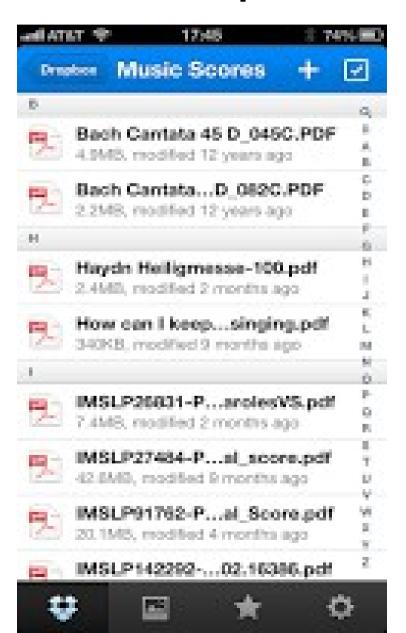
Opera scores are at imslp.org Choral Scores are at cpdl.org



Dropbox – Local file on your computer

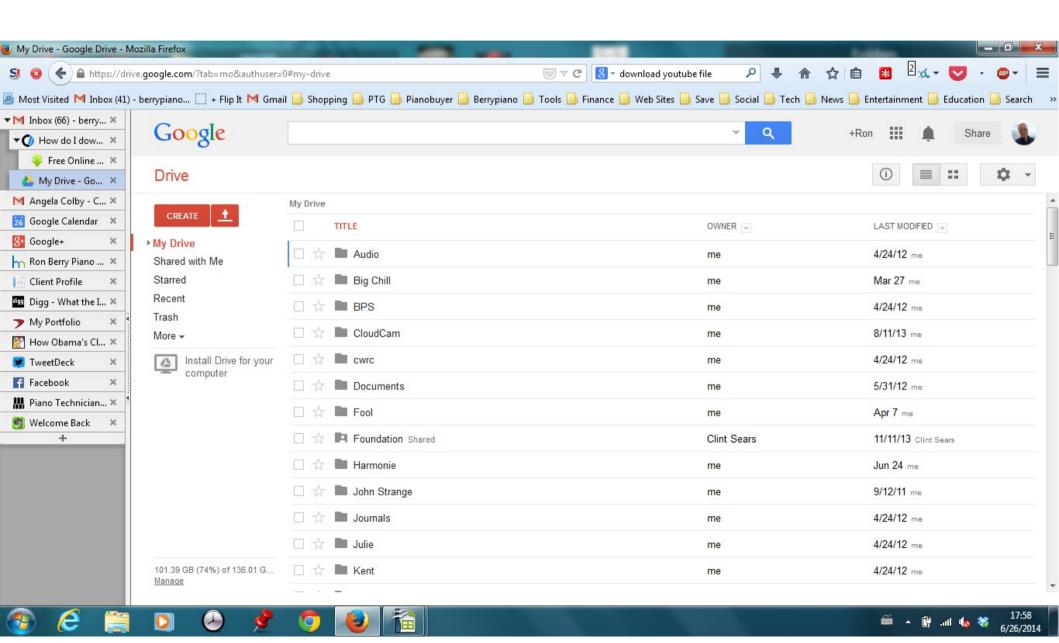


Dropbox Share files from computer to phone



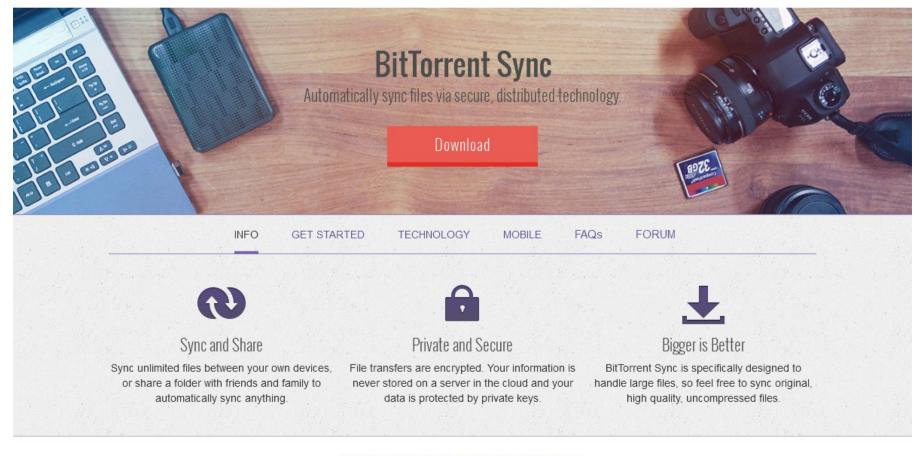
Google Drive

Includes document editing. Can be your file cabinet and your word processor. Then you can share the files with others.



Bit Torrent Sync

http://labs.bittorrent.com/experiments/sync.html Securely connect your computers without cloud storage Free and unlimited but all computers must be on and online.



PianoCal.com Customers can set their own appointments

- "manage your business from anywhere, on any device
- +use any combination of phone, postcards, or email "eBookings" to make contact with, and book, your clients
- +store and track multiple pianos per client with disparate symmetrical or asymmetrical service schedules
- +optimize routes and schedules on the fly with our powerful geo-coded booking system
- +send emails empowering your clients to book themselves online into optimal slots with their smartphones, tablets, or computers
- +reduce fuel consumption, downtime, and phonetag
- +upsell your clients through automated "ebookings"
- tomplete data (csv) download and calendar support:





PiANOcal Pick a geolocated time slot

Your customers get an email with a link to your calendar. They see this view and can choose a time slot convenient to them, but geolocated so it will be convenient to you also.



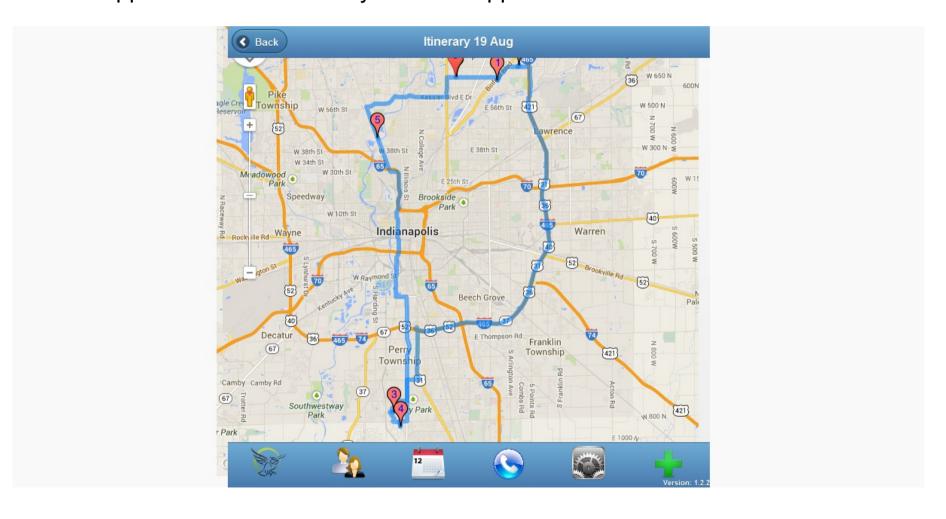
PiANOcal Your schedule for the day

Shows your appointments along with piano information. Notice the drive time and buffer time calculated in. Can export your calendar to Google Calendar



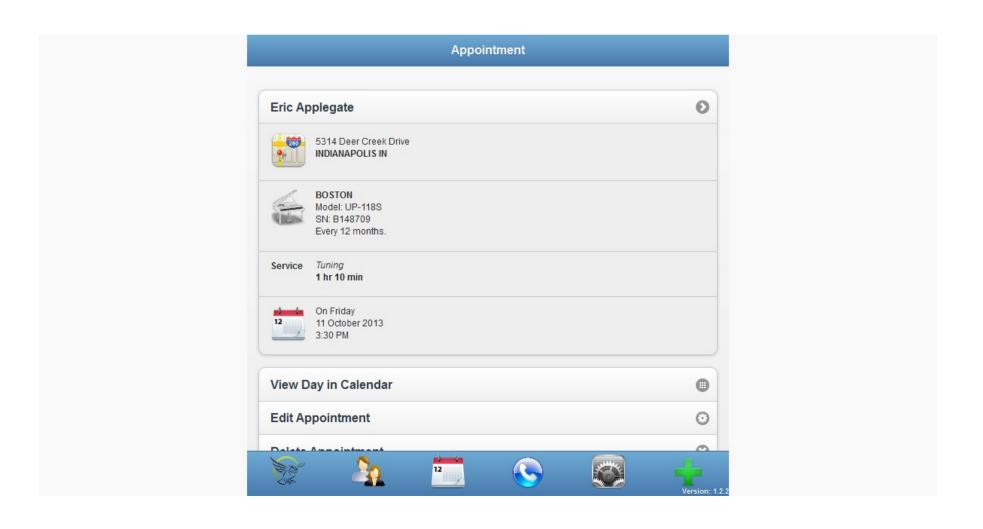
PiANOcal groups appointment into a sensible route

Even when you go to the other side of town it helps group appointments near there. It show appointment times near your other appointment.



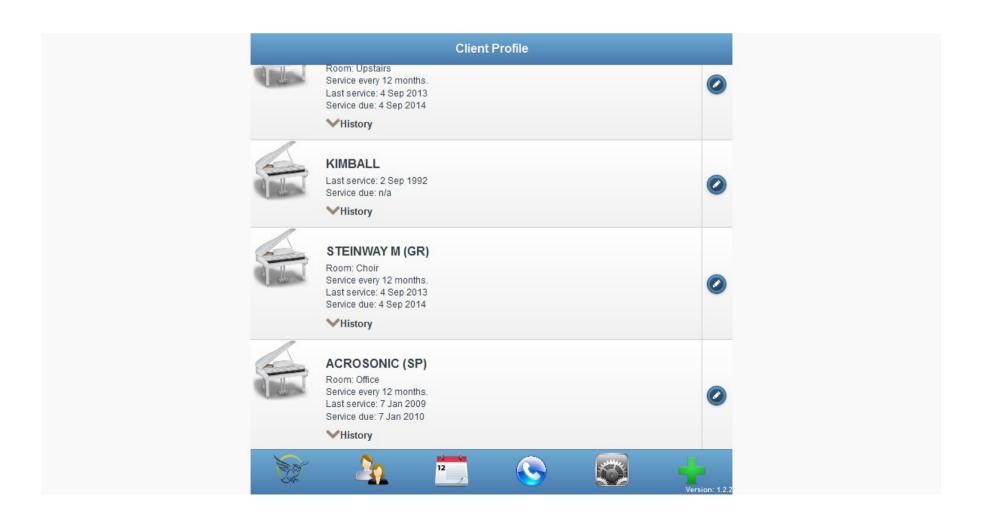
PiANOcal Appointment details

View the details of the current appointment.



PiANOcal Piano records and service history

Shows the pianos for that customer and past service records.



PiANOcal Callback information

Controls for seeing who is due for an appointment. You can export callback information to a print service such as Click2Mail



PiANOcal configure your calendar

I can block off Thursday afternoon for taking the granddaughter to piano lessons. This keeps anyone from scheduling during that time.



PiANOcal

- Telephone is a convenient way to set up appointments but you play phone tag and can never get them on the phone to talk.
- Email is a difficult way to set up an appointment, takes many emails back and forth and setting up contingent appointments in your calendar.
- PiANOcal gives you the convenience of email without the phone tag!
- To sign up go to http://pianocal.com
- For a \$50 coupon toward the service, use the login code
 GEOCAL2020

Form on my website for customer to request an appointment link

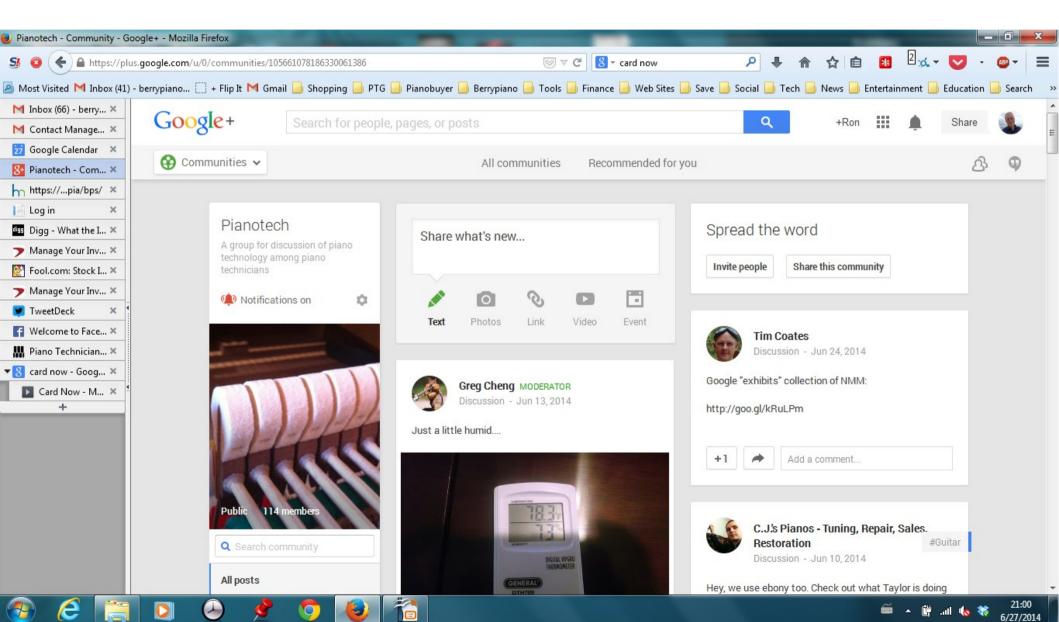
send you an email back with a link to the calendar. It on eliminates phone tag. I hope you will find this useful. Of	course, you can • Photos
always call on the phone at (317) 255.8213.	RegulationVoicing
I would like to set up an appointment	Categories
1 would like to set up all appointment	News Technical
Name *	Uncategorized
1.114.4111	Interesting Sites
Street Address *	Fun Resources for
City *	Students • Piano Puzzler
Zip Code *	Piano Technicians Guild
Your Email Address *	Tags
Phone	Bridge Buy piano Cleaning Damper Hammers Humidity ivory
Other Comments/Instructions	keytops Pedal Regulation
Other Commencement	string Tuning Videos
,	
	Submit
Here is a screenshot of the calendar. It's easy to use, Yo	

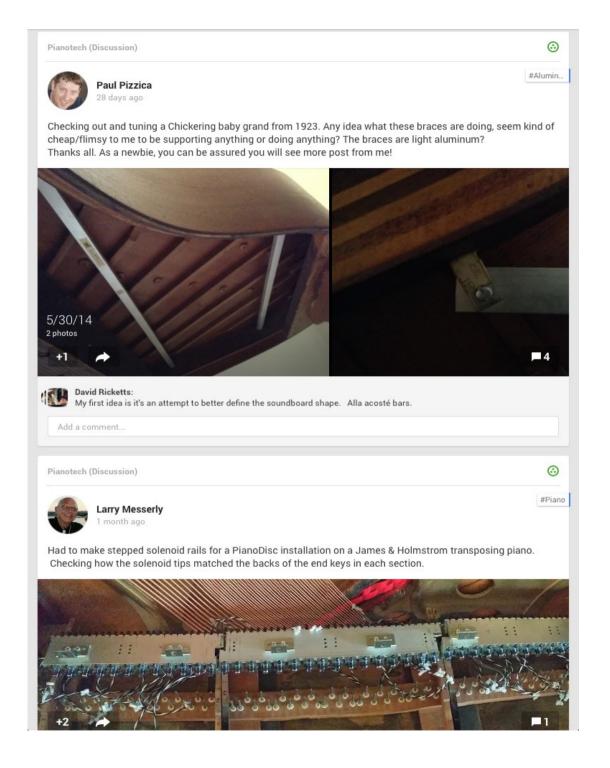
Pianotech Communication

- Old Pianotech list pianotech@ptg.org has closed
- Google Group mailing list send blank email to: pianotech+subscribe@googlegroups.com
- Web version of Google Group https://groups.google.com/forum/?fromgroups#!overview
- Google+ Community https://plus.google.com/u/0/communities/105661078186330061386
- Pianotech on my.ptg.org

Google+

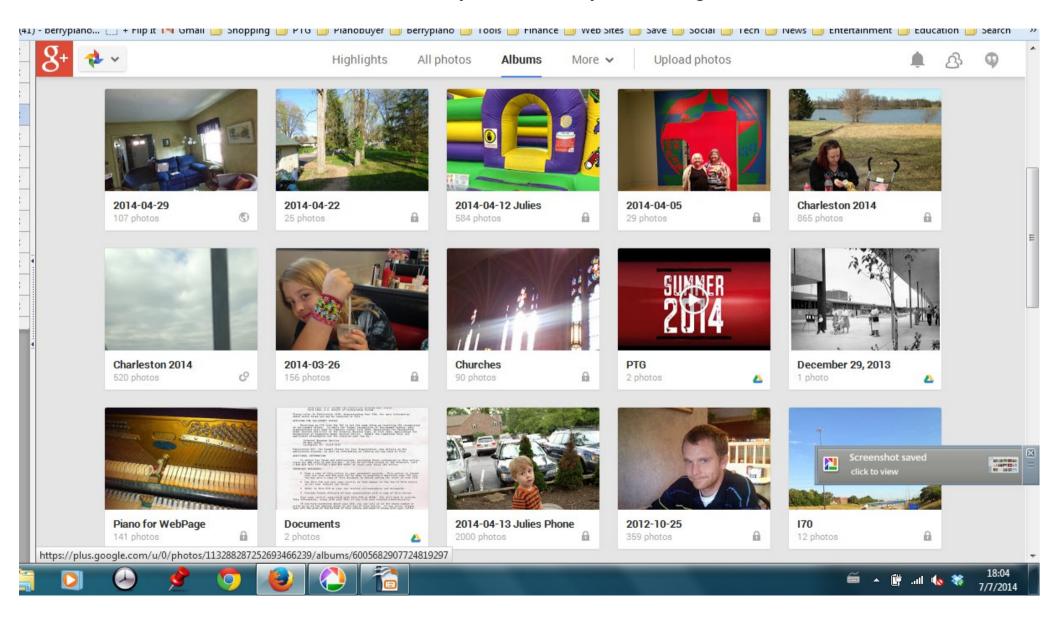
Google's answer to Facebook and forums



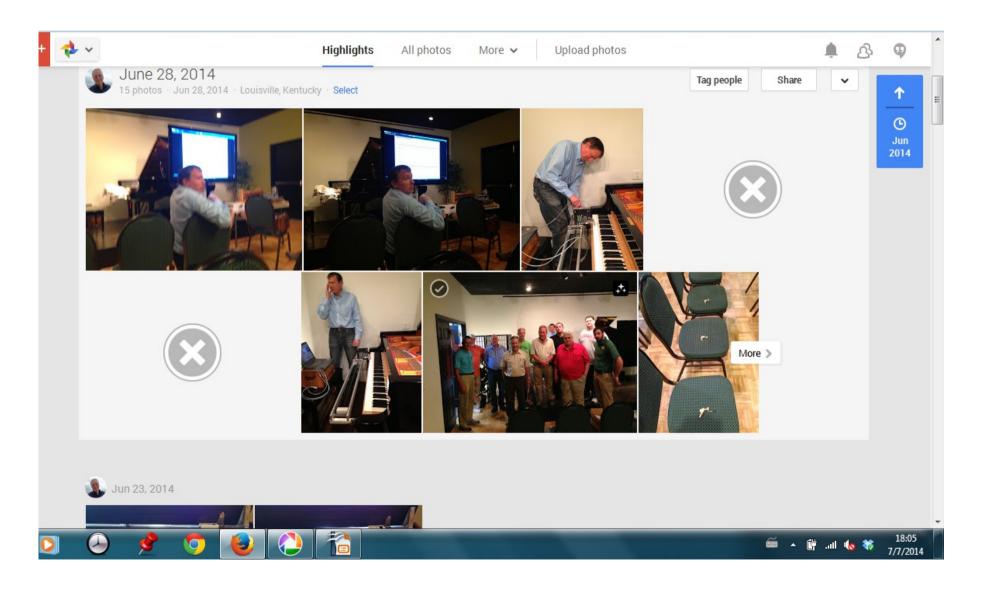


Google+

App on phone can be set up upload all pictures from you phone to G+ so you can save them and then share them with others if you wish. They can be organized into albums



Google+ Pictures as they get uploaded.



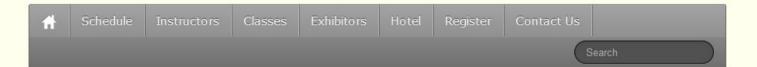
my.ptg.org

Pianotech and a lot of other discussion groups, Plus libraries of documents.



Come to Davenport this fall for MRCO midwestptg.com

Piano Technicians Guild Midwest Regional Conference, Davenport, IA, September 25-28, 2014





schedule of piano technology



We have a seminar planned with classes for every technician at every level. This is the first seminar for the combined Central East and Central West



Exhibit of pianos and suppliers are always a part of our conventions.

Thank you for listening Once a Nerd. always a Nerd