

5 FREE TOOLS


YOUR TEAM CAN USE TO STREAMLINE THE NEXT PROJECT

With the rapid development of technology over the past few decades, many useful digital tools can help you be more efficient and effective in your daily work. From organization to finance tracking to automation, here are some free tools that may help you and your team in the future!



1 CANVA

Spending hours learning digital media tools like Adobe Photoshop or Illustrator is not realistic for busy professionals without a background in design. If this is where you find yourself, turn to Canva -- a great free resource that helps create visual marketing materials. Some examples are: informational handouts, educational presentations, and social media assets such as posts and reels that can help expand your program reach.

 **Canva for Nonprofits** gives not-for-profit programs premium features of Canva Teams - 100% free. Use the link below to apply:

[Visit Link Here](#)

2 VIDEO RECORDING & SHARING

Video recording/screen recording and sharing is a great tool that can be used to share tutorials, give additional insight and more without needing a meeting. It helps improve communication by allowing simple and concise explanation of processes, procedures, or directives. In addition, it saves time in note taking and documentation.

Our top option is **Loom** for our educators. Qualified educators get unlimited recordings and access to premium features for free!

OUR TOP PICKS!

[Visit Loom Here](#)

[Visit Vimeo Here](#)

[Visit Veed Here](#)

[Visit Scribe Here](#)



3 BUDGET TRACKING

There is one clear winner here! It comes as no surprise that Microsoft Excel is the best free option to track your program budget.

What if I do not know how to best utilize Excel for my needs?

This is so common and the good news is that the Prevention Learning Portal has so many free resources! We offer an Excel template for your program budgeting needs.

[Download Our Excel Template Here](#)

[Microsoft 365](#)

Quickbooks comes in at a close second because this is a paid option. Budgeting is a fundamental piece to running a program. Quickbooks offers a nonprofit version that goes beyond budgeting and is very user friendly!

[Visit Quickbooks Here](#)



4 DIGITAL FORMS

Form creation tools are a great option when programs are using surveys and questionnaires. They can be a user friendly way to collect data.

Adobe Acrobat Reader is a FREE tool that allows you to create fillable forms that you can use to share and collect information. Check out our tutorial on how to create a form!

If you are exploring alternative methods for surveys and questionnaires, consider utilizing online form creation tools as a fresh approach. Platforms such as Typeform and Jotform offer user friendly options that can easily distribute and collect your data.

[Our eLibrary](#)

[TypeForm](#)

[Tally](#)



5 FREE IMAGE LIBRARIES

It is essential to have a diverse range of images for your project as they help convey your message to your audience effectively. Using poor-quality or mismatched images can detract from your message. We suggest utilizing these free image library resources across your social media, in your marketing materials, emails, and more. If you are already using Canva on our list of free tools, make sure to explore the vast collection of high-quality photos available in both the free and pro versions. Take a look at the fantastic images we used for this infographic!

[Unsplash](#)

[Pixabay](#)

[Pexels](#)

