

| Function | System options |
| --- | --- |
| Finance and sales systems: | Waveapps - <https://www.waveapps.com>  PayPal - <https://www.paypal.com/au/home>  Square - <https://squareup.com/au/en>  Stripe - <https://stripe.com/au> |
| Websites | Wix - <https://www.wix.com> |
| Document creation systems: | Word, Excel, PowerPoint, Pages, Numbers, Keynote |
| Online presence | Facebook – [www.facebook.com](http://www.facebook.com)  Instagram - <https://www.instagram.com>  LinkedIn - <https://www.linkedin.com>  Messenger - <https://www.messenger.com>  Pinterest - <https://www.pinterest.com.au>  Snapchat - <https://www.snapchat.com/l/en-gb/>  Twitter - <https://twitter.com> |
| Email systems | Wix – contact management and mailbox  Other options include:  MailChimp - <https://mailchimp.com>  Active Campaign - <https://www.activecampaign.com> |
| Calendar booking systems | Wix calendar  [www.shedul.com](http://www.shedul.com/)  Acuity - <https://acuityscheduling.com> |
| Online meetings (video or voice) | Zoom - <https://zoom.us>  Skype - <https://www.skype.com/en/>  Google hangouts - <https://hangouts.google.com>  BeLive.tv - <https://belive.tv> |
| Audio and visual recordings | Garage band - <https://www.apple.com/ios/garageband/>  iMovie - <https://www.apple.com/imovie/>  Soundcloud - <https://soundcloud.com> |
| Online graphics | WordSwag - [Http://Www.Wordswag.Co](http://www.wordswag.co)  Canva - <https://www.canva.com> |
| Business pictures and graphics | Try these websites:  [**www.burst.shopify.com**](http://www.burst.shopify.com/)  [**www.pixabay.com**](https://pixabay.com/)  [**www.stocksnap.io**](https://stocksnap.io/)  [**www.pexels.com**](https://www.pexels.com/)  [**www.picjumbo.com**](https://picjumbo.com/)  [**www.unsplash.com**](https://unsplash.com/)  Be careful to abide by all copyright and licensing requirements, before using images. |