

| 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 mailboxOther 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.  |