

# Boost Your Business with Free Web Tools

Technology Learning Center  
Charleston County Public Library



## **Google Docs:** [docs.google.com](https://docs.google.com)

- Cloud Software
- Create, share, and edit files from anywhere with a web connection
- Best for collaborating on documents, spreadsheets, and presentations

## **Wordpress Blogs:** [www.wordpress.com](http://www.wordpress.com)

- Online journal / business website
- Keep customers updated with journal entries and relevant links
- Best for creating a website accessible to anyone using the Internet

## **Twitter:** [www.twitter.com](http://www.twitter.com)

- "Microblog" consisting of short updates
- Share updates with followers and follow other people
- Best for quick communication with a tech-savvy audience

## **Facebook:** [www.facebook.com](http://www.facebook.com)

- One of the largest social networking sites
- Create a Page for your business; share events and updates with Fans
- Best for spreading the word, especially to a younger audience

## **LinkedIn:** [www.linkedin.com](http://www.linkedin.com)

- Professional networking site
- Connect to your colleagues and others in your field
- Best for advancing your career and business among a professional audience, through networking and recommendations