

## Tools & Tips for Chicago Women in Publishing | 10.21.09

### Keep your interviews, emails and story notes in one place.

Backpackit: <http://backpackit.com> - great for keeping lists and managing projects.

Evernote: <http://evernote.com> - easy to "clip" information and images from websites.

### Bookmark articles and websites, tag 'em -- and see what other people are bookmarking.

Delicious: <http://delicious.com>

### Join an online community for writers, editors & publishers.

SheWrites: <http://www.shewrites.com> - also features instructional webinars

### Use free (or almost free) online business services.

85 Tools & Resources for Freelancers and Web Workers: <http://mashable.com/2009/03/03/freelance>

Includes invoicing and time-tracking tools.

### Use free (or almost free) online writing tools.

35 Best Tools for Writing Online: <http://mashable.com/2008/12/13/writers-toolbox/>

Includes word processing and blogging tools, as well as social networking resources.

### Have fun on Twitter.

100+ authors to follow: <http://mashable.com/2009/05/08/twitter-authors>

### Make using Twitter easier.

Seesmic: <http://seesmic.com>

Tweeddeck: <http://tweetdeck.com>

Hootsuite: <http://hootsuite.com>

### Find inspiration.

Top 10 Blogs for Writers:

<http://www.writingwhitepapers.com/blog/2009/09/21/top-10-blogs-for-writers-2009-winners>

### Stay Informed.

Build your own portal to track news, blogs and information about \*you\*:

- **iGoogle:** <http://www.google.com/ig>
- **My Yahoo:** <http://my.yahoo.com>
- **Pageflakes:** <http://www.pageflakes.com>
- **Netvibes:** <http://www.netvibes.com>

### How To ...

- **How to Boost Your Social Media Productivity:**  
<http://www.interactiveinsightsgroup.com/blog1/how-to-be-more-productive-with-social-media>  
Comprehensive list of articles, tips and tools to help you be more productive and efficient.
- **20 Ways to Use LinkedIn Productively**  
<http://webworkerdaily.com/2007/06/15/20-ways-to-use-linkedin-productively>  
How to increase freelance work, brand yourself and help others. Also see ...

- **How to Use LinkedIn to Find a Job:** <http://holykaw.alltop.com/how-to-use-linkedin-to-find-a-job>
  - **How Writers Can Use LinkedIn:** <http://wordcountwriter.com/2007/12/07/how-writers-can-use-linkedin>
  - **Tips for Job Seekers:** <http://learn.linkedin.com/job-seekers>
  - **Tips for Journalists:** <http://learn.linkedin.com/journalists>
  
  - **How to Get Started on Twitter:**  
<http://www.deannazandt.com/2009/02/26/a-non-fanatical-beginners-guide-to-twitter>  
A non-fanatical beginner's guide.
  - **How to Use Facebook for Professional Networking:**  
<http://mashable.com/2009/08/14/facebook-networking>  
A helpful step-by-step process.
  - **How to Build a Successful News Blog:**  
<http://www.doshdosh.com/content-sources-you-can-use-for-a-successful-news-blog>  
Features 10 recommended information sources and general tips.
  - **How to Get Found on Search Engines:**  
[http://www.idealware.org/articles/found\\_on\\_search\\_engines.php](http://www.idealware.org/articles/found_on_search_engines.php)  
More geared toward nonprofits, but many of these tips are universal.
  - **More Megalists, Resources & How-To's:** <http://mashable.com/category/megalist>  
Compendium of resources for blog development, online organization, web design, Facebook, you name it. Just keep an eye on the date last updated -- remember, some tools switch over quickly.
  - **Bonus!: How to Delete Accounts From Any Website:**  
<http://www.pcmag.com/article2/0,2817,2342599,00.asp>  
*Because "delete" info is too hard to find ...*
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## NOTES: