FIRST STEPS TO GOING GREEN!
Make the best informed decision!

Since the **Come Grow With us Webinars**, many questions and concerns have come to mind - is my device adequate? What other tools do I need to be able to read/sign/share information? How do I store additional electronic files on my PC/smartphone/tablet/iPad? What can I find that is free? What software will best fit my budget for e-signatures?

I am sure that your thoughts have been flying and the list continues to grow with questions with what seems like no end in sight! From PC-MAC-Android-iPhone-tablet or notebook, the list of various types of devices can be overwhelming at first.

The good news is - **YOU MAY NOT NEED TO BUY NEW EQUIPMENT!!** What you have may be just what you need with some additional tools that are either free or can be purchased. Let's look at steps that you should consider taking now.

WV Birth to Three is not endorsing any specific product, operating system, or device.
Information is not inclusive of all available technologies, operating systems, or devices. Links and information has been pulled from Google.

OPERATING SYSTEM

Before you can begin to consider additional tools for your PC-MAC-Android-iPhone-tablet or notebook, you must first know what type of *operating sys*tem that you have. This is important because if you have an older PC or MAC, many of the newer programs will not run successfully on your computer. Also, the software that you have invested in, may not be compatible with your device. On most devices, go to your SETTINGS and select ABOUT from the menu list. That will provide you with the specifications of your device. You will be able to review your version, amount of RAM, Product ID, System type, etc. Information that is necessary to make an informed decision for new tools or software.

ENCRYPTION REQUIREMENTS

As a BTT practitioner, interim or on-going service coordinator, you are required to encrypt any emails that contain a child or family's personally identifiable information.

Check your email service FIRST to see if you have built-in encryption capability. You may just need to turn it on or "add" it to your device. When you use an e-signature program, your information is automatically encrypted.

The Best Free Ways to Send Encrypted Email and Secure ...

E-SIGNATURES

Electronic signatures are the avenue to use when you are moving to a "green" format. There are many programs available that you should research depending upon your device system requirements, device type, and your preference. Here are some websites that will help you to make the best decision for your need.

RightSignature™ - Citrix®
Sign Now - signNow
Electronic Signature Creator - eSign Genie® - Foxit eSign
Adobe Sign: Digital Signatures | Start a Free Trial
DocuSign

PDF READERS/EDITORS

PDF - *Portable Document Format* - Created by Adobe, a PDF gives people an easy, reliable way to present and exchange documents - regardless of the software, hardware, or operating systems being used by anyone who views the document. Free and subscription options are linked below.

Adobe Acrobat Reader DC Download | Free PDF viewer for Windows, Mac OS, Android

Google PDF Editor

8 Best Free Portable PDF Reader For Windows

> Foxit PDF Reader – Cool PDF Reader – PDF-XChange Editor-LibreOffice Draw – Adobe Reader SumatraPDF – Aloaha PDF Viewer – Inkscape

Try 10 Best Free PDF Readers Apps for iPhone on iOS 14 (wondershare.com)

15 Best PDF Readers For iPads 2022 - Rigorous Themes

15 best PDF reader apps for Android *(Tablets)*

Information provided here is just the "tip of the iceberg". Please do your own research to find the best tool for your device!

STORAGE

Flash Drives - a cost affordable option is using encrypted flash drives. You do not need an internet connection to store documents on a flash drive. A flash drive provides a good option for storing your documents when you are in areas with poor internet or no internet service. When you return from your visit, you can transfer information from the flash drive to a more secure location such as your PC.

While they offer a level of protection for storage, due to their size, they are not recommended for long-term storage as they can be easily lost or misplaced.

Cloud Storage - once again...review your computer/smartphone/tablet to see what type of long -term storage is a part of your system. From add-ons to additional programs, there are several available. Here a some options:

Google Drive

Dropbox Basic – free up to 2GB

Microsoft® Azure Storage - Create Your Free Account Today

Personal Cloud Storage – Microsoft OneDrive

Best cloud storage in 2022 | Tom's Guide

External Hard Drives - another option to consider is purchasing an external hard drive. This is an excellent option if you have concerns about using "the cloud." External drives come in varying storage capacities.

10 Best External Hard Drives | 2022 Buyer's Guide Best Picks