

Recommendations

WUNDERLIST

- “Your free and easy task management tool.”

What devices does it work on?

Mobile: iOS (iPhone, iPad), Android, Windows

Desktop: Mac OSX, Windows

Download it or use it online at:

- <http://www.wunderlist.com/>

Overview: <http://www.6wunderkinder.com/wunderlist>



PRODUCTEEV

- “Manage your tasks seamlessly from anywhere. Producteev helps you organize your tasks and projects in the simplest way....you can access your to-dos from anywhere.”

What devices does it work on?

Mobile: iOS (iPhone, iPad), Android, Blackberry, Google

Desktop: Mac OSX, Windows, Google, Web Browsers

Download it or use it online at:

- <http://www.producteev.com/appstore.php>

Overview:

- http://www.producteev.com/features.php#a_taskmanagement

SKITCH [integrates with Evernote!]

- “Annotate, edit and share your screenshots and images...fast.”

What devices does it work on?

Mobile: iOS (iPhone, iPad), Android on Google Play

Desktop: Web Browsers

Download it or use it online at:

- <http://www.producteev.com/appstore.php>

Overview: <http://evernote.com/skitch/#videos>

- check out the Getting Started Guides



BYOD: There's an App for That!

Frequently we rely more and more on cloud technology as we travel from one location to another and meeting to meeting.

This **Bring Your Own Device (BYOD)** workshop is an opportunity to introduce you to some of the cloud apps we've found most helpful in managing a few of the basics: productivity, file sharing, and knowledge/news management. We cover three apps in-depth and have recommendations for a few more.

If you do not have a device to bring, we will have a limited quantity of iPads on hand for check-out. The apps presented in this workshop work on multiple devices and operating systems, and are available for free download to individuals.

We hope one of these apps sparks your interest and can be readily put to use in your daily life.



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE



Productivity: Evernote



What is it?

- A desktop note-taking application, its true power lies in its ability to synchronize your notes to Evernote on the web. With it, create and find your memories on virtually any computer, web browser or mobile phone. Remember everything. Capture anything. Access anywhere. Find things fast. Share with others.

What devices does it work on?

Mobile: iOS (iPhone, iPad), Android, Blackberry, Windows Phone 7, HP WebOS

Desktop: Mac OSX, Windows, Safari, Chrome, Firefox

Download it or use it online at:

- <http://evernote.com/evernote/>

Benefits of Use:

- Meeting notes
- Research organizer
- Project planning
- Record meetings/ideas
- Organize web-clippings or links
- Drag-and-drop PDFs into notes
- Sync notes across all devices (desktop, phone, laptop)
- Organize by notebooks
- Search by tags

Training Materials:

- https://evernote.com/getting_started/#0

Activity:

1. Create your account.
2. Login to Evernote on desktop/iPad.
3. Create a new note.
4. Create a new notebook (PC: "Synchronized notebook" type).
5. Record audio in a note.
6. Capture image from camera or webcam.
7. Drag/drop image to note (Mac only; PC - copy/paste).
8. Attach document to note.
9. Type and format in note.
10. Search by tags or keywords.
11. Sync notes to cloud.
12. Access notes/notebooks on mobile device.

File-Sharing: Dropbox



What is it?

- “Simplify File Sharing, Backup, Sync across PC, Mac & Mobile.”

What devices does it work on?

Mobile: iOS (iPhone, iPad), Android, Blackberry, KindleFire

Desktop: Mac OSX, Windows, Linux

Download it or use it online at:

- <https://www.dropbox.com>

Benefits of Use:

- Save files to the cloud for access anywhere
- Share a file or a folder with anyone
- Backup important files to the cloud in case of emergency
- Never worry about a lost thumb/usb drive
- Access files across multiple devices
- Update on one device, put in dropbox, access anywhere
- If you don't have an office, this really helps.

Training Materials:

- <https://www.dropbox.com/tour>
- <https://www.dropbox.com/help>

Activity:

1. Create account.
2. Login via web.
3. Add files from desktop to web.
4. Share a file via a link.
5. Share a folder.
6. Make a public folder.
7. Upload a revised file.
8. View revised file in desktop Dropbox folder.
9. Add files to desktop Dropbox folder.
10. View new files in web Dropbox folder instantly.
11. Access Dropbox via mobile device.

News Aggregator: Pulse



What is it?

- “Pulse is an elegant news reading application for iPhone, iPad and Android devices. It incorporates colorful panning story bars and fills them with content from your favorite sources. Pulse redefines news, giving you the opportunity to experience the news you desire from traditional sources, your favorite blogs and social networks – all in one beautiful interface.”

What devices does it work on?

Mobile: iOS (iPhone, iPad), Android, any web browser

Desktop: launch in web browser

Download it or use it online at:

- <http://www.pulse.me.com>

Benefits of Use:

- Keep up-to-date on latest research and current events
- Can set custom searches (including job searches)
- Use for RSS feeds
- Share research with others via multiple channels (social networking, email, messaging, etc.)

Training Materials:

- <http://blog.pulse.me/faq>
- <http://www.pulse.me/about/#about-us>
- http://www.maclife.com/article/howtos/how_use_pulse_ipad

Activity:

1. Create account.
2. Login via web.
3. Browse categories.
4. Add news channels to page.
5. Create a new page.
6. Do custom search and add news to page.
7. Share an article via Facebook, Twitter, message, or email.