

# eDevices and you

Why am I up so early on Sunday morning?

# eDevices and you

The majority of these apps are from the Apple App Store  
These apps were contributed as favourites of the attendees  
All worth checking out

STRAVA

TASK TASK

P CalcLite

XE Currency

UBER

FLIPBOARD

Expensify

Ingogo

GoCatch (Android)

Tableau Public (PC)

My Health & Fitness

(Windows Phone)

Speech Trans Dictation

(Windows Phone)

Good Reader

Wordflex

WPS Office

Maps (Android)

CitrixWorx (Android)

Spotify

eCoffeeCard

Rome2Rio

Spending

Ad-Free Converter

XpenseTracker

XoDo Docs

Skype

AirBnB

# eDevices

- \* If you have been to these session before you will appreciate that this is an opportunity for you to learn and contribute
- \* When the exchanges slow down I will provide a topic or topics of which I think will be of interest or need to know in the field of eDevices for work and play

# eDevices

## great apps for busy professionals



**Dropbox** is a simple, secure way to move documents between devices, share them with others, and have them immediately accessible to you wherever you are via the cloud. If you've ever had your e-mail jammed up because you tried sending someone a very large attachment (or someone sent one to you), Dropbox will eliminate that frustration. It is also super easy to transfer files (documents, photos, video, etc.) between your desktop, laptop, tablet and smart phone.

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## great apps for busy professionals

- \* Receipts



- \* Ask any business person to list their top frustrations and I promise you expense reporting will be on the list. Your company will gladly reimburse you for your authorized business expenses as long as you can provide receipts for your expenses. No receipt, no reimbursement. Arrrgh! Genius Scan is a simple app that allows you to take a picture of your receipt using the camera on your smart phone or tablet and then send it to yourself as a .pdf so you can file your expense report when you are back in the office. Never again “eat” an expense because you lost a receipt!
- \* Transportation

# eDevices

## great apps for busy professionals



Traveling to a major city and don't have the time or patience to rent a car? Say goodbye to rude, unreliable, often dangerous taxi cabs. [Uber](#) is one of the best apps. Ever. It's like having a private driver at your disposal wherever you go. Their services are available in over 100 cities and 30 countries. Once you have created a free account, all you have to do is enter a destination, touch a button, and a car is on its way. It knows where you are. It sends you a text with the driver's name, description of the car, and license number. The driver then calls to confirm your pick-up location. The app shows you the car's route and ETA. At the end of the ride, you are automatically billed (gratuity is part of their rate) and a receipt is immediately e-mailed to you. It could not be simpler. Seriously - it couldn't.

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## great apps for busy professionals

### Passwords



Similar to CardStar's solving the problem created by the explosion of loyalty programs, [Password Caddy](#) is a terrific, secure app for storing all of your login information (websites, usernames, passwords, etc.). I've been using this app for years and love it. Even though there are lots of other password management apps on the market, this is the only one I have ever used, so it's the only one I can personally recommend.

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## great apps for busy professionals

### Language



Traveling abroad and don't have time to learn a foreign language? No problem! [iTranslate](#) will break down the language barrier and ensure you don't blow that big deal overseas. It translates over 80 languages and is simple to use. Best of all, in addition to typing in your queries it also allows for voice input and output. I gave this app a workout when we had an exchange student from France living with us for two weeks. It works!



# eDevices

## great apps for busy professionals



Business people give and receive business cards every day. Even in today's digital world, paper business cards change hands during almost every business meeting. What's different in today's world is what you do with those business cards you receive. File them in a Rolodex and keep them in your desk drawer? I don't think so! There are many apps that allow you to use the camera on your smart phone or tablet to scan the card, which it then "reads" and organizes the information into electronic contacts. I recommend [WorldCard](#), [CardMunch](#) or [CamCard](#). Most apps have free (or "lite") versions in addition to paid versions for under \$9.99. I suggest trying the free version to make sure it suits your needs, then upgrading to the paid version to enjoy the extra bells and whistles.

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## great apps for busy professionals

### **Presentations**



If you have an iPhone or iPad then [Keynote](#) is an absolute must. Why? Like it or not, we live in a PowerPoint world. Keynote allows you to view, edit and share PowerPoint presentations from your Apple mobile device – either on-screen or by connecting your device to a projector or HDTV.

#### **About the author**

Jeff Weaver is a veteran leader and sales executive. For the past 14+ years he has been helping law firms throughout the United States solve critical problems impacting their client service, economics and quality of work life. This article is modified from an article originally published on [KarmaMacchiato.com](#) – his blog for sales professionals and organizational leaders. In addition to following his blog, you can find Jeff on Twitter at [@jeffbweaver](#) or LinkedIn at <http://www.linkedin.com/in/jeffweaver/>.

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Software engineer Iulia Ion, research scientist Rob Reeder, and user experience researcher Sunny Consolvo – all from Google – set out to explore the difference between how security experts behave online from the rest of us. The study was conducted by polling 231 security experts and 294 non-expert participants in order to determine their top online safety practices.

The findings were detailed in a paper titled "Comparing Expert and Non-Expert Security Practices," which was presented at a symposium on user privacy and security last week. We look at the findings and identify three tips that the majority of the experts consider to be the most important.

- \* Install software updates

One thing that stood out was how 42 percent of non-experts rated the use of antivirus software as the top three things they can do to stay safe online, compared to just 7 percent of the security experts. Instead, the experts believe that keeping software updated is the way to go.

- \* Tips on password use

Good password strategies came up a lot for the security experts, and using unique passwords, strong passwords, as well as two-factor authentication are the most frequently cited. Using strong passwords and two-factor authentication is no surprise, though using a unique password was ranked highly, too. This is because unique passwords help to protect against the effects of third-party online services or websites being hacked, and their password databases stolen by hackers.

- \* Use of password managers

Only 24 percent of the non-experts said they use password managers for at least some of their accounts. On the other hand, 73 percent of the experts used a password manager, which the latter group said enables them to use passwords that are both strong and unique. You can read the round-up of the research at this report on InformationWeek, or access the research paper here [pdf].

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## great apps for busy professionals

- \* Scanning Apps

### What to Look For in a Scanning App

- \* The best scanning and OCR apps have a few key features.
- \* Save and export options. The best scanning apps give you options for where you can save or export your newly scanned texts. You don't want an app that forces you to keep documents in a new place. Look for options such as the ability to export to Dropbox, Box, OneDrive,

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## great apps for busy professionals

- \* Search functionality. When pictures of text are turned into words, those words need to be searchable for you to get the most out of them. The best scanning apps run OCR on text in images, which helps give you strong and reliable search functionality. Just as good are scanning apps that export to a service that has great OCR and search, such as Evernote.

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## great apps for busy professionals

- \* Edge detection. A great OCR app automatically finds the edges of paper automatically, no matter if it's A-11, legal-size paper, or a standard-size business card.
- \* Speed. Really good OCR scanning apps fly through documents faster than you can put them in front of your smartphone's camera. They also collate multiple pages into a single PDF document with ease.

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## great apps for busy professionals

- \* Free. Don't get suckered into paying for an expensive scanning app. Many of the best ones are free. If there is an up-sell, it's typically an enticement to pay for a premium subscription to get extra features. In a few of the very best scanning apps, the OCR functionality isn't included for free, but the cost to upgrade is nominal.

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## great apps for busy professionals

- \* ABBYY FineScanner
- \* Free; \$4.99 per month fee for Premium features, including OCR
- \* ABBYY FineReader is the best OCR software for your computer, so it's no surprise that the company's mobile app, called FineScanner, is of equally high quality. The FineScanner app can export PDFs and Word docs of your scanned images to Box, Dropbox, Free at iTunes, Evernote, Free at iTunes, Facebook, Google Drive, Yandex.Disk, iTunes, and iCloud Drive, Free at Apple for iOS users.



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## great apps for busy professionals

- \* Evernote, and Evernote Scannable
- \* Free; \$49.99 per year for Premium, including increased upload allowance
- \* Evernote is my first choice in scanning and OCR apps. The namesake Evernote app lets you scan business cards, documents, and any written, typed, or hand-written text into the app, where it runs OCR on the results and makes it all searchable. The OCR is included free. Business cards scanned into Evernote are transferred into a contact card, and you can opt to connect to LinkedIn for even more details. A companion app, called Evernote Scannable (for iOS only), makes quick work of scanning stacks of business cards or multipage documents, which you can save directly into Evernote or another supported service.

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- \* Google Drive
- \* Free
- \* When you upload pictures that contain text to the Google Drive mobile app, they are scanned and run through OCR to become fully searchable. Note that this functionality does not show up in the separate Google Docs and Sheets apps. The sloppy image shown here of a recipe for chocolate soda turned up when I search for "cocoa." Google didn't even get stumped by the poor lighting or awkward shadows. How great is that?
- \* Available on: Android and iOS

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## great apps for busy professionals

- \* Microsoft Office Lens

- \*

- \* Free

- \* Microsoft this year came out with Microsoft Office Lens, its take on a mobile scanning app. Because Office Lens is from Microsoft, it works very well with OneNote, OneDrive, Word, and other Microsoft apps. It's not as zippy as Evernote Scannable, and it doesn't offer as many places where you can export files as Scanbot (see below), but it does have a Whiteboard setting, which few other scanning and OCR apps have.

- \* Available on: Android and iOS and Windows Phone