

## Appy Hour

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Technology is changing, improving, and evolving at an exponential rate. It is overwhelming to think of all the apps that are available. How do you know what all is out there, and which apps are the best?

This presentation covers some of our favorite apps that are available to increase productivity and organization, as well as make life a little easier.

### **Productivity and Organization**

- Duet – Turn your iPad or iPhone (iOS7+) into an extra display for your Mac or PC (Windows 7+). Free. <https://www.duetdisplay.com/>
- Electronic Notebooks
  - Evernote – Capture, organize, and share notes from anywhere. Keep everything in sync on every device. Free and various paid service levels with additional features for individuals and teams. <https://evernote.com/>
  - OneNote – Electronic notebook alternative to Evernote. Free for download or included as a part of MS Office 365 subscription. <https://www.onenote.com/>
  - Drafts – Get your text down quickly, then act on it with powerful actions. iOS. \$4.99 – <https://agiletortoise.com/drafts/>
- IFTTT (If This, Then That) Lets you automatically make a predetermined responsive reaction when a specified action in an internet service takes place, called a recipe. iOS and Android, as well as web based. Free. For the 110 Best IFTTT recipes see <https://www.pcmag.com/article2/0,2817,2424077,00.asp>.
- Workflow – Combine a bunch of steps across apps into a single tap. iOS. <https://workflow.is/> Free.
- Meetings and collaboration
  - Slack – Cloud-based set of team collaboration tools and services that can help move you away from the use of email for project collaboration and into searchable, private, persistent chat rooms. iOS, Android and web-based. Free and paid versions. <https://slack.com/>
  - Skype for Business – Messaging, meetings, and screen sharing all in one app that works with Office. iOS and Android. \$5/user/month or still free for use with up to 25 people. <https://www.skype.com/en/business/skype-for-business/>
  - GoToMeeting – Online meeting software with HD video conferencing. iOS and Android. Free to meeting participants. Plans for meeting organizers start at \$19/month for 10 participants. Pro plan is \$29/month and includes session recording, personal meeting room, keyboard and mouse sharing, and ability to conduct meetings via mobile app.

- Join.me – Similar to GoToMeeting, Join.me allows free hosting for small meetings (3 participants). iOS and Android. Pro plan is \$20 for 50 participants and Business plan at \$30 includes up to 250 participants. Pro and business include recording and cloud storage.
- Scanner apps
  - Scanner Pro – iOS <https://readdle.com/products/scannerpro>
  - Genius Scan – iOS and Android <https://www.thegrizzlylabs.com/genius-scan/>
  - Scanbot – iOS and Android <https://scanbot.io/en/index.html>
  - TurboScan – iOS and Android <https://www.pcmag.com/review/350400/turboscan>
- PDF Readers
  - PDF Expert – Read, annotate and edit PDFs, change text and images. Fill forms and sign contracts. iOS. \$9.99
  - iAnnotate – Read, markup and share PDFs. iOS. \$9.99
  - PDF Max – Desktop class PDF app for Android. Free
- Sign My Pad – Digital signatures and forms completion for PDF. iOS and Android. \$3.99 for black ink, \$19.99 for pro, including red and blue ink and GPS. <http://www.autriv.com/products/sign-my-pad>
- Google Voice – “Cover” number for your personal cell phone number, plus voicemail and voicemail to text. iOS and Android. Free <https://voice.google.com/about>
- Dragon Dictation – Fast, easy voice to text dictation tools (requires internet). iOS and Android. Free <http://www.nuancemobilelife.com/apps/>
- Calendar apps
  - Days From Date Calculator – Calculate days from or before a specific date; save common calculations. iOS. \$0.99 <http://qdideas.com/daysfrom-date-calculator/>
  - Calendar 5 – Excels at both tasks and events. iOS \$6.99 plus subscription plans available. <https://itunes.apple.com/us/app/calendars-5-by-readdle/id697927927?mt=8>
  - Fantastical 2 – Natural language parsing, reminders, a beautiful week view. iOS. \$4.99 – <https://itunes.apple.com/us/app/fantastical-2-for-iphone/id718043190?mt=8>
  - Google Calendar – Android. Free
  - DigiCal Calendar Agenda – Google Calendar with more features. Android. Free and paid versions without ads. <https://digibites.nl/digical>
  - MS Outlook – New and improved. iOS and Android.
- Task Managers
  - OmniFocus – Never miss out on a game-changing idea. All iOS devices. Starts at \$39.99
  - Things 3 – Personal task manager that helps you achieve your goals. All iOS platforms. \$9.99
  - Wunderlist – Organize and share your work, grocery, movies and household lists. iOS, Android, Windows Phone, Chromebook, Kindle Fire. Free and Pro at \$4.99/month. <https://www.wunderlist.com/>

- Todoist – Manage tasks and projects, anywhere and across 10+ platforms. iOS, MacOS, Android, Windows, Chrome, Firefox. Free, Business at \$28.99/year and Business for Teams at \$28.99/user/year. <https://en.todoist.com/>
- Any.do – To do list, calendar, reminders and planner. Android. Free. <https://play.google.com/store/apps/details?id=com.anydo&hl=en>
- Note Taking Apps (Handwriting)
  - Notability – Type notes, hand write, or record audio of meetings. Import PDF to annotate. iOS. \$1.99 <http://gingerlabs.com/>
  - Quill – Android tablets. \$1 <http://bit.ly/1ePJwCL>
  - Penultimate – Handwritten notes; syncs to Evernote, with search capability. iOS. Free <https://evernote.com/products/penultimate>
  - Skitch – Get your point across with capture, annotations, shapes and sketches, from Evernote. iOS. Free.
- Email Clients
  - Spark – Quickly see what’s important and clean up the rest. All new emails are quickly categorized into Personal, Notifications and Newsletters. iOS. Free. <https://sparkmailapp.com/>
  - Airmail 3 – Email client designed for performance and intuitive interaction. iOS (5+). \$9.99 <https://itunes.apple.com/us/app/airmail-3/id918858936?mt=12>
  - Gmail – Automatically filters your Gmail into Primary, Social, and Promotions inboxes, plus any other categories you select. Android. Free.
- MS Office Mobile – Create or alter word processing documents, spreadsheets or PowerPoint presentations on the go. iOS and Android. Free but you must have Office 365 for full functionality. <https://www.cnet.com/products/microsoft-office-for-ipad/review/> <https://www.cnet.com/products/microsoft-office-android/review/>
- Microsoft RD Client – Remote desktop client allows you to access your Windows desktop from your mobile device. iOS and Android. Free. <https://itunes.apple.com/us/app/microsoft-remote-desktop/id714464092?mt=8> <https://play.google.com/store/apps/details?id=com.microsoft.rdc.android&hl=en>
- LogMeIn Ignition – Access your computer remotely. iOS and Android. \$29.99 <https://secure.logmein.com/welcome/products/>
- Financial Apps (Peer to Peer Payments (P2P))
  - Square – Credit card processing, payroll service, and loans. iOS, Android and web. Apps are free but service charges apply.
    - Cash – From Square, lets you pay friends instantly. Spend directly from the app with a free Visa® debit card. iOS and Android. Free
  - Venmo – Digital wallet. Make and share payments easily. Deposit with Venmo, or link a credit card or bank account. iOS and Android. <https://venmo.com/>
  - PayPal – Long a way to make online payments, PayPal offers apps for iOS and Android. Free.
- Miscellaneous Productivity Apps
  - Google Translate – Translate text in more than 50 languages and speech in 15. iOS and Android. Free

- Jury Pad – Track jurors, analyze demographics, create seating charts. iPad. \$24.99 <https://lawyerist.com/jurypad-for-ipad-review/>
- Transcript Pad – Review, search, code for issues and summarize transcripts on your iPad. \$49.99 <https://www.litsoftware.com/transcriptpad/>
- Locale – You create situations specifying conditions under which your phone’s settings should change, such as turning ringer off in court, turning WiFi off/on when at home or office, etc. Android. \$9.99 <https://www.twofortyfouram.com/>
- Casemaker – Legal research through the Alabama State Bar’s free legal research service on your phone or iPad. iOS and Android. Free

### **Information Gathering**

- Social media – who to follow? *AICPA, Journal of Accountancy, @AlabamaStateBar*, <https://www.facebook.com/alabamastatebar/>
  - Tweetbot – Seamlessly handle multiple Twitter accounts, column views, filters, etc. iOS. \$9.99. <https://tapbots.com/tweetbot/mac/>
  - HootSuite – Manage all your social media in one place. Control Facebook, Twitter, Instagram and 32 other popular social networks from one interface, and post to multiple platforms with one click. iOS and Android. Five plans, from free (1 user, 3 profiles) to Enterprise for large organizations. <https://hootsuite.com/#>
  - Buffer – Simple, easy way to schedule posts, track performance and manage your social media accounts in one place. iOS, Android, Firefox. Individual is free. 10 Profiles for \$10/month. Business includes 25+ profiles for \$99/month.
- Podcasting
  - Overcast – Simple podcast player. iOS. Free. <https://overcast.fm/>
  - Stitcher Radio – Podcast player for Android. Free. <https://play.google.com/store/apps/details?id=com.stitcher.app>
  - PocketCasts – Choose from over 200,000 podcasts. iOS, Android and Windows. \$3.99 <https://www.shiftyjelly.com/pocketcasts/>
  - Downcast – Yet another podcast aggregator. iOS, Mac, Apple Watch and Car Play. \$2.99
- Reading Apps
  - reeder – News reader for Feedbin, Feedly, Feed Wrangler, Feed HQ, NewsBlur, The Old Reader, Inoreader, Minimal “Reader, BazQux Reader, Fever, Readability and Instapaper. iOS (\$4.99) and Mac (\$9.99). <http://reederapp.com/>
  - Pocket – When you find something you want to view later, put it in Pocket. Integrated in 1,500+ apps. iOS and Android, Chrome. Free <https://getpocket.com/>
  - Instapaper – Save and sync articles and videos you save so they’re available on all your devices, and offline. Add notes. iOS, Android, Kindle. Free. <https://www.instapaper.com/>

## **Storage and Backup**

- Crashplan – Automatic, continuous, cloud-based backup for small business. iOS, Android, Windows. \$10/user/month. <https://www.crashplan.com/en-us/>
- Dropbox – Securely share, sync and collaborate. iOS, Android, Windows. Free basic account (<https://www.dropbox.com/register>), Standard \$12.50/user/month (2 TB, 120 days file recovery, 256-bit AES and SSL/TLS encryption) through Enterprise plans.
- Google Drive – Store and synchronize files across devices. Share files and collaborate on documents in real time. Free plan includes 15 GB of storage. One Hundred GB for \$1.99/month (or \$19.99/year) and 1TB for \$9.99/month (\$99.99/year). iOS and Android. <https://www.google.com/drive/>
- OneDrive – Microsoft’s answer to Google Drive. Sign up for free (5GB) or purchase space. Storage only 50 GB for \$1.99/month, or get more space for less with Office 365 subscriptions. Office 365 Home includes 1 computer, 4 additional devices/users and 1,000 GB each of storage space for \$99.99/year. <https://onedrive.live.com/about/en-us/>
- Box – Store, sync and share. Box offers greater granularity of access than many other cloud-drive services. Starter \$10/user/month for 1 TB storage and 2GB file upload. Business \$15/user/month for unlimited storage and 5GB upload, and includes advanced security and reporting. Enterprise pricing on request. Unlimited storage, 5 GB upload, 3 user minimum, no user maximum. Password policy enforcement and HIPAA compliant. <https://www.box.com/home>
- SpiderOak – File sync and backup. ONE (individual plans) from \$5/month (100 GB) to \$25/month (5 TB). Small business and enterprise plans also available. All platforms. <https://spideroak.com/>

## **Security**

- Lookout – Absolutely necessary virus, malware and theft protection for Android phones. Also works with iOS and Kindle. Free/\$30 per year for premium [www.lookout.com](http://www.lookout.com)
- Plan B – From the makers of Lookout, a “find my phone” app you download after you’ve lost your phone. Android. \$1.99 Not highly rated but in an emergency anything is worth a try. <https://play.google.com/store/apps/details?id=com.planbnew&hl=en>
- Find my iPhone – <https://itunes.apple.com/us/app/find-my-iphone/id376101648?mt=8> – Helps locate and wipe iPhone, iPad, iPod Touch. Free
- Password Managers:
  - 1Password – Save passwords and log into sites with a single click. Syncs across devices. Single \$2.99/month billed annually. Families \$4.99/month billed annually. Family includes permission controls and account recovery. <https://1password.com/>
  - Dashlane – Includes form auto-fill and digital wallet. Free or Premium at \$3.33/month billed annually. Premium includes sync across devices and 2 factor authentication. <https://www.dashlane.com/>
  - mSecure – Storing, sharing and managing passwords and sensitive information. Cross platform. Free. <https://www.msecure.com/>

- LastPass – Personal, family and business plans. Includes LastPass vault where you can add, view and manage items that you’ve saved to LastPass. Share passwords and notes. Provide emergency access for trusted person. Includes 2 factor authentication. Cross platform (Chrome, Firefox, Safari, Opera and IE browser extensions) iOS and Android. Free, Premium \$2/month or Family \$4/month/6 users, both billed annually. <https://www.lastpass.com/>
- Secure Messaging
  - WhatsApp – Secure (encrypted) messaging and calling, worldwide. Provides message receipts and read receipts, and when the other party was last online. Allows group messaging. iOS, Android and web browser. Free. <https://www.whatsapp.com/>
  - Signal – Encrypted messaging and calls, with ability to set a “disappearing” interval. Recommended by Edward Snowden, Laura Poitras and the ACLU. iOS, Android and desktop. Free <https://signal.org/>
  - Telegram – Ditto. Has a “secret chat” feature where some chats are not synced across all devices. iOS, Android and web browser. Free.

### ***Fun and Entertainment***

- Music apps
  - Spotify – [www.spotify.com](http://www.spotify.com)
  - Amazon Music - <https://www.amazon.com/gp/dmusic/promotions/PrimeMusic>
  - Pandora – [www.pandora.com](http://www.pandora.com)
  - TuneIn Radio – Sports, music, news, podcasts and audiobooks. Original, live, and on-demand internet radio all in one place. iOS, Android, Microsoft. Free <https://tunein.com/>
  - iHeartRadio – Tell us all the genres you like; we’ll suggest stations just for you. Free. <https://www.iheart.com/>
  - nextradio – Many smartphones have a built-in FM radio receiver. Unlock yours. Also provides digital station streaming. Android. Free. <http://www.makeuseof.com/tag/how-to-unlock-fm-radio-hidden-smartphone/>
  - SiriusXM – If you’re already paying for satellite radio in your car, you may already be paying for streaming service. <https://www.siriusxm.com/streaming>
  - Shazam – Identify that song immediately. Listen to or buy the song using a partner service. <https://www.shazam.com/>
- Video Apps
  - PBS News Hour
  - PBS Anywhere
  - Netflix
  - Amazon Prime Video
  - YouTube
- Digital Assistants
  - Alexa
  - Google Home

- Carrot – To do list with personality. And Carrot Fit, the judgmental weight tracker. iOS. \$2.99. <https://itunes.apple.com/us/app/carrot-to-do-talking-task-list/id591840203?mt=8>
- Flipboard – Personalized news and social network aggregation. iOS, Android and web. Free
- Nextdoor – Private social network for neighborhoods. iOS, Android and web. Free. <https://nextdoor.com/>
- Find My Friends – GPS locate those who opt in. Great for family members, especially kids. Get alerts when they leave or arrive somewhere. IOS. Free <https://itunes.apple.com/us/app/find-my-friends/id466122094?mt=8>
- Weather
  - Weather Bug – Forecasts, 10 day and daily by the hour; live radar; lightening reports; sun and moon rise and set times; UV and pollen reports. iOS, Android and web. Free, but contains ads. <https://weather.weatherbug.com/>
  - RadarScope – Professional radar for the Average Joe. View NEXRAD weather radio on your device. iOS, Mac, Android. \$9.99 <https://radarscope.io/>.
  - Weather Radio – All the functionality of a weather radio on your mobile device. iOS and Android. \$4.99 <http://weatherradioapp.com/>
- Travel
  - TripAdvisor – Long the go-to website for travel and accommodations information, the apps put it all at your fingertips. iOS and Android. Free
  - Waze – Google maps with real time traffic updates. iOS and Android. Free, but you must enable GPS and become part of the Waze network.
  - ALGO Traffic – The official source of Alabama traffic and roadway information. iOS and Android. Free.
  - Gate Guru – Find food, gift shops and souvenirs based on your gate location in almost any airport. iOS and Android. Free. <http://gateguruapp.com/>
  - Hilton Honors – Check-in, choose your room and unlock your door – all in one place. iOS and Android. Free <http://hiltonhonors3.hilton.com/rs/hilton-honors-mobile-app/>
  - Marriott – Book, sign up for rewards, check-in remotely and get an alert when your room is ready. iOS and Android. Free. <http://mobileapp.marriott.com/>
- Star Walk – Interactive guide to the night sky following your movements and allowing you to explore over 200,000 celestial bodies with extensive information about stars and constellations. iOS, \$4.99. <https://itunes.apple.com/us/app/star-walk-find-stars-and-planets-in-sky-above/id295430577?mt=8> Android, \$2.99 <https://play.google.com/store/apps/details?id=com.vitotechnology.StarWalk&hl=en>
- Food delivery apps (check your location for available services)
  - Waitr
  - Iron City Delivery
  - Grubhub
  - Crimson2Go (Tuscaloosa)
  - ezCater (Auburn/Opelika)

- TigerTownToGo.com
- Five Guys Burgers & Fries

***Finding More Useful Apps***

- The Droid Lawyer – <http://thedroidlawyer.com/>
- iPhone JD – <http://www.iphonejd.com/>
- Today's Apps Gone Free – <https://appadvice.com/apps-gone-free>

At the end of the day, there is not an app or machine that will replace you and your relationships with your clients. Appy hour book recommendation: *Love is the Killer App* by Tim Sanders.