

**Dropbox** is a free service that lets you bring your photos, docs, and videos anywhere and share them easily Never email yourself a file again!



Add visuals to your online conversations. *Jing* captures anything on you see on your computer screen, as an image or short video, and lets you share it instantly.

MySpeed from Enounce lets you change the playback speed of Flash video without any loss of audio quality. (No chipmunk sound.) It's like speed- reading for video! If your Windows PC or Mac can view videos on YouTube, MySpeed will work.





<u>Skype</u> is a software application that allows users to make voice calls over the Internet. Calls to other users within the Skype service are free, while calls to both traditional landline telephones and mobile phones can be made for a fee using a debit-based user account system.

<u>Evernote</u> is a suite of software and services designed for notetaking and archiving. A "note" can be a piece of formatted text, a full webpage or webpage excerpt, a photograph, a voice memo, or a handwritten "ink" note. Notes can be sorted into folders, then tagged, annotated, edited, given comments, searched and exported as part of a notebook. Evernote supports a number of operating system platforms and also offers online synchronization and backup services.





<u>Google</u> has a large range of products that can be used for productivity. We touched on Gmail, Google Alerts, Google Reader and Google Docs.



LastPass Password Manager is a freeware password management program developed by LastPass. It is available as a plugin for Internet Explorer, Mozilla Firefox, Google Chrome and Safari.



<u>FreeMind</u> is a mind-map application that is free to download and is written in Java.

A Mind-map is a diagram that explicitly, but somewhat informally, records concepts and the associations between them.



<u>Shoeboxed</u> transforms your paper clutter into a secure, searchable online database that you can access anytime, anywhere. It is the easiest way to organize your receipts, business cards and important paper documents-no scanning or data entry required!

Aweber and Mailchimp are two email marketing platforms that will allow people to subscribe to your list from your website, produce formatted newsletters and keep you compliant with Australian Spam Laws. If you are still using Outlook to manage your mailouts then these platforms are worth a serious look.



<u>HootSuite</u> is a website and online brand management service, which publishes to websites such as Facebook, Twitter, LinkedIn, Foursquare, MySpace, and WordPress.





<u>LogMeIn</u> is a suite of software services that provides remote access to computers over the Internet. You can access your home PC from your iPad while traveling for example or access the work computer from home.



<u>Pixlr</u> is a free online photo editor. Edit, adjust and filter your images. It has many features found on desktop software such as layers, filters and adjustments but runs in your browser. Awesome!

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