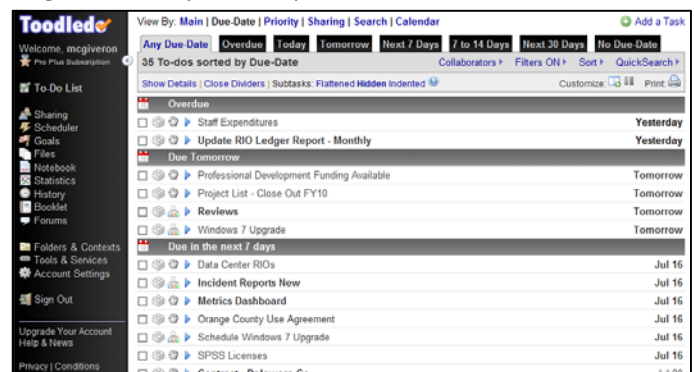


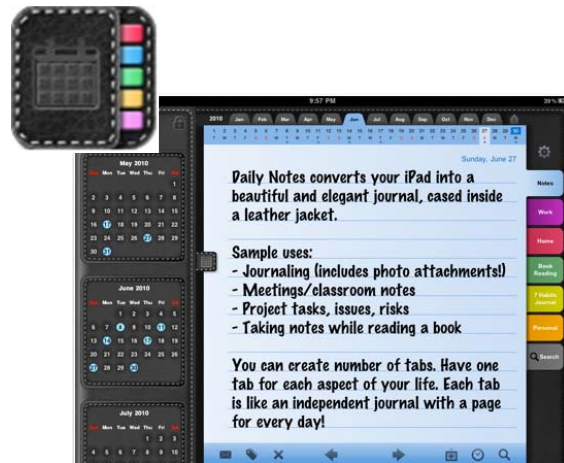
Task Management

- Wanted an application that mimicked Franklin Coveys planning pages
- By reading descriptions and feedback, was able to select this application and integrate immediately. (Please note ... I use all three applications pending on my current task management mood (e.g., desire for color, simplicity of layout, etc.) All interact with the web-based Toodledo for bridging.
- **“To Do” by Appigo.** Price is \$4.99.
 - Integrate the Getting Things Done (GTD) methodology, similar to Covey methodology
 - Flexibility enough to modify to my needs by also tracking a set of tasks in one project
 - After two months, I moved to the “Toodledo.” While there are some features that I prefer in “To Do,” I wanted the app that more closely followed the website bridge (below.)
- **“Toodledo” by Jake Olefsky.** Price is \$2.99.
 - Integrate the Getting Things Done (GTD) methodology, similar to Covey methodology
 - Flexibility enough to modify to my needs by also tracking a set of tasks in one project
- **“2Do” by Guided Ways Technology.** Price is \$6.99.
 - Integrate the Getting Things Done (GTD) methodology, similar to Covey methodology
 - Flexibility enough to modify to my needs by also tracking a set of tasks in one project
 - Cleaner way of listing tasks.
- Bridge
 - Web-based application that allows me to sync.
 - Flexibility to work from my desktop
 - Provides back up
 - Three versions available: Free, Pro and Pro Plus.
 - I did purchase the Pro Plus (\$29.95/year) for the following features.
 - Ability to create ‘sub tasks’ and link to a parent
 - Ability to maintain an archive listing indefinitely; would provide for documentation (as needed)
 - “2Do” also syncs with Outlook



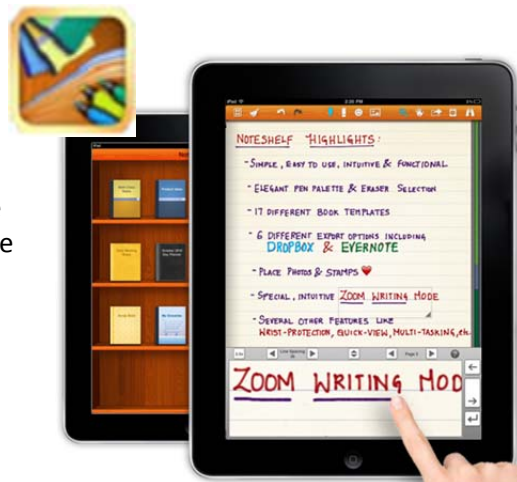
Meeting Notes -Typing

- Again, I wanted an application that mimicked Franklin Coveys notes area on daily planning pages
 - Ability to take notes by date to match to calendar as organized by Covey
 - Frustration with over is the ability to also group or categorize by topic or project (e.g., department meetings)
- Tried multiple note taking applications. Two examples ...
 - Default iPad “Notes” that integrates into Outlook.
 - Lacks flexibility in attaching a note to a date
 - Could group into categories by creating new files.
 - “Pages” by Apple
 - Word processor
 - Lacks flexibility in attaching a note to a date
 - Could group into categories by creating new files.
- Chose **“Daily Notes” by Ramki**. Price is \$4.99.
 - Notes are tracked by date and by ‘tabs’ or categories
 - Now able to indent or use bullets
 - Task list is incorporated
- Bridge
 - No web-based application for syncing
 - Ability to email by date or ‘tab’ in body of email or by .PDF.
 - Ability to capture .PDF via file sharing in iTunes.



Meeting Notes – Handwriting

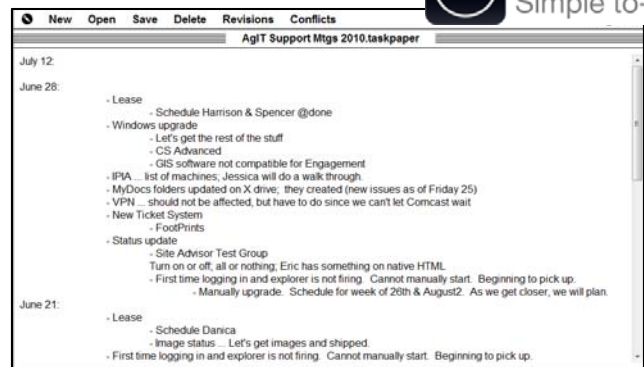
- As much as we have entered into the technology age and find ourselves typing notes, there are times that still occur when I simply want to take handwritten notes.
- A buzz occurred when ‘handwriting’ apps were first introduced. I quickly tried and abandoned two top selling applications since the writing was not ‘smooth’ and the initial styluses were difficult to write with. Note: Anticipate that these applications have improved over the past year.
 - “Penultimate” by Cocoa Box Designs
 - Choppy writing
 - Handwriting only
 - “PaperDesk” by WebSpinner LLC
 - Choppy Writing
 - Also offers typing option
- Chose **“NoteShelf” by Ramki**. Price is \$5.99.
 - Smooth writing
 - Ability to change ‘pen’ strength
 - Has incorporated zoom writing
 - Allows organization into notebooks, as well as a variety of templates
- Another option is **“Notes Plus” by Viet Tran**. Price is \$7.99.
 - It has many of the same features as NoteShelf



- Also has a keyboard feature which allows you to switch back and forth between typing and handwriting.
- Bridge (both NoteShelf and Notes Plus)
 - No web-based application for syncing
 - Ability to email.
 - Ability to capture .PDF via file sharing in iTunes.
- Stylus
 - Companies are struggling to create a stylus that best mimics a 'finger writing' and a pen.
 - The stylus by Boxwave seems to be the best, to date.

Administrative Meeting Management

- In paper-based system, I tracked my weekly/monthly administrative meetings separately from daily notes.
 - Allowed me to have focused notes
 - Notes also functioned as a task list
 - Ability to add items to the list between meetings with ease
 - Categorize by meeting (e.g., Department Head Meeting) and keep notes by date.
 - Utilizes multi-level bullets
- Wanted a hybrid of note taking and task management. Tried a couple of applications
 - Sorted by Savage International
 - Lacks ability to incorporate multi-level bullets.
 - Organization of categories is not friendly
 - Pages by Apple
 - Word processor
 - Lacks flexibility in attaching a note to a date
 - Could group into categories by creating new files.
 - Did provide bullets
- Chose **TaskPaper by Hog Bay Software**. Price is \$9.99
 - Creates a file by category.
 - Ability to quickly copy/paste between files. Allows me to take an item covered in one meeting and copy to another file to ensure that it is covered in second meeting.
 - Supports multi-level bullets/tasks
 - Project level ... which I use for meeting dates.
 - Task level ... items to cover in meeting and/or follow up item
 - Notes level ... expand in note format
 - Ability to 'cross out' items when covered or completed. Bridge
 - Web-based application that allows me to sync.
 - Flexibility to work from my desktop
 - Provides back up
 - Not flashy



- Bridge
 - Web-based application that allows me to sync.
 - Flexibility to work from my desktop
 - Provides back up
 - Also syncs with a iPhone/iPod Touch TaskPaper application.

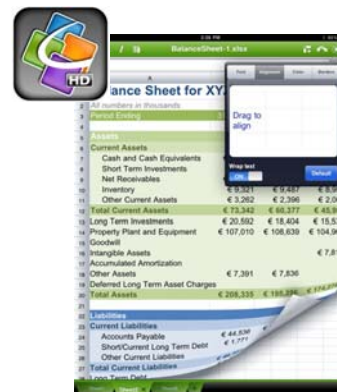
Crosswalk Management

- Need a means to quickly look up a variety of crosswalks throughout the day.
 - Paper-based system had a series of indexes with copies of crosswalks. Examples include:
 - Account numbers
 - RIO's
 - Policies
 - Faster than opening up on a desktop
- Ability to view .PDF and Word/Excel Documents
- Ability to create directories for categorization. Tried
 - Pages & Numbers by Apple
 - Word processor, Spreadsheet application
 - Lacks flexibility in attaching a note to a date
 - Couldn't group into directories
 - Did not read .PDF
- Chose **GoodReader by Good.iWare**. Price is \$4.99
 - Ability to categorize/use directory structures
 - Strongest application used for managing files
 - Allows for annotations, highlighting and shapes with PDF documents.
 - Also able to view Microsoft Word and Excel documents.
 - Supports viewing graphics.
- Bridge
 - Ability to email.
 - Ability to capture .PDF via file sharing in iTunes.
 - Supports syncing with web-based clouds, such as Dropbox, Google Docs, etc. (Note: Purdue's policies regarding sensitive and restricted data will apply. My personal policy is to not put any documents with sensitive or restricted data on my iPad/iPod.)

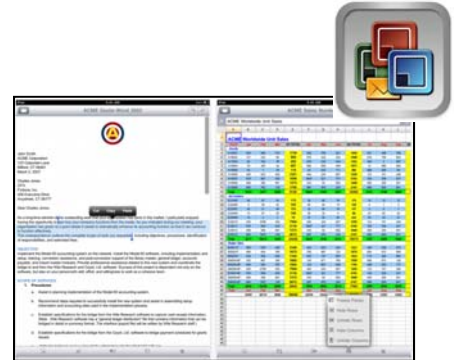


Simple Content Creation (Microsoft Office)

- Editing and/or creating Microsoft Office documents, specifically Word and Excel, on an Apple device can be a challenge.
- Use primarily two applications, pending on my needs and the application's strength. Also allows me to open a document in both applications and multitask between them, whether viewing or editing.
- **"Quick Office Pro HD" by Quick Office**. Price is \$19.99.
 - Supports Word and Excel viewing and editing (2003, 2007, 2010 formats.)
 - Supports PowerPoint viewing and editing for PPT files (2003 format); only supports viewing for PPTX files (2007 & 2010 formats)
 - Basic formatting



- Allows for directory structure when managing files.
- Comprehensive user guide via the developer's website.
- Supports .PDF and .TXT files
- Also available for iPhone/iPod Touch
- **"Documents to Go Premium" by DataViz, Inc.** Price is \$16.99.
 - Supports Word, Excel and PowerPoint viewing and editing (2007, 2008, and 2010 formats.)
 - Advanced formatting; closely follows Microsoft's formatting features (e.g., indentation, bullets, etc.)
 - Does *Not* allow for directory structure when managing files.
 - Online user guide via the developer's website.
 - Supports .PDF files
 - Also available for iPhone/iPod Touch
- Bridge for "Quick Office" & "Documents to Go"
 - Ability to email.
 - Ability to via file sharing in iTunes.
 - Supports syncing with web-based clouds, such as Dropbox, Google Docs, etc. (Note: Purdue's policies regarding sensitive and restricted data will apply. My personal policy is to not put any documents with sensitive or restricted data on my iPad/iPod.)



Complex Content Creation (Microsoft Office 2010)

- For those of us using the "Quick Office", "Documents to Go", etc., there are still missing elements of Microsoft Office.
 - These apps are trying to emulate Microsoft Office without being Microsoft Office.
 - My biggest frustration is loss of formatting. For example, "Quick Office" defaults to the number keyboard when working with a spreadsheet, regardless of the formatted cell type (i.e., text).
- **Onlive Desktop by Onlive, Inc.** Price is \$0.00
 - Provides the following Microsoft products: Office 2010, Excel 2010, PowerPoint 2010, Internet Explorer 9, Windows Media Player, Notepad, Wordpad, Paint, Sticky Notes, Adobe Reader X.
 - Available Plans ... currently testing Plus.
 - Standard ("As Available" with 2GB of storage) - \$0.00 (free)
 - Plus (Priority Access with 2GB of storage) - \$4.99 per month
 - Pro (Plus with 50GB of storage and customization with additional PC applications) - \$9.99 per month. Shows a 'coming soon' tag line.
 - Brings up a 'PC' keyboard built into the remote desktop.
 - Does have an 'Ink Tools' add-on for stylus use.
- Bridge for Onlive Desktop
 - Supports syncing with its proprietary web-based cloud (<http://desktop.onlive.com/>) for all plans. With the Plus plan, syncing with Dropbox and Google is available.
 - Note: does not support 'save and send' within the app.
 - OWA via Internet Explorer does allow you to email attachments
 - Onlive also promotes Gmail.



Accessing Network Files

- As time has progressed since the iPad release, applications for business and productivity continue to emerge and are refined to meet individual work habits. The reason that I continue to use many of the applications above is that they listen to their users and incorporate, when able, new features ... or clean up old ones.
- One application set that has been sorely lacking has been a secure means to access network files.
 - Applications have existed for accessing a PC or Mac ‘desktop.’ However, many environments currently do not allow for direct OS desktop access.
 - Applications have been released to access network servers on the same wi-fi network, again, often a difficulty in an emphasized security environment.
 - Finally ... we have an application ... or at least for AgIT supported users.
- **“FileBrowser” by Stratospherix Ltd.** Price is \$4.99.
 - Allows for access to network folders on Windows, Linux, Mac and NAS drives.
 - Please note: this is not an FTP application, nor does it support FTP.
 - Allows you to open and then pass files to and from other iPad applications
 - This is a bit ‘clunky’ and it is not initially intuitive, but it does work.
 - Bottomline ... you can open a word document directly from your Network drive via FileBrowser; pass to QuickOffice; make edits and save; pass back to FileBrowser and then save back to your network drive.
 - Requires VPN to be turned on before access the network server, allowing for a secure connection.



Accessing SharePoint Files

- While accessing SharePoint files and lists through Safari is a viable option, there are some features that are lost in this Web browser. Fortunately, a new crop of applications are rising to meet the needs of SharePoint users.
- **“SharePlus: SharePoint Mobile Client” by SouthLabs.** Price is \$19.99.
 - Allows for multiple features, such as document management and content managements (specific to standard SharePoint web parts).
 - Works with current Purdue Career Account credentials.
 - Interacts with QuickOffice; allows you to open and edit in QuickOffice and then “save back” to SharePoint via SharePlus.



Just For Fun

- **“Book Crawler” by Chiisai App Solutions.** Price is \$1.99.
 - Book database to track novels, etc.
 - With the new Google Books search option, you can bring in your book information (including a cover graphic) in a couple of keystrokes.
 - Uses a lot of tags, allowing for multiple sorting.
 - You can use a Web-based cloud service, such as Dropbox to back up your database.
 - You can then download this database to another support mobile device, such as the iPhone or iPod Touch.



- **“EZ-Digits” by Radin Alcira.** Price is \$.99.
 - The calculator with a register.
 - Email your register when complete.



- **“Moleskine” by Moleskine S.r.l.** Price is ... Free.
 - Mimicks the class Moleskine notebook, including paper styles.
 - Allows for both typing and drawing.
 - Able to import images.
 - Able to Geo-tag your notes
 - Support email and specific social networks, such as Facebook



- **“TextExpander” by SmileOnMyMac, LLC.** Price is \$4.99.
 - Utility that allows you to create a library of shortcuts or abbreviations for frequently used text, such as signatures, urls, etc.
 - Type the shortcut and TextExpander will ‘expand’ into the full snippet.
 - E.g., lmm will return Leanne M. McGiveron
 - Supported by over 80 applications, including Safari.

