A Tour of Productivity Apps

A tour of productivity apps for macOS, iOS and watchOS

By Larry Kerschberg, Jonathan Bernstein, Jay Castillo, Brent Malcolm WAP General Meeting July 23, 2016

Motivation for Talk

- What are productivity apps?

- The message may encourage us to attend a meeting, perform a task for a project, write an article for the Pi Journal, and the like.
- Nowadays we collaborate with others in getting a job done.
- Let's explore some.

What kinds of activities do you do, and what would make you more productive? Email, Calendar, Tasks, Writing, Photo Editing, Communicating, Collaboration? The use of email (messaging) for communication is something everyone uses.

Apple Stores for macOS and iOS has many categories of Productivity Apps.

Topics Covered

- Motivation for Productivity Apps;
- A look at Productivity Apps in Mac and iOS app stores;
- Desirable features of Productivity Apps;
- and collaboration
- Live Demos of AirMail 3, Evernote, Fantastical, Task Managers, and Document Collaboration.

A closer look at email, unstructured database, app integration and sharing,



Categories



Business App for Google Drive Mailbox for Gmail App for Outlook - App with



Entertainment Go for Netflix - Watch Vide ... MPlayerX App Flix for Netflix



Graphics & Design Affinity Designer Pro Paint - 100+ Paint Brus. Pixelmator



Medical Essential Anatomy 5



Photography Affinity Photo



Social Networking FaceTime Uploader HD for Instagram App for WhatsApp



Utilities OS X Server Airmail 3

Categories in the Mac App Store

Featured

Top Charts Categories



Updates

Q Search

Quick Links



Developer Tools SSH Tunnel Color Picker FTP Client Professional



Education

Mavis Beacon Teaches Typ... Tutor for OS X El Capitan Sight Words Puppy Dash: ...

- Welcome Account Redeem
- Support

Finance Quicken 2016 Banktivity 5 (formerly iBank ... CheckBook Pro



Games The Sims™ 2: Super Colle... Civilization V: Campaign Ed... XCOM 2



Health & Fitness FitJet for Fitbit Yoga - Asana Dictionary Reflexology Techniques



Lifestyle Day One Home Library OS Wallpapers HD



Music GarageBand Logic Pro X MainStage 3

Productivity

MacFamilyTree 8

Magnet

Notability

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News NewsBar RSS reader Milkeddit Leaf - RSS News Reader

Duplicate Photos Fixer Pro Adobe Photoshop Element.



Sports Race Monitor iPlayBook

Basic Sports Timer: Countd..



Reference e-Sword X: Bible Study Ext... Bible for YouVersion Speak & Translate – Live ...



Travel QuickMap for Google Map VacationPlanner NudgeMe for LA Metro & B...



Video Final Cut Pro Movist Movie Edit Pro - Merge Vid.



Veather

Live Desktop - Animated Li. Radar Live: NOAA doppler Forecast Bar - Weather Po



Mac App Store: Productivity Apps







\$14.93 +

Manage Your Time

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iPad App Store: Productivity Apps

All	
Productivity	
Popular	
Featured Productivity	
Get Stuff Done	
Apps for Writers	
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Decision Making	
Documents	~
Engineering	~
Graphics & Design	
Notes	~
Presentations	~
Project Management	~
QR Codes	
Security	
Storage	



Stay on Task



OmniFocus 2 Productivity \$39.99



Wunderlist: To-Do List & Tasks Productivity



Doo - Get Things Done Productivity \$2.99



Clear - Tasks, Reminders &... Productivity \$4.99



AnyList -Grocery Shop... Productivity



Task List

\$4.99

Productivity



Handle: To-do List, Inbox, an. Productivity

Type Notes



Evernote capture notes.. Productivity



Microsoft OneNote - list.. Productivity



Simplenote Productivity



Awesome Note 2 for iPad (Ta... Productivity \$3.99



Fetchnotes -Shared Notes,... Productivity



Drafts 4 -Quickly Captu... Productivity \$9.99



Daily Notes + Tasks Productivity \$5.99







Notability Productivity \$7.99



Productivity



Noteshelf Productivity \$8.99



Skitch - Snap. Mark Up. Send. Productivity

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Purchased



Paper by FiftyThree - S... Productivity

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Updates



Notes Plus Productivity \$6.99



Penultimate Productivity





Featured

*-----Top Charts

Explore

1

iPhone App Store: Productivity Apps



Desirable features of apps in the stores

- We would like to have apps that *run on both macOS and iOS*;
- They should also run on watchOS, if possible;
- They should sync data so that we can add, update and delete data in an app, and see those updates across all platforms;
- We would like to have the apps "play nice" together; so that we can send messages to other apps;
- The apps should take those messages and convert them to calendar events, reminders, projects, tasks, store them as files, photos and the like;
- The Airmail 3 app provides the above features, as do many others;
- Note: Apple has paid over \$50,000,000,000 (yes, \$50 Billion) to developers while taking a 30% cut of the sales from the app stores.





Airmail 3



E-Mail as Hub Concept

Email message can be shared with other types of apps as part of your workflow;

We want a flexible way to share information and act upon it via our apps.



Productivity Apps we will discuss & demo today

- <u>AirMail 3</u> Apple Mail alternative;
- Evernote Your cloud-based digital shoebox;
- <u>Fantastical</u> Calendar alternative;
- <u>Things</u>, <u>OmniFocus 2</u>, & <u>Daylite</u> Task & Project Management;
- Slack Collaboration/Communication
- <u>MS Word</u> –Document editing and collaboration at its best;
- <u>Google Docs</u> Document editing and collaboration.



Action-based email



AirMail 3

- Runs on macOS, iOS and watchOS;
- Syncs account information with iCloud;
- Plays nice (sends message) to Evernote, Fantastical, PDF Expert, Things, OmniFocus 2, etc.;
- Send attachments stored in Dropbox, Google Drive, OneDrive, etc.;
- Uses 'swipes' to dispatch emails quickly;
- Great companion to Apple Mail;
- Faster search than Apple Mail!



Evernote

- Think of it as digital shoebox;
- Handy for taking notes, audio;
- Take photos of business cards and turn them into contacts;
- Capture web pages as 'readable' PDFs;
- Organize notes into Notebooks and Stacks;
- Use tags to index notes;
- Very comprehensive search function.



Fantastical

- Very flexible way to add calendar events and reminders;
- Natural language dictation for events;
- View calendar by day, week, month and year;
- View 'today' as left-most column;
- Intuitive way to view your calendar;
- Subscribe to other calendars via CalDav, for Google Calendar, etc.;
- A substitute for Apple calendar.

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Conceptual Model of Task Managers

- The basic goal is to define a task, its duration, the action to be performed, and check off the task when it has been completed;
- The model to the right has a project with a begin and end date:
 - A project has one or more tasks,
 - Tasks have a context and duration,
 - A person is responsible for a task,
 - A person works for company.



Task to demo in each Task Management app

English Sentence:

- Larry Kerschberg of Mason, must scan the scholarship check and attach it to the project named "PI-Scholarship"
- Conceptual Model
 Sentence
 - Person: Larry Kerschberg
 Company: Mason
 Task: SCAN and ATTACH
 Object: Scholarship Check
 Project: "PI-Scholarship.



Things

- German company Cultured Code <u>https://culturedcode.com/things/</u>;
- Very clean interface;
- Syncs via their cloud with macOS and iOS;
- Projects consist of tasks;
- Good for defining tasks, associating a person from contacts, and a Area of Responsibility (context)
- Cannot associate a file to the task.
- Can receive tasks from AirMail.



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OmniFocus 2

- Produced by OmniGroup <u>https://www.omnigroup.com/omnifocus/</u>
- Adheres to the Getting Things Done method;
- Can define views, called Perspectives to help manage projects and tasks;
- Can review projects periodically;
- Excellent search capability;
- Receives tasks from AirMail;
- Syncs with Omni Server.

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Daylite

- Produced by MarketCircle, Toronto Canada;
- Syncs with Daylite Cloud;
- Uses a Mail.app Daylite plugin for macOS;
- Costs \$300 per year per user in a company;
- Multi-user system allows many people to collaborate on a project;
- Built on the Postgres database system;
- Is the most integrated app and can publish contacts and calendars using (CardDav and CalDav).

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Slack (http://slack.com)

- A messaging app for teams;
- Share messages and share files rather than sending them by email;
- Channels Make a channel for a project, a topic, a team.
 - Public channels Everyone can see what is going on.
 - Private channels sensitive information and invite people to participate in the channel.
- Direct Messages to a colleague in a private and secure fashion;
- Share files by dropping from Google Drive, Dropbox or Box; pasting link to file as shown from OneDrive;
- Powerful search of the entire Slack app.
- Syncs across macOS, iOS, Android, Windows, etc.

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		Jonathan Bernstein 3:04 PM		
	_	See my comment - about Apple, MS, and Google? I'll try to download and see how/if sync with Mac Word actually works.		
		Larry Kerschberg 3:10 PM I added a couple of comments and brought communication into the demos in the last paragraph. When I provided the link, MS changed it to the nice icon with OneDrive.live.com.		
		Jonathan Bernstein 3:12 PM		
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MS Word and OneDrive

- Runs on Web, macOS and iOS;
- Office 365 subscription costs \$99 a year and includes MS Word, PowerPoint, Excel and OneNote for macOS;
- May install on 5 Macs including 'gifts' to friends. Apps on iOS are free.
- 1 Terabyte of OneDrive storage for each individual in the subscription;
- MS Word allows sharing of a document via OneDrive and *editing simultaneously and* in real-time on Web, macOS and iOS;
- Seamless integration across all platforms.



Pages & iCloud

- Apple's Pages app, part of Apple's free productivity suite, runs in macOS, IOS, and online at <u>icloud.com</u>.
- Apple joins Dropbox, Box, Google Drive, OneNote and others - with iCloud Drive, a native macOS Finder folder plus IOS app allowing file access across all Apple devices.
- iCloud is free up to 5 GB, but the \$12/year bump to 50 GB is well worth it to save all but videos in iCloud Drive and share among devices.
- iCloud Apps allows live collaboration via sharing a link, much like other such services.
 Collaboration improved, but not as robust as GoogeDocs or OneNote.



Google Docs/Drive

- Google started web based productivity apps with Google Docs stored in online Google Drive.
- GDocs pioneered online collaboration, allowing widely disbursed work groups to actively collaborate.
- Google Drive is a macOS Finder folder, like Dropbox, Box, iCloud Drive, OneNote and others...
- GDrive is free up to 15 GB, and \$24/yr. buys 100GB. But note that files created in Google's docs, sheets, or slides, don't count toward storage aliquot.
- While Google has no desktop application, it has entered the IOS and android world with google modules, including docs, sheets, slides, and hangouts.
- So live online web collaboration on a GDoc is old hat, and we'll see how things work using iPad app instead.



iPhone Google

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Drive	Google+	Slides
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Hangouts	Google	Sheet
Docs	Google Cast	

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Demos of selected apps

- Airmail 3 Side-by-Side comparison with Apple Mail; Send message to other Apps.
- search.
- month and year views.
- for the PI Scholarship, scan the check and attach it to the email message task.
- the project. Show how projects, contacts, calendar, appointments, tasks are all integrated.
- MS Word Show collaboration
- Pages in iCloud Show collaboration
- Gdocs Show collaboration

Evernote - "Scan a business card"; "Send a file", "send email message to Evernote"; Send note from Evernote to other apps"; "search for messages by tags, by text, by map"; Brighton Beach example by map

Fantastical – Show ease of adding an event; try natural language dictation of an event; show the day, week,

Things and Omnifocus – Show user interface and how it maps to our conceptual model; Set up a project

Daylite – Show the Daylite "plugin" for Apple Mail; Explore Daylite project for PI Scholarship; add check to



Conclusions

- Productivity apps are designed to make us more 'productive';
- Developers are constantly trying to improve their software products;
- way you work, your workflow!
- we can combine them to create productive workflows;
- Get thee to the app stores to try out some apps to enhance your productivity and creativity.

The important thing is for you to choose apps that 'match and support' the

App communication allows each app to perform its functions well, so that