

Productivity Apps for Mobile Devices

Apps, Apps, Apps! There are so many apps available, how do you know which one is the right one for your work environment? The following two charts provide an overview of the most commonly used apps for note-taking, creating documents and editing documents using a mobile device.

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Note-Taking Apps: Chart Comparison

Features	Penultimate	Evernote	One Note
Description	Digital handwriting app. Allows you to take notes, journal thoughts, etc.	Workspace that allows you to take notes, create notebooks, projects, lists from other apps	Note taking app that allows you to take notes, clip webpages, snap photos, etc. and place it all in your digital notebook
Cost	Free	Free. Premium subscription cost \$49.99/yr. Plus subscription cost \$24.99/yr.	Free for Centre College faculty/staff/students through Office 365
Platform	iPad	iOS, Android, Windows, Mac	iOS, Android, Windows, PC & Mac
Account required	No, unless paired with Evernote	Yes	Yes
Collaboration	If synced with Evernote	Yes, you can share notebooks	Yes, you can share notebooks
Audio or Video Recording capability	No	Yes	Yes within the software only not the browser.
Sharing capabilities with other apps	Works in conjunction with Evernote to sync files	Works in conjunction with Penultimate to sync files	Notes sync with OneDrive

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Document Creation/Editing Apps: Chart Comparison

Features	Docs to Go	Microsoft Office (Office 365)	Office Suite Pro
Description	Create new Microsoft Word and Excel files. Can open and edit Word, Excel, pdf and PowerPoint files.	Word, Excel, PowerPoint, Outlook, OneNote, Publisher and Access apps.	Allows you to edit and create Word, Excel, and PowerPoint files. View, annotate and edit pdf files.
Cost	Free	Free for Centre College faculty/staff/students through Office 365	\$6.99
Platform	iOS, Android	iOS, Android, Windows, PC & Mac	iOS, Android
Account required	Yes	Yes	No
Collaboration	No	No	No
Sharing capabilities with other apps	Works with Dropbox, your computer and other cloud storage accounts	1 TB of online storage to OneDrive	Works with Dropbox, OneDrive, iCloud, Google Drive and Box