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# Top Apps for Workplace Success – Android

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## Built-in Tools

- Calendar
- Mail
- Text to speech output
- Spell checker
- Magnification gestures
- Large text
- Voice input
- Swipe
- Word prediction and completion
- Personal dictionary

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## Reading



### EZ PDF Reader

**Price:** \$3.99, free trial available

**Description:** This app allows you to read and annotate your PDFs. You can highlight, underline, write on, and type on your PDFs and use the voice reading feature to have the PDF read aloud to you. This app claims to be the best PDF annotator/text-to-speech app on the market and user reviews support this claim.



### Speed Reader

**Price:** Free, upgrade for \$2.50

**Description:** Speed Reader is an app that allows users to quickly get through readings by rapidly flashing words on the screen. Users can control the number of the words shown at a time, the color scheme, and the speed in which the words are flashed from 0 to 600+ words per minute.



### Voice Dream Reader

**Price:** \$9.99

**Description:** This app reads aloud PDF files, Word files, DAISY eBooks, Bookshare books, and webpages, and allows the user to view the files while the text being read is highlighted. Adjustments can be made to the speed of playback, voices, and colors and size of the display. Users can also annotate and export annotations for later review.



## Audible for Android

**Price:** Free

**Description:** This app allows you to access your audiobooks and navigate chapters, bookmark, change narration speed, and play as you download the book. You can transfer books from your library to your device. Browse books through Audible.com.

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## Writing



## Ginger Keyboard

**Price:** Free

**Description:** This app allows you to write emails, texts and other original content and then checks your grammar, making suggestions for spelling and word choice as you go. Other features include advanced rephrasing, text reader, predictive text, swipe, and translation capabilities of more than 40 different languages.

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## Note Taking



## Smart Voice Recorder

**Price:** Free

**Description:** This is a high quality voice recorder that is simple to use. This app continues to record even when the display is off. Share recordings via email, Dropbox, Drive, Bluetooth, and more.



## HI-Q MP3 Recorder

**Price:** Free, upgrade for \$3.49

**Description:** Use this app to record audio in class, group meetings or even to create voice notes. The audio files are saved as MP3 files and can be shared by Bluetooth, Wi-Fi, USB and more. While audio files can be re-named, they are always tagged with the date and time of the recording. With the free version you only get 10 minutes of recording time.



## AudioNote

**Price:** \$5.99, free lite version

**Description:** This note taking app synchronizes handwritten and typed notes with audio. It highlights notes during playback, automatically indexes your notes, includes a "palm guard", offers desktop support to view your files, and you can add notes later. The lite version allows you to record for only five minutes at a time.

# Organization and Time Management

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## Business Calendar 2

**Price:** Free, Pro version is \$4.99

**Description:** This calendar app has a clean, professional display with month, week, day, year, and agenda views. You are able to color code appointments, add reminders and descriptions to events, and sync events with other calendars (e.g. Google calendar). The app also has an integrated task organizer which syncs with Google Tasks to help you keep track of to-do lists and stay organized.



## Google Keep

**Price:** Free

**Description:** Create notes and lists, check off completed tasks, set time and place reminders, dictate your thoughts, add pictures, and color code notes with this app.



## Evernote

**Price:** Free

**Description:** This app allows you to keep track of files across devices, take text notes, dictate audio notes, capture pictures, create to do lists, record voice reminders and audio notes, share notes easily, and index these notes by searchable key words.



## ColorNote

**Price:** Free

**Description:** ColorNote is an easy to use notepad that allows you to set reminders, create to-do lists, and organize notes and checklists by color.



## Pomicro

**Price:** Free

**Description:** Pomicro supports the “Pomodoro” technique – 25 minutes of studying, 5 minute break. The app includes a timer to count down study time and breaks. You can set audible notifications and adjust lengths of study and break times.

# Productivity

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## Dropbox

**Price:** Free

**Description:** Dropbox lets you save and share all your documents, photos, and videos. Dropbox automatically syncs files on your phone, tablet, laptop, and desktop for easy access. You get 2 GB of space for free.



## Google Drive

**Price:** Free

**Description:** This app lets you view and save documents, PDFs, photos, videos, and more. You can easily share files and folders with others, and quickly access recent files. All files are backed up safely so you can't lose them.