

Low-Cost and No-Cost Technology Tools

Software	Purpose	URL	Cost	Mobile App
Asana	Project Management	www.asana.com	Free, Upgradable	Yes
Trello	Project Management	www.trello.com	Free, Upgradable	Yes
DropTask	Project Management	www.droptask.com	Free, Upgradable	Yes
Microsoft Teams	Project Management, Documents, Communication, etc.	products.office.com/en-us/microsoft-teams/group-chat-software	Free, w/Microsoft agreement	Yes
Evernote	Project Management, Task Tracking	www.evernote.com	Free, Upgradable	Yes
Canva	Graphics, Images, Marketing	www.canva.com	Free, Upgradable	Yes
Fotor	Images	www.fotor.com	Free, Upgradable	Yes
PDF through Microsoft	PDF			
PDF Escape	Fillable PDF forms	www.pdfescape.com	Free	No, but others are available
Audacity	Audio editing	sourceforge.net/projects/audacity/	Free	No
PowerPoint	Audio editing	Insert tab Audio Record Audio...	w/Microsoft agreement	
SnagIt	Screen Shot and Annotation	www.techsmith.com/screen-capture.html	Free Trial, \$49.95	No, but others are available
prt sc key and Paste	Screen Shot			
Snipping Tool (in Windows)	Screen Shot	Search Windows for Snipping Tool	Included with Windows	
PowerPoint	Screen Shot and Annotation	Insert tab Screenshot		
Camtasia	Screen Capturing & Video Editing Software	www.techsmith.com/screen-capture.html	Free Trial, \$249	No
PowerPoint	Screen Capturing & Video Editing Software	Insert tab Screen Recording Also, File Save As and choose video format	w/Microsoft agreement	

Typeform	Survey Software	www.typeform.com	Free, upgradable	No
Survey Monkey	Survey Software	www.surveymonkey.com	Free, Upgradable	Yes
Google Forms	Survey Software	docs.google.com/forms	Free or with Gsuite	
Poll Everywhere	Realtime Polling Software	www.polleverywhere.com	Free, Upgradable	Yes, for user
Powtoon	Presentation Software	www.powtoon.com	Free, Upgradable	Yes

My Notes